
AGENDA

MEETING OF THE PRESIDENT &
BOARD OF TRUSTEES OF THE TOWN OF CICERO
IL., COUNCIL CHAMBERS, CICERO TOWN HALL

TUESDAY, JULY 26, 2022 - 10:00 AM

THE PRESIDENT AND BOARD OF TRUSTEES WELCOME YOU AS OBSERVERS TO THIS PUBLIC MEETING. YOU ARE REMINDED THIS MEETING IS FOR THE DELIBERATIONS OF THE PRESIDENT & BOARD OF TRUSTEES IN CONTRAST TO A PUBLIC HEARING WHERE MEMBERS OF THE TOWN OF CICERO ARE ENCOURAGED TO PARTICIPATE. UNLESS INVITED BY THE PRESIDENT TO SPEAK, OBSERVERS ARE REQUESTED NOT TO INTERRUPT THE MEETING IN ORDER THAT THE CONCERNS OF THE TOWN OF CICERO MAY BE ATTENDED TO EFFICIENTLY. IF YOU ARE RECOGNIZED BY THE PRESIDENT TO SPEAK, PLEASE APPROACH THE PODIUM, ANNOUNCE YOUR NAME & ADDRESS AND DIRECT YOUR REMARKS TO THE PRESIDENT AND BOARD OF TRUSTEES:

1. **Roll Call - 10:00 A.M.**

2. **Pledge of Allegiance to the Flag**

3. **Approve minutes of the previous meetings**

4. **Approval of Bills**

A) List of Bills-Warrant# 14, Manual Checks & Online Payments

B) Payroll 4

C) Blue Cross & Blue Shield

1) Medical & Stop Loss Premiums 23

2) HMO Premiums 26

3) Accidental Death & Dismemberment Premiums 28

5. **Block Party Permit**

A) 2300 Block of 61st Avenue 30

B) 2500 Block of 57th Avenue 36

C) 3600 Block of 55th Court 40

D) 4900 Block of 29th Street 46

6. **Permit**

A) J. Sterling Morton High School	52
7. <u>Reports</u>	
A) Collector's Office Report & Revenue Summary	
1) May 2022 Correction	56
2) June 2022	59
8. <u>Ordinances</u>	
A) An Ordinance Authorizing, Approving, And Ratifying The Purchase Of Certain Equipment For The Town Of Cicero, County Of Cook, State Of Illinois.	64
B) An Ordinance Authorizing The Lease Of Certain Personal Property For The Town Of Cicero, County Of Cook, State Of Illinois.	72
C) An Ordinance Authorizing The Town President To Enter Into A Certain Agreement With Best Technology Systems, Inc. To Provide Products And Services To The Town Of Cicero, County Of Cook, State Of Illinois.	83
D) An Ordinance Authorizing, Approving And Ratifying The Purchase Of A Dump Truck For The Town Of Cicero, County Of Cook, State Of Illinois.	96
E) An Ordinance Adopting A Grant Administration Policy For The Town Of Cicero, County Of Cook, State Of Illinois.	109
F) An Ordinance Adopting A Policy And Procedure Manual For The Department Of Housing Of The Town Of Cicero, County Of Cook, State Of Illinois.	145
9. <u>Resolutions</u>	
A) A Resolution Appointing Certain Individuals To Specified Positions Within The Town Of Cicero For The Town Of Cicero, County Of Cook, State Of Illinois.	409
B) A Resolution Authorizing And Approving Certain Invoices From Sunbelt Rentals, Inc. For Services Provided To The Town Of Cicero, County Of Cook, State Of Illinois.	419
C) A Resolution Authorizing And Approving An Invoice From Jasper Engines & Transmissions Exchange, Inc. For Services Provided To The Town Of Cicero, County Of Cook, State Of Illinois.	440
D) A Resolution Authorizing And Approving Certain Invoices From ADB Entertainment, Inc. For Services Provided To The Town Of Cicero, County Of Cook, State Of Illinois.	447
E) A Resolution Authorizing And Approving Certain Invoices From Riccio Construction Corporation For Services Provided To The Town Of Cicero, County Of Cook, State Of Illinois.	457
F) A Resolution Authorizing And Approving Certain Invoices From Legacy Fire Apparatus For Services Provided To The Town Of Cicero, County Of Cook, State Of	465

Illinois.

G) A Resolution Authorizing And Approving An Annual Action Plan For Program Year 2022 To Comply With The Requirements Of The Community Development Block Grant Program Offered Through The United States Department Of Housing And Urban Development For The Town Of Cicero, County Of Cook, State Of Illinois. 477

H) A Resolution Authorizing And Approving A Substantial Amendment To The Action Plan For Program Year 2019 For The Community Development Block Grant Program For The Town Of Cicero, County Of Cook, State Of Illinois. 542

I) A Resolution Authorizing And Approving The Settlement Of Litigation In The Case Coleman V. Town Of Cicero For The Town Of Cicero, County Of Cook, State Of Illinois. 554

J) A Resolution Authorizing And Approving The Settlement Of Litigation And The Execution Of A Certain Settlement Agreement In The Case Carlos Palomar V. Town Of Cicero For The Town Of Cicero, County Of Cook, State Of Illinois. 562

10. **New Business**

A) Recommendation By The Board Of Fire And Police Commissioners To Promote Officer Steven Kelly To The Rank Of Sergeant For The Cicero Police Department.

11. **Citizen Comments (3 minute limit)**

12. **Adjournment**

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EMPLOYEES BY

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CORPORATE

03/01/1978 PIEKARSKI, MICHAEL
 06/12/1984 REITZ, FRANCES, F
 06/16/1988 CHAVARRIA, GLORIA
 10/15/1988 WOLFF, JANICE, L
 03/01/1989 KULAGA, BRIAN, JOSEPH
 07/03/1989 JELIC, SAM
 09/01/1989 MENDEZ, ELIZABETH
 09/18/1989 MANETTI, LIDO, JR
 09/04/1990 BARNETT, MICHAEL, W
 10/16/1990 MILLER, JOHN, S
 03/01/1991 TESAR, EDWARD
 05/20/1991 ESPOSITO, ROSEMARIE
 06/01/1992 KOTECKI, JIMMY
 06/07/1992 WOOD, JAMES
 10/01/1992 SURILLO, CESAR, D
 04/26/1993 BAILEY, NANCY
 12/15/1993 SANCHEZ, EDNA, M
 11/16/1994 POROD, KARYN
 01/17/1995 STELLA, RAMONA
 08/29/1995 PUNZO ARIAS, MARIA, A
 02/01/1996 MAVRINAC, DAVID, W
 04/16/1996 GALVAN, ARMANDO, A, JR
 04/16/1996 KANE, FRANK, J
 08/21/1996 CHLADA, JERRY, R, JR
 08/21/1996 KOSENESKY, JAMES, J
 10/28/1996 RIOS, SYLVIA
 02/16/1997 LYTTEK, PAUL, F
 02/16/1997 RUTKA, PHILIP
 03/03/1997 GUZMAN, PATRICIA
 04/07/1997 VIRRUSO, JOSEPH
 05/20/1997 MOSCINSKI, NANCY, A
 06/16/1997 JARAMILLO, JESSICA, A
 07/16/1997 DEGANUTTI, JOHN, J
 09/15/1997 WINES, ANDRE
 10/06/1997 JIMENEZ, MIGUEL, A
 10/06/1997 ROLEWICZ, TIMOTHY, J
 10/16/1997 WINIARS, MICHAEL, J
 10/27/1997 DELONG, WHITNEY, A
 01/09/1998 DIAZ LUNA, FRANCISCO
 02/18/1998 TORRES, MARICELA
 02/19/1998 MARINO, NICHOLAS
 05/01/1998 RIVERA, SAUL
 06/08/1998 ROBERSON, ALBA
 06/09/1998 WIECZOREK, LISA
 06/15/1998 SANTIAGO, PRISCILLA
 08/07/1998 MONTES DE OCA, GIOVANNI
 09/08/1998 FITHIAN, GREGORY, S
 09/15/1998 ESPOSITO, PATRICIA, L
 10/01/1998 JOSEPH, JEFFREY
 10/05/1998 PELIKAN, DONALD, J
 10/16/1998 FIORE, STEPHEN, A
 10/16/1998 PENZKOFER, JEFFREY, M
 11/24/1998 VELAZQUEZ, MANUEL
 01/04/1999 KOSENESKY, RHONDA, ANN

HUMAN RESOURCES

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CORPORATE

03/22/1999 MARTINEZ, JOSE, ANGEL
 06/08/1999 PALOMAR, CARLOS
 06/14/1999 MELENDEZ, JACQUELINE
 07/27/1999 DRAKULICH, LOUIS
 07/27/1999 GILPIN, JENNIFER
 07/27/1999 RAMIREZ, MATHEW, E
 10/11/1999 WOOD, ALISHA, A
 04/11/2000 CAVA, JOHN
 04/25/2000 ACEVEZ, ELIZABETH
 04/25/2000 PACIONE, VITO, A
 04/25/2000 WOJTOWICZ, CHRISTOPHER, M
 06/05/2000 JOHNSON, MICHELE, L
 06/13/2000 PINA, RICARDO
 06/27/2000 SOCHACKI, JONATHAN
 07/12/2000 MIKOLAJEWSKI, DEBORAH, A
 09/12/2000 CHLADA, RYAN, A
 10/23/2000 VANPRATT, GUSTAVO, E
 10/30/2000 ALMENDAREZ, FRANCISCO
 10/30/2000 DICOSTANZO, FRANK
 11/01/2000 PEREZ, RUBEN
 01/12/2001 HERNANDEZ, FRANCELIA
 03/08/2001 MANIGLIA, MICHELE
 03/27/2001 DELAFUENTE, ARTURO
 03/27/2001 VERA, EDGAR
 03/28/2001 CHAVEZ, VERONICA, G
 03/28/2001 MCKEE, MICHAEL, B
 03/28/2001 NEAL, MERRIE, E
 04/06/2001 MCCANN, THOMAS, W
 04/06/2001 NUNEZ, FELIPE
 05/30/2001 DOMINICK, DEREK
 06/05/2001 GUTIERREZ, LILLIAN, J
 06/18/2001 SALAZAR, LAURA
 06/20/2001 RAYGOZA FERNANDEZ, ROSALBA
 07/10/2001 WALSH, JOHN, J
 09/17/2001 RODRIGUEZ, MANUEL
 09/25/2001 ANDRADE, MARCOS, R
 09/25/2001 ANDRADE, MARIA, G
 09/25/2001 VASSOS, CONSTANTINE, A
 09/29/2001 SKODA, BARTHOLOMEW, A
 10/04/2001 HERNANDEZ, JESSE
 11/13/2001 LEUZZI, DAVID, A
 11/16/2001 RUAN, JESUS
 11/30/2001 STOCKSTILL, STEVEN, M, SR
 12/17/2001 CARROLL, MAUREEN
 01/14/2002 BODZIOCH, MICHAEL
 02/26/2002 SANTORO, THOMAS, J
 03/08/2002 FOLTZ, CHRISTOPHER, W
 03/11/2002 FLORES, MARIA, D
 04/05/2002 MACIAS, JACOBO, A
 04/05/2002 MACIAS, RAYMOND, A
 06/11/2002 GARCIA, MARTHA, P
 07/15/2002 MICHAELS, ANDREW, J
 08/05/2002 CHLADA GALARZA, NICOLE, M
 08/26/2002 FRAIRE, MICHELLE, M

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CORPORATE

08/26/2002 KOSIROG, PATRICIA, ANN
 09/09/2002 TYLKA, TIM, J
 09/18/2002 AMIGON, MARIA
 09/18/2002 OLVERA, ARACELI
 09/24/2002 SKIDMORE, MICHAEL, W
 10/01/2002 CONTRERAS, LILIA, J
 10/01/2002 MENDOZA, ARACELI
 10/18/2002 LOPEZ, LUIS
 11/18/2002 SAUCEDO, JAIME
 02/03/2003 DERWIN, ROBERT, C
 02/05/2003 ESCABI, MARISOL
 02/08/2003 COUCH, ALICE, L
 02/08/2003 MUSIAL, LISA, V
 02/08/2003 PRENDERGAST, GINA, V
 02/21/2003 CASTRO, VICTOR
 03/17/2003 SWIATEK, DONNA
 04/28/2003 ALVAREZ, JOSE
 06/02/2003 CERVANTES, ANTONIO
 06/10/2003 MORAVEC, RON
 06/10/2003 NAVARRO, LETICIA
 06/18/2003 PINA, ALEJANDRO
 06/25/2003 BAUSONE, MARK, D
 06/30/2003 UPDYKE, CYNTHIA, J
 08/22/2003 POLASHEK, THEODORE, J
 08/22/2003 SAMMON, PATRICK, J
 08/25/2003 ARTEAGA, PAULA
 08/25/2003 GUERRERO, MAGDALENA
 09/09/2003 SANTANA, LORRAINE
 09/23/2003 ERICKSON, BRADLEY
 09/23/2003 GALARZA, WALBERTO
 09/23/2003 RICHERT, ROBERT, J
 10/01/2003 RANGEL, CRUZ, G
 10/09/2003 COMAS, BENJAMIN
 11/25/2003 GUIDO, LOUIS
 01/28/2004 TERRACINO, JAMES, E
 05/03/2004 VALENCIA, LESLIE, G
 09/14/2004 BARRERA, ELIZABETH
 10/01/2004 AVILA, LEONARDINE
 12/14/2004 ALANIS, JOSE, E
 12/14/2004 ALANIS, LUIS, A, JR
 12/14/2004 PEREYRA, KENNETH
 01/18/2005 LEON, MARIA
 02/01/2005 LARA, GERARDO
 02/08/2005 CALDERON, JOSE, J
 02/17/2005 JIMENEZ, JUANITA, V
 03/17/2005 GODINEZ, FERNANDO
 05/10/2005 DOMINICK, LARRY
 05/10/2005 GARCIA, VICTOR, R
 05/10/2005 GIANAKOPOULOS, LISA, A
 05/10/2005 HERNANDEZ, ROLANDO
 05/10/2005 RUEDA, JORGE, M
 06/01/2005 RUIZ, PATRICIA
 06/06/2005 WOLFF, AMANDA, M
 06/13/2005 KUSPER, SARAH

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06/14/2005	SCHMIDT, LUCY, J
06/15/2005	SANTAMARIA, DAYANARA
06/16/2005	DEMBOWSKI, PAUL
06/16/2005	LOPEZ, MARIO, SR
06/20/2005	BARLOW, ALBERT, M
06/20/2005	CURRY, MICHAEL, J
06/20/2005	DURAN, DAVID
06/20/2005	VALLE, LUCIO, B
06/28/2005	ARIAS, JOSE, L, SR
06/28/2005	CHLADA, NICOLE, D
06/28/2005	DEMBOWSKI, CYNTHIA
06/28/2005	DOMINICK, BRIAN, K
06/28/2005	SCHVACH, MARYLOU
06/28/2005	WENTE, WAYNE, L
06/29/2005	GUZMAN, MIGUEL, JR
06/29/2005	TEJEDA, JOSE, J
07/11/2005	JELIC, NICHOLAS, J
07/12/2005	TOMSCHIN, THOMAS, M
07/13/2005	VICERA, ERIC
07/18/2005	ROCHA, CESAR
07/25/2005	CUNDARI, EMILIO, H
07/25/2005	RUGLIO, LEO
07/26/2005	AROCHO, EDWIN, JR
08/08/2005	BARRIOS, ZENDA, M
08/08/2005	LOPEZ, ELIZABETH
08/08/2005	SKRABACZ, MICHAL, R
08/09/2005	BUCKLEY, NOAH, T
08/09/2005	GUIDO, JAMEY, C
08/09/2005	PEDRETTI, DANIEL, D
08/09/2005	SOTO, MARCELINO
08/09/2005	ZAMORA, EDUARDO
08/29/2005	HIGGINS, TERRY, L
09/01/2005	PORRAS, SALVADOR
09/01/2005	ROCHER, SERGE
09/01/2005	SEROPIAN, DANIEL, T
09/06/2005	BORJAS, NORMA
09/08/2005	CASTILLO, NANCY
09/19/2005	MUNOZ, EDUARDO, T
09/27/2005	BARRIOS, IRWIN
10/03/2005	CLAY, OSCAR
10/31/2005	HERNANDEZ-BUENFIL, STEFANIE, E
10/31/2005	SAUCEDO, LIBERIO
11/15/2005	MORENO, MARIA, C
11/26/2005	KONZ, ROSEMARY, A
12/20/2005	FUENTES, KARINA
04/24/2006	IBARRA, LORENA
05/10/2006	TELITZ, NICHOLAS
06/13/2006	DURKEE, MARY, M
06/13/2006	NOWAK, FRANCES, J
06/19/2006	MASTALERZ, MICHELLE, L
06/20/2006	RASKEY, JAMES
07/10/2006	GRAHAM, KELLY, K
07/24/2006	CRITES, JEFF, A
08/21/2006	LARA, MARIA

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CORPORATE

09/18/2006 BRUNO, JANNETTE
 09/29/2006 KERRY, MATTHEW, A
 10/13/2006 PESEK, ELAINE
 10/31/2006 PADILLA, ANGELICA
 10/31/2006 VARGAS, EVA
 11/01/2006 LEALI VILUMIS, MELISSA
 11/20/2006 SOTELO, VERONICA
 01/10/2007 ALVARADO, ROBERTO, L
 01/10/2007 SAVAGLIO, FRANK, U
 01/10/2007 SCHULLO, DOMINIC, E
 01/10/2007 SCIMONE, NINO, J
 02/06/2007 PETRUS, PATRICIA
 02/13/2007 GARCIA, ANTHONY
 02/20/2007 REYES, JUAN, A
 02/27/2007 PINEDA, MARIA, C
 03/20/2007 GARCIA, VICTOR, A
 03/20/2007 GARZA, ADAM, JR
 03/20/2007 RASCHKE, BRIAN
 05/06/2007 GATTO, DOMINICK
 05/06/2007 HARRIS, BARBARA
 05/06/2007 HUNTER, ELVIRA, M
 05/06/2007 MANGIA, VLASTA
 05/06/2007 POROD, ERIC
 05/06/2007 THOMAS, JEANINE
 05/18/2007 NAVARRETE, CLAUDIA
 05/22/2007 COTTON, CHRISTOPHER, A
 06/25/2007 ELLIS, AHIME
 06/26/2007 HEREDIA, ANDRES, JR
 06/26/2007 PETRUS, JASON
 07/09/2007 BENDA, MIKE
 07/09/2007 HILL, JOSHUA
 07/09/2007 WASICKI, CHRISTOPHER
 07/12/2007 KRALKA, BAMBI
 08/01/2007 BETKE, KYLE
 08/01/2007 MCDONALD, BRIAN
 08/06/2007 STURDEVANT, PATRICIA
 08/27/2007 PINEDA, MARIA, E
 10/22/2007 COUCH, TIFFANY
 10/26/2007 SANCHEZ, YOLANDA
 01/14/2008 ROBLEDO, JORGE
 01/16/2008 TOMASINO, CHRISTOPHER
 04/14/2008 RUBIO, LAURA
 04/22/2008 ARLOWSKI, MICHAEL
 04/22/2008 BAUMGARTNER, MICHAEL
 04/22/2008 LOPEZ, EDDY
 04/22/2008 ROBINSON, RICHARD
 04/22/2008 STRUSKA, STEPHEN
 04/22/2008 ZEPEDA, CESAR
 05/27/2008 CENTENO, SONIA
 05/27/2008 POLCHAN, THOMAS
 05/27/2008 POROD, ROBERT, JR
 05/27/2008 STURDEVANT, NICOLE
 05/27/2008 VARGAS, ISMAEL
 05/28/2008 PEREZ, MARGARITA

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CORPORATE

06/09/2008 RODRIGO SCOFIELD, MARTA
 06/10/2008 KUSPER, DONALD, JR
 06/12/2008 CAHUE, JOSE
 06/19/2008 ARIAS, JOSE, L
 06/20/2008 MORELOS, ANTONIO, A
 07/04/2008 SALAS, MARIA
 07/14/2008 RODRIGUEZ, ANA
 08/12/2008 CASTANEDA SALGADO, TACHO
 08/12/2008 GARCIA, EDUARDO
 08/12/2008 INGVE, JONATHAN
 08/12/2008 PATER, RICHARD
 08/12/2008 PEREZ, RAMON
 08/12/2008 VAZQUEZ, CARLOS
 09/15/2008 COZZI, KENNETH
 10/24/2008 SOVA, RICHARD
 11/03/2008 HERNANDEZ, MARY
 11/19/2008 CASTELO, FRANCISCO K.
 11/20/2008 DAVILA, MANUEL
 11/21/2008 CZARKOWSKI, DAWN
 01/02/2009 BIZARRO, CECILIA
 02/13/2009 GIANAKOPOULOS, RONALD, A
 03/18/2009 PADILLA, ESTELA
 03/18/2009 TREVINO, ELVIRA
 03/22/2009 DECHICIO, MICHAEL
 05/04/2009 MLADEK, BRIAN
 05/26/2009 LOPEZ, EDWIN, JR
 06/01/2009 MANIADAKIS, VALIA
 06/01/2009 PILA, PAMELA
 06/01/2009 ROSAS, ERIKA
 06/10/2009 ARCEO, DORIAN, K
 06/10/2009 VARGAS, EDDIE
 06/15/2009 GIOVANNELLI, CHRISTOPHER
 07/20/2009 PILA, KIMBERLY
 09/14/2009 GIOVANNELLI, KATHLEEN
 09/25/2009 GARCIA, MICHAEL
 10/01/2009 FELBINGER, RANDY
 10/01/2009 SANTOS, DANIELLE, M
 10/05/2009 GONZALEZ, JUANITA
 12/14/2009 KOLIN, JAKE, E
 12/14/2009 ROSS, EDWARD
 12/14/2009 STAHL, MICHAEL
 12/22/2009 ALEGRIA, MARIO
 12/22/2009 KOC, PAUL, M
 01/04/2010 MEDINA, NAOMI, G
 02/05/2010 MUNOZ, MARIA, G
 03/08/2010 TOMSCHIN, THOMAS, W
 03/23/2010 GURROLA, VICTOR
 03/29/2010 VARGAS, JESUS
 04/24/2010 PROCENTI, SANTO
 04/27/2010 DRAGISIC, BRANISLAV
 04/27/2010 INGVE, ANGIE
 05/25/2010 MIHALOPOULOS, IOANNIS
 05/25/2010 SPIZZIRRI JELIC, MARY ELLEN
 06/17/2010 BORON, SAMANTHA

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06/24/2010 MIJARES, JACOB
 07/24/2010 GARCIA, JOSE
 08/09/2010 GRAZZINI, SUSAN
 08/11/2010 VARGAS, DAVID
 10/08/2010 ESCOBEDO, POLINARIO
 10/08/2010 MARTINEZ, ERIKA
 12/03/2010 WILLIAMS, BETTY ANN
 12/28/2010 LARA, EDGAR
 12/28/2010 LOPEZ, ROSENDO
 12/28/2010 OROZCO, SALVADOR
 01/14/2011 CHAVEZ, MARISELA
 02/08/2011 NOVINGER, JOSHUA
 02/08/2011 VERTIN, JOSEPH, M
 03/08/2011 PAULUCCI, SUZANNE
 05/23/2011 KOZLOWSKI, EDWARD, W
 06/01/2011 ORTIZ, WILLIAM, R
 06/07/2011 RODRIGUEZ, SAMUEL
 06/14/2011 MORENO, JOVAN
 06/14/2011 WIEST, BRANDON
 06/15/2011 REITZ, REBECCA
 06/28/2011 ADAN, ALI
 07/01/2011 MANGIA, DONALD
 09/19/2011 JOHNSON, TERYL
 09/19/2011 OLSON, ROBERTA
 09/19/2011 REYES, FABIOLA
 10/28/2011 SANCHEZ, ROBERTO
 11/18/2011 GRANT, DARRYL
 11/29/2011 MENDEZ III, HERMAN
 12/02/2011 AHEARN, DANIEL
 12/02/2011 CALVILLO, DAVID
 12/04/2011 OBROCHTA, GEORGE, J
 12/05/2011 MINCH, CLYDE, A
 12/16/2011 ROSAS, DIANA
 12/30/2011 ROGERS, IAN
 01/27/2012 CANO, CRISTIAN
 03/27/2012 LEUZZI, SHANNON
 03/27/2012 STASIAK, MICHAEL
 03/27/2012 TRAPANI, BRIAN
 05/21/2012 CARROLL-PIERSON, ARIELLE
 05/21/2012 TOVAR, BLANCA
 05/26/2012 PEREZ, ANDRES
 06/05/2012 RAMIREZ, IBETH
 06/11/2012 HERNANDEZ, RAQUEL
 06/11/2012 POOLE, TSHURA, L
 06/12/2012 CAHUE-NAVARETE, JAIME
 06/13/2012 CHAVEZ, OSCAR, D
 06/13/2012 RAMOS, JEANETTE, I
 06/13/2012 RAMOS, ROSALINDA
 06/19/2012 WALSH, PATRICIA
 06/20/2012 BORBOR, BEHNAME
 06/20/2012 FLORIO, JOSEPH
 06/20/2012 OWCZAREK, GEORGE
 06/20/2012 SOLIS, GERARDO
 06/27/2012 BERTONE, LAURA

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CORPORATE

07/24/2012 KULAGA, MARK, S
 07/24/2012 PITMAN, ERIC, S
 08/14/2012 HARRIS, WALTER, D
 08/20/2012 UNIQUE, ALMA, K
 09/25/2012 BARONA, ARMANDO
 10/09/2012 MORALES, JANET
 10/22/2012 ORTEGA, RUTH
 11/26/2012 COCO-CALDERON, KIMBERLEY
 01/13/2013 ALVARADO, ISMAEL, JR
 01/28/2013 EVERHART, DIANA
 01/31/2013 AVILA, JONATHAN
 02/01/2013 SANCHEZ, ALBERTO
 04/02/2013 BENDA, KENNETH
 04/04/2013 MARQUEZ, ARGELIA
 04/08/2013 LOPEZ, EDDIE, N
 04/08/2013 RAMIREZ, JASON, R
 04/08/2013 VEGA, ALFONSO, JR
 05/28/2013 PIKUL, MARIE
 06/01/2013 AVILES, GRETCHEN, M
 06/01/2013 BAKER, JAMES, F
 06/01/2013 BENEDIKT, ANNA, L
 06/01/2013 CASTELLANOS, ANTONIO
 06/01/2013 ELLIOTT, TETYANA
 06/01/2013 MORALES, VERONICA, F
 06/01/2013 OWCZAREK, GERALDINE
 06/01/2013 PILA, LORI, M
 06/10/2013 AGUILAR, ISABEL
 06/10/2013 GALVEZ RODRIGUEZ, JOSE
 06/10/2013 SWEATMAN, TONI, C
 06/17/2013 ACOSTA, EDUARDO
 06/17/2013 DELGADILLO, CAROLINA
 06/17/2013 GARCIA, MARLENE, M
 06/17/2013 MEDINA, GRISELDA
 06/17/2013 RODRIGUEZ, THOMAS, M
 06/17/2013 UJEK, DONALD, J
 07/08/2013 ALVAREZ, JAIME
 07/08/2013 GASCA, ADRIAN
 07/08/2013 LUCZAK, MARK, D
 07/08/2013 MADDEN, WILLIAM, T
 07/08/2013 MCSHANE, SCOTT, C
 07/08/2013 RUEDA, ALEJANDRO
 07/08/2013 SANCHEZ, JOSE, R
 07/08/2013 SANDOVAL, VICTOR, M
 10/01/2013 MARTINEZ, MIGUEL
 10/07/2013 DIMITROPOULOS, CAMILLE, C
 10/28/2013 KELLEY, STEVEN, D
 01/06/2014 DUFFEK, FRANK, J
 01/06/2014 MARQUEZ, ANDREW
 01/06/2014 SUMNER, CORINNA
 01/16/2014 ROBERTSON, DIANE
 02/25/2014 BARRY, PAUL, O
 02/25/2014 GRADY, DAVID, R
 02/25/2014 MEDINA, TIMOTHY, W
 02/25/2014 SATERNUS, MATTHEW, J

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02/25/2014 TOKARZ, KENNETH
 03/26/2014 GARCIA, JUDITH
 04/22/2014 SWIATOWIEC, JUSTIN, M
 05/28/2014 GALVEZ, GABRIEL
 05/28/2014 HERNANDEZ, JAIME, D
 05/30/2014 CUNDARI, FRANCESCA, A
 05/30/2014 CUTIC, EDWARD
 06/01/2014 WOOD, SHELLY
 06/02/2014 DELONG, JASON, C
 06/02/2014 SALGADO, NELIDA
 06/02/2014 VALDEZ, JUAN, V
 06/04/2014 PESEK, JEFFRY, A
 06/04/2014 TWOMEY, DANIEL, M
 06/09/2014 GUZMAN, ROSARIO, C
 06/09/2014 RUSCETTI, JOEY
 06/10/2014 CERVANTES, JOHANN
 06/10/2014 DOMINICK, ZACHARY, B
 06/10/2014 VICERA, ESMERALDA
 06/11/2014 ARMENTA, BRANDON
 06/18/2014 SMITH, ROBERT
 06/23/2014 CINKAY, WILLIAM, F
 06/24/2014 AYALA, ANTONIO
 07/07/2014 ALBA, EDGAR
 07/07/2014 ARLIS, KEVIN, R
 07/07/2014 COVARRUBIAS, OSCAR
 07/07/2014 GUTIERREZ, ANDY, M
 07/07/2014 ROWE, HOPETON, O, JR
 07/09/2014 HRABAK, REID
 07/09/2014 XERIKOS, ANDY
 08/13/2014 CHICO, ANTHONY, R
 08/13/2014 CONLEY, GARY, L
 08/13/2014 LOPRESTI, MATTHEW, J
 08/13/2014 MAGANA, ANTHONY, L
 08/13/2014 ZIBUTIS, BENJAMIN, A
 08/14/2014 D'ANGELO, DOLORES
 09/03/2014 HRABAK, KIMBERLY
 09/10/2014 MARCOLINI, JONATHON, W
 09/10/2014 PEREZ, DANIEL, A
 09/10/2014 THILL, MATTHEW, A
 09/15/2014 AVILA, AZUCENA
 09/20/2014 HERNANDEZ, ROBERT
 09/20/2014 MOJICA, JUAN
 09/22/2014 MUROS, JOSEFINA
 09/22/2014 QUINONES, MANUEL
 09/30/2014 GRAJEDA, ARMANDO
 10/09/2014 ARIAS, CAROLYN
 10/17/2014 WOLFF, DANIEL, A
 11/01/2014 GUZMAN, LLAQUENT
 11/01/2014 MALICKI, RICHARD
 11/13/2014 VALERDI, ROCIO
 01/05/2015 GARCIA, EVELYN
 01/05/2015 MACIEL, ANTONIA
 01/05/2015 OPALECKY, MATTHEW
 01/05/2015 PORRAS, MARGARITO

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02/13/2015 GRIMALDI, LINDA
 04/06/2015 VERA, NESTOR
 04/28/2015 VALLADARES, OPHELIA, E
 05/04/2015 MCDORMAN, PHILIP, A
 05/11/2015 CURDA, JAMES, M
 05/11/2015 GINNETTI, MATTHEW
 05/11/2015 LAYTON, KEVIN, S
 05/26/2015 ARMENTA, BRENDA
 05/26/2015 CERVANTES, STEVE
 05/27/2015 VILLA, CHRISTINA
 06/01/2015 BAUTISTA, ELIAS
 06/01/2015 HEREDIA, GUADALUPE
 06/08/2015 GUTIERREZ, ORLANDO
 06/08/2015 RIVERA, ARNOLDO
 06/10/2015 ARROYO, IVAN
 06/10/2015 FLORES, NICOLE
 08/28/2015 LIRA, ROSA, M
 10/05/2015 LOPEZ, MARTIN
 11/02/2015 SOTO, MARTIN
 11/05/2015 ARMENTA, MARGARITA
 11/28/2015 BUCIO, MICHAEL
 11/30/2015 FULARA, ROBERT
 12/15/2015 NAVA, JOCELYN
 01/11/2016 RANGEL, GEORGE, A
 01/11/2016 SERRANO, JOSE, L
 01/19/2016 CHAVARRY, CARLOS, A
 04/11/2016 CERVANTES, EFRAIN
 04/11/2016 RAMOS, REYNOL
 04/27/2016 GUZMAN, JAIME
 05/09/2016 MOLINARO, GUY, A
 05/16/2016 DELGADO, ARCADIO
 05/24/2016 RYAN, MARY RITA
 05/24/2016 VARGAS, MARIA
 06/02/2016 TOSTI, DOMINICK
 06/05/2016 BAHOVICH, FRANK
 06/05/2016 SOLANO, ANTHONY
 06/06/2016 ANDRADE, JESUS
 06/06/2016 BAEZ, GIOVANNI
 06/06/2016 COTTON, BRET
 06/06/2016 JIMENEZ, JENNIKA
 06/06/2016 MALDONADO, KAREN
 06/06/2016 MUNOZ, DEARIAN
 06/06/2016 SERRANO, SENOBIO
 06/07/2016 WOOD, KAYLA
 06/10/2016 DEPASS, DAVID, W
 08/15/2016 MANETTI, ZDENKA
 10/03/2016 CERVANTES, LETICIA
 10/03/2016 ORTEGA, JUANA, A
 10/11/2016 GRIGORIO, VERONICA
 10/25/2016 QUIROGA, SANDRA
 11/15/2016 MURRAY, LAURA, A
 11/28/2016 BRITO, LISET
 11/30/2016 MANGAN, JOHN
 12/13/2016 MANOUZI, MALIKA

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12/13/2016 OSTLER, WILLIAM
 12/23/2016 DOMINICK, DIANA, J
 01/09/2017 BELLO, BALDO, A
 01/09/2017 CUCHNA, TAMARA, M
 01/09/2017 JIMENEZ, JESUS, M
 01/09/2017 SMITH, LUKE, W
 01/10/2017 PARRISH, VANESSA, N
 03/07/2017 NAVIA, JORGE
 03/09/2017 BERLANGA, MARICELA
 04/10/2017 ESPARZA, JULIO, C
 04/20/2017 MCCARTHY, LARRY
 04/24/2017 CHAVEZ, ANDRES
 04/24/2017 DIAZ, EDUARDO
 05/09/2017 POROD, ROBERT, F
 05/24/2017 IRIZARRY, DANIEL
 05/24/2017 SAUCEDO, CHRISTOPHER
 05/31/2017 GALVAN, VINCENT
 06/02/2017 MARTINEZ, BAILEY
 06/02/2017 PONCE, JOSE
 06/05/2017 CHAVARRY, RICHARD
 06/05/2017 MENDOZA RAMIREZ, DANIELLA
 06/05/2017 SALGADO, EVELYN
 06/07/2017 QUIROGA, ADAM
 06/12/2017 ALFRED, VERONICA
 06/12/2017 TEJEDA, PRINCESS
 06/13/2017 WHITE, ROBERT
 06/14/2017 VARGAS, CARLOS
 08/29/2017 MARTINEZ, MARCELA
 09/06/2017 MCGRAW, ELIUD
 09/06/2017 RODRIGUEZ, ALVARO
 10/10/2017 CORDOVA, FRANCESLYN, O
 12/13/2017 TRABANINO, SAMUEL
 12/13/2017 ZAMORA, IRMA
 01/08/2018 AGUAYO, AARON
 01/08/2018 MARTINEZ, MICHAEL
 02/17/2018 RAYA, BENJAMIN
 02/28/2018 NAGLE, JOHN
 03/06/2018 MARLAR, BARRETT
 04/27/2018 MIDEEL, DANIEL
 04/27/2018 MULBRANDON, JOEL
 04/30/2018 LARA, VIOLET
 05/07/2018 GARCIA, ALEJANDRO
 05/07/2018 MARTINEZ, ALYXANDRA, L
 05/07/2018 SALVATO, DAVID, C
 05/29/2018 DIAZ, EDUARDO
 05/29/2018 JAROSZ, JERRY
 05/30/2018 CORTES, MARIA
 05/30/2018 DAVALOS, JUAN, L
 05/30/2018 MOTA, LUIS
 05/30/2018 VILUMIS, MICHAEL
 05/30/2018 ZEPEDA, JONATHAN
 06/03/2018 BARRIOS, CHRISTIAN
 06/03/2018 CASAS, DANIELA
 06/03/2018 FLORES MATIAS, ISAAC

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06/04/2018 CHAGOYA, EDUARDO
 06/04/2018 JUAREZ, STEPHANY
 06/04/2018 TAPIA, JAZMIN
 06/05/2018 CRUZ DURAN, STEVEN
 06/05/2018 SANCHEZ, ALIZAI
 06/06/2018 OSORIO, KARINA
 06/13/2018 CERVANTES, PAOLA
 06/26/2018 BUSCEMI, ANGELO, D
 06/26/2018 LUNA, FERNANDO
 06/26/2018 SZCZEPANIAK, MALAKAI
 07/20/2018 BLANKENSHIP, KYLE, P
 07/30/2018 ALEJANDRO, RUPERTO, JR
 07/30/2018 DELGADO, JENO, J
 08/01/2018 DAHMS, JUSTIN
 08/01/2018 GUTIERREZ, LUIS, M
 09/11/2018 HERNANDEZ, OSCAR
 09/24/2018 GOMEZ, JOSE, L
 09/24/2018 VELAZQUEZ, JHOANNA
 09/28/2018 RAY, SHIRLEY
 10/01/2018 CANO, JESUS
 10/15/2018 GARCIA, ISABEL, I
 10/15/2018 LARA, ANA
 10/29/2018 RODRIGUEZ, DANIEL, E
 11/27/2018 BANCROFT, AMY, E
 11/27/2018 NEAL, ALAN
 11/27/2018 PAWELSKI, DONNA, M
 11/27/2018 TENBROECK, PERLA, D
 12/03/2018 CORTEZ, ALEJANDRO
 12/03/2018 TORO, CHRISTIAN, A
 02/12/2019 BANKS, SUSAN, L
 02/25/2019 MORENO, JAVIER
 02/27/2019 RODRIGUEZ, ANAHI, G
 02/28/2019 CIUREJ, JAMES, J
 02/28/2019 KRYGSHELD, STEVEN, A
 02/28/2019 LEAHY, KEVIN, D
 02/28/2019 PHILLIPS, PATRICK, W
 02/28/2019 RUTKA, LEONARD, S
 03/04/2019 CERVANTES, JONATHAN
 03/04/2019 FERNANDEZ, FELIX, JR
 05/03/2019 KRAUT, FRANK
 05/03/2019 KRAUT, JOSEPHINE
 05/06/2019 SANCHEZ, RICKY
 05/06/2019 TALLEN, DANIEL, M
 05/14/2019 DARLING, RICHARD
 05/14/2019 DOYLE, MATTHEW, K
 05/28/2019 DIAZ, IZEL, E
 05/29/2019 GARCIA BANCROFT, JOSHUA
 05/29/2019 GONZALEZ, GERARDO
 05/29/2019 REZA, EDWIN
 05/29/2019 VARGAS, EDWARD
 06/05/2019 RAMIREZ-SANTOYO, ANGEL
 06/10/2019 PEREZ GARCIA, JAIME
 06/17/2019 MALDONADO, ALEJANDRO
 06/19/2019 DI GIULIO, PASQUALE

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06/24/2019	ROBLEDO, JORGE, JR
07/23/2019	HUGHES, TERENCE, W, II
08/05/2019	HERNANDEZ, OMAR
09/03/2019	CARDONA, JAIRO
09/03/2019	GUTIERREZ MUNOZ, JUANA, M
09/03/2019	MALFEO, ALEXANDER
09/03/2019	MATA, JOSE, D
09/03/2019	RODRIGUEZ, SAMUEL
09/04/2019	DIAZ, CARLOS, E
09/05/2019	GALVEZ, MARIA, C
09/09/2019	HAYES, MIA, J
09/30/2019	ANDRADE, ANDREW
10/21/2019	VAIS, ANTHONY, J
11/04/2019	GARZA, FRED
11/04/2019	OROZCO, JOSE, L
11/18/2019	ESCOBEDO, ALICE
11/30/2019	BLOOD, OLIVIA, R
12/03/2019	RAMIREZ, RIGOBERTO
12/09/2019	GUERRERO, ANTHONY
12/10/2019	CANNOVA, DOMINIC
12/14/2019	KUBELKA, DAVID
12/18/2019	PAREDES, JOSE
01/06/2020	BARAJAS, JOEL
01/06/2020	MARTINEZ, LUIS, D
01/06/2020	RAMIREZ, EDMOND
01/14/2020	HICKMAN, ADAM, D
01/27/2020	CERVANTES, DIDIER
01/27/2020	RANIERI, NADIA
02/04/2020	PAREDES, ANA, L
02/18/2020	MARQUEZ, MARIA, D
03/10/2020	VAVAL, CHRISTOPHER, M
04/07/2020	VERA, NATALIE
05/26/2020	SERNA, ADRIANA
06/06/2020	CUNDARI, CARA, L
06/09/2020	EUKOVICH, THOMAS, G
06/15/2020	GUZMAN, JOSEPH
06/17/2020	NAVARRETE, CARLOS
06/18/2020	CRUZ, BRIAN
06/29/2020	JOHNSON, CORNELIUS
07/06/2020	GALLEGOS, MARIA, A
07/08/2020	RIVERA, DIEGO, A
08/12/2020	OLIVA, VICTOR
08/31/2020	QUIROZ, LIO, A
09/02/2020	TALSMA, EUGENE, L
09/08/2020	JAIMES, DIEGO
09/09/2020	VARGAS PENA, EVENCIO
09/11/2020	ARANDA, JUAN, R
09/14/2020	GONZALEZ, GUSTAVO
09/14/2020	KOEHLER, MICHAEL, D
09/30/2020	HERNANDEZ, BRANDEN
10/27/2020	DOMINICK, DANIELLE
12/03/2020	CASTRO, JUAN, M
12/07/2020	LAZCANO, GENARO
12/07/2020	MURPHY, BRENDAN, R

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12/07/2020 SCHAEFFER, GRAHAM, P
 12/07/2020 SICILIANO, JAMES, A
 01/04/2021 ANGELES, OMAR
 01/04/2021 BAHENA, FRANCISCO, J
 01/04/2021 ENRIQUEZ, ADRIAN, M
 01/04/2021 RAUBA, MARTIN, D
 01/12/2021 OJEDA, JUAN, C
 01/13/2021 BUSCEMI, MARISSA, M
 01/14/2021 RAMIREZ, PERLA, J
 02/09/2021 SCHWAR, STEPHEN, F
 03/01/2021 CORRAL, ABEL, A
 03/01/2021 RODRIGUEZ, DANIEL
 03/08/2021 RAMIREZ, RAMIRO
 03/15/2021 MARZULLO, RUSSELL, P
 03/15/2021 SETLAK, JESSICA, L
 03/22/2021 VALDEZ, NINA
 04/12/2021 AHMAD, ALI
 04/12/2021 CRANSTON, ROBERT, J
 04/12/2021 GOCAL, MATTHEW, R
 04/12/2021 LUPE-CANINO, ANTHONY, A
 04/12/2021 ROCHKUS, NICHOLAS, A
 04/12/2021 SCHLUSEMANN, CODY, A
 04/19/2021 MARQUEZ, ANDREW, R
 05/03/2021 BANDA, ALONDRA, M
 05/03/2021 COCTECON, OMAR, D
 05/03/2021 HARO, KEVIN
 05/03/2021 HEREDIA, EMANUEL
 05/03/2021 PACHECO, FRANCIS, M
 05/10/2021 RIVERA-PEREZ, ANAHID
 05/10/2021 SOSA, REBECCA
 06/01/2021 JAIMES, DAVID
 06/01/2021 LOZA, ELIZABETH, M
 06/01/2021 MARTINEZ, GILIANNEE, I
 06/01/2021 PADILLA, CARLOS
 06/02/2021 ESCOBEDO, JUAN, J
 06/02/2021 HERRERA, JAVIER
 06/02/2021 MCCANN, RYAN, T
 06/02/2021 REYES, JOSHUA
 06/02/2021 VARGAS, CESAR
 06/03/2021 HORODECKI, ALEXIS, G
 06/03/2021 MARTINEZ, GAEL
 06/03/2021 MARTINEZ, GARETH, I
 06/03/2021 MELCHOR, REYNALDO
 06/03/2021 NAVAL, JENNIFER
 06/03/2021 OROZCO, LUIS, D
 06/03/2021 VEGA, RAFAEL
 06/04/2021 BARRAGAN, DESTINY, G
 06/04/2021 BARRAGAN, JASMIN
 06/04/2021 BUSCEMI, DOMINICK, A
 06/04/2021 DELGADILLO, BERENISE
 06/05/2021 SAN PEDRO, EDGAR
 06/05/2021 SAN PEDRO, LESLIE, G
 06/06/2021 ROMERO, LUIS, R
 06/09/2021 BARAJAS, DAVID

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06/09/2021 MENDEZ, NATHAN, M
06/09/2021 RAMIREZ, SAMANTHA
06/09/2021 RODRIGUEZ, NICOLAS
06/09/2021 VARGAS, ISMAEL
06/09/2021 VARGAS, OMAR
06/10/2021 OWCZAREK, JEFFREY, R
06/14/2021 AITCHESON, JAMES
06/14/2021 AYALA, SALVADOR
06/14/2021 CHAIDEZ, JUAN
06/14/2021 MARCOLINI, ZACHARY, A
06/15/2021 BRAVO, ESTEPHANIE, S
06/15/2021 RUBIO, DANIEL
06/16/2021 COBOS, ISIDRO
06/19/2021 VIRGEN, JOSE
06/21/2021 SANDOVAL, ANTONIO
06/23/2021 MARTINEZ, ISAAC
06/23/2021 RODRIGUEZ, FRANCISCO, J
06/28/2021 MACARENO, INAN
06/28/2021 MERCADO, ALAN, E
06/28/2021 MORALES, BENJAMIN
06/28/2021 MORENO, BRYAN
06/28/2021 SALAZAR, JOSE, L
07/15/2021 CHAGOYA, JESUS, M
07/19/2021 NUNO, GABRIELA
07/21/2021 SCHULTZ, JOSEPH, J
08/11/2021 MORRO, GERALD, A
08/25/2021 DIAZ, VIOLETA
08/25/2021 WEBER, SUSAN, M
08/29/2021 MEJIA, ANGELICA
08/30/2021 DISTOR, SYRON
08/30/2021 FOLKERS, JEFF
09/01/2021 POLASKI, JAMES, R
09/06/2021 SAVAGE, EDWARD
09/07/2021 SUMERACKI, LESLEY
09/08/2021 NUCI, IVAN
09/08/2021 ROJO-TORRES, MARLENE
09/08/2021 ROMAN, PRISCILLA
09/11/2021 SAPIKAS, MATTHEW, J
09/13/2021 GARZA, BRYAN, A
09/13/2021 GARZA, KATHIE, M
09/18/2021 SANCHEZ, ARMANDO, E
09/23/2021 JARAMILLO, JAVIER
09/27/2021 TORRES GARCIA, MIGUEL
10/04/2021 BOYLE, THOMAS, P
10/04/2021 SANCHEZ, CARLA, Y
10/25/2021 WOLFF, MICHAEL, A
11/08/2021 BANDA, RAYMUNDO
11/15/2021 URIOSTEGUI, ADRIAN
11/22/2021 MIJARES, BRENDAN, A
11/22/2021 RAMIREZ, CLAUDIA, I
11/29/2021 RIVERA, GEOVANNY
12/06/2021 CERRITOS, ALEJANDRO
12/06/2021 VERNE, GIANCARLO
12/13/2021 ALCALA, DANIEL

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12/13/2021 DIAZ, ESPERANZA, L
 12/14/2021 GARCIA, JUDITH
 12/18/2021 MARTINEZ, MICHAEL, A
 01/04/2022 AVILA, MIGUEL
 01/04/2022 GARDUNO, OMER
 01/04/2022 JOHANSEN, KYLE, A
 01/04/2022 LARA, RICHARD
 01/05/2022 GARCIA, DANIEL, S
 01/10/2022 ALMADER TORRES, JOVITA
 01/10/2022 LAVERY, ADAM, J
 01/10/2022 LOEZA, FRANK
 01/10/2022 PALAFOX, CESAR, G
 01/10/2022 SHEEHAN, CONNOR, M
 01/10/2022 VALENTI, JESSE, A
 01/12/2022 RENTERIA, ANTHONY, V
 01/19/2022 YARBROUGH, LESIA, M
 01/24/2022 DIAZ, EDNA
 02/07/2022 HERNANDEZ, JEANETT, J
 02/07/2022 NOWAK, MARK, A
 02/07/2022 TEMES, DELORES, R
 02/16/2022 GONZALEZ, JESUS, M
 02/23/2022 ALVA, ERIKA
 02/28/2022 RODRIGUEZ, KATRIN, T
 03/01/2022 HURD, BRANDON, T
 03/01/2022 KUBICA, FRANCESCA, K
 03/01/2022 RUGGIERO, STEVEN, P
 03/01/2022 SWISTEK, AFTON, D
 03/09/2022 ZAMBRANO, ANTONIO
 03/22/2022 VARGAS, BLANCA, M
 04/06/2022 FRANCO, CANDYDO
 04/11/2022 CRUZ ANAYA, IDALIA
 04/11/2022 MENDOZA, ULISSES
 04/11/2022 WALCZAK, RYAN
 04/16/2022 RAMIREZ, SALVADOR
 04/24/2022 VARGAS, LEONARDO, III
 05/02/2022 CAMACHO CORNELIO, MARIA, I
 05/02/2022 CAMACHO-ELLISON, LETICIA, D
 05/02/2022 CARRILLO-GIRON, NESTOR, C
 05/02/2022 CHEVRY, DONNA, M
 05/02/2022 ESTRADA, CHRISTOPHER, A
 05/02/2022 GRANGER, LYNETTE, K
 05/02/2022 HERVIEUX, OCEAN, N
 05/02/2022 JAMROK, JEFFREY, B
 05/02/2022 KNOWSKI, LISA, M
 05/02/2022 LANDERS, CAROLYN, K
 05/02/2022 LOPEZ, EMANI, A
 05/02/2022 MATHIS, SKYLAR, P
 05/02/2022 NEVILLE, ANNE, E
 05/02/2022 NOYOLA, PATRICIA
 05/02/2022 ORTEGA, DAVID, J
 05/02/2022 RAMIREZ, YARADELY
 05/02/2022 RAMOS, SALVADOR, I
 05/02/2022 RIZO, LILIANA, L
 05/02/2022 RIZZO, CARLO, J

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05/02/2022 RODRIGUEZ, AARON, R
 05/02/2022 ROSAS, SEAN, E
 05/02/2022 SANDOVAL, ANGEL, O
 05/02/2022 SHAUL, JEREMY, B
 05/02/2022 SMITH, GLEN
 05/02/2022 STEPHENS, SHARON, U
 05/02/2022 SUAREZ, LUIS, M
 05/02/2022 WILLIAMS, PAMELA, J
 05/03/2022 DIAZ, NATALIA, A
 05/05/2022 PATTERSON, JESSICA, J
 05/05/2022 VEGA, JACKLYN
 05/05/2022 VEGA, JENNIFER
 05/09/2022 CORNEJO, MARIA, C
 05/16/2022 HORODECKI, KAITLYN, E
 05/23/2022 RAMOS, ROSALINDA
 05/24/2022 JIMENEZ, WENDY
 05/24/2022 SALVINO, CYNTHIA, J
 05/31/2022 GALLEGOS, MARA, A
 05/31/2022 LOEZA, ERICK
 05/31/2022 PULLIA, NATHAN
 05/31/2022 SOTELO, JULIAN
 06/01/2022 CASAREZ, JESSICA
 06/02/2022 ROMERO-CARRILLO, MANUEL
 06/03/2022 FLORES, ADAN
 06/03/2022 GUZMAN, ANDREW
 06/05/2022 RIVERA, JAVIER
 06/06/2022 CALDERON, VICTORIA
 06/06/2022 CHIQUITO, JULIAN
 06/06/2022 MANFRE, RYAN
 06/06/2022 RODRIGUEZ, SALMA
 06/07/2022 HERNANDEZ, JONATHAN
 06/08/2022 DE LA TORRE, ANTONIO
 06/08/2022 GONZALEZ, ALEJANDRO
 06/08/2022 MARTINEZ, OSIEL
 06/08/2022 MELENDEZ, ELIJAH
 06/08/2022 ROMERO, ANGEL
 06/08/2022 SOLIS, MAIA
 06/08/2022 SOLIS, MALIA
 06/12/2022 FLORES, JOSE
 06/13/2022 BERNAL, JOSE, M
 06/13/2022 DELGADO, JOSHUA
 06/13/2022 GARCIA, JOSHUA
 06/13/2022 HERNANDEZ, GIANNA
 06/13/2022 LAMBROS, LYNN
 06/14/2022 BARAJAS, ALEXANDER
 06/14/2022 HOWARD, LAPRINCE
 06/14/2022 HOWARD, MARIAH
 06/14/2022 HOWARD, MARIO
 06/14/2022 LEATO, ABIGAIL
 06/14/2022 SAN PEDRO, EVELYN
 06/15/2022 CORONA, GIANNCARLO
 06/15/2022 COUSINO, IVAN
 06/15/2022 GOMEZ, NATALIA
 06/15/2022 HIRACHETA, FRIDA

H U M A N R E S O U R C E S

DATE 7/19/22

EMPLOYEES BY

TCHR97

TIME 14:09:52

HIRE DATE

JJARAMILLO

HIRE DATE NAME

=====

CORPORATE

- 06/15/2022 LEATO, AARON
- 06/15/2022 MARTINEZ, SANTIAGO
- 06/15/2022 PAIZ, AUSTIN
- 06/15/2022 RAMIREZ, JOSUE
- 06/16/2022 MALDONADO, JOSUE
- 06/21/2022 BONILLA, ANDRES, A
- 06/21/2022 CASSANO, RANDI
- 06/21/2022 GARCIA, VANESSA
- 06/21/2022 MAYORGA, VALENTINA
- 06/21/2022 MORALES, JOSUE
- 06/21/2022 OLAVARRIA, DANIELLE
- 06/21/2022 ROMERO, URIEL
- 06/21/2022 SANCHEZ, JOEL
- 06/21/2022 SANTOS, SARAH
- 06/22/2022 VEGA, NICOLE
- 07/06/2022 GARCIA-CHAVEZ, ELIZABETH
- 07/10/2022 FERNANDEZ, BRIAN
- 07/11/2022 ALMANZA, MARCY
- 07/11/2022 BAUTISTA, ANTHONY
- 07/11/2022 HEREDIA, AALIYAH

Total Employees: 938
 Estimated Payroll Salary: 1,628,085.90

NOTE: Hourly rates not included in estimated payroll salary

HUMAN RESOURCES

DATE 7/19/22

EMPLOYEES BY

TCHR97

TIME 14:09:52

HIRE DATE

JJARAMILLO

HIRE DATE NAME

=====

LIBRARY

10/24/1988 GNAT HERNANDEZ, COLLEEN
08/19/1999 PARRILLA, VANESSA
10/16/2000 CONROY, PATRICIA, M
11/01/2000 CRUZ, FRANCISCO, J
09/12/2001 PERALTA, BEATRIZ, A
10/14/2003 RIVERA, TOMASA
06/20/2005 TOMSCHIN, SANDRA
05/29/2008 SOLIS, ERICK, D
06/03/2008 CANALES, CECILIA
08/14/2009 JAIMES, RAUL, JR
08/04/2010 LOZA, LINDA, A
06/05/2013 HERNANDEZ, CRISTIAN, R
06/11/2013 HERNANDEZ, CHRISTIAN, S
06/11/2015 AVILA, ZAHID, A
10/13/2016 MEZA, VERONICA
09/17/2018 ARROYO, PAOLINA, N
02/27/2019 BOWMAN, CAMILLE, L
03/14/2019 LEATO, KAREN, C
07/08/2019 MAGALLON, IRMA
08/06/2019 VALDES, AMEYALLI
11/04/2019 MACKOWIAK, JOAN, M
11/08/2019 ZAMUDIO, EMILY, M
07/29/2020 GALLARDO, MARLA
08/17/2020 KAY, LAUREN, P
09/08/2020 IBARRA, LUIS, R
07/30/2021 CARANNA, ANGEL, L
07/30/2021 ROCHA, DIANA, C
06/03/2022 LOERA, ISAAC
06/04/2022 NUSSBAUM, HANNAH
06/06/2022 SWEATMAN, HALEY
06/16/2022 DIAZ, ANGELIQUE
06/16/2022 MANJARREZ, JADE

Total Employees: 32
Estimated Payroll Salary: 26,723.94

NOTE: Hourly rates not included in estimated payroll salary

RESOLUTION

RESOLVED THAT THE LIST OF MEDICAL CLAIMS AND THE STOP LOSS INSURANCE POLICY PREMIUM FOR THE MONTH OF JUNE 2022, PREPARED BY BLUE CROSS & BLUE SHIELD OF ILLINOIS, IN THE TOTAL AMOUNT OF \$1,251,739.01, BE ACCEPTED, PLACED ON FILE AND APPROVED FOR PAYMENT.

LARRY DOMINICK, TOWN PRESIDENT

ATTEST:

MARIA PUNZO-ARIAS, TOWN CLERK

DATE: _____

Group Health Plan	TOWN OF CICERO 4949 W. CERMAK ROAD CICERO, IL 60804-2461
Employer Account No.	IL1-019209
Bill Group	[REDACTED]
Account ID Number	[REDACTED]
Invoice Number	[REDACTED]
Invoice Date	06/30/2022
Invoice Period	06/01/2022 - 06/30/2022
Billing Cycle	MONTHLY

Make Electronic (Wire¹ or ACH²) Payments to

Mellon Bank
Health Care Service Corporation

HCSC ABA Number [REDACTED]

HCSC Bank Account Number [REDACTED]

Account ID Number [REDACTED]

Amount Due \$1,251,739.01

See footnotes for important Wire & ACH payment instructions

Claim Charges/Credits - Paid 6/1/22 - 6/30/22

Value Based Care-Value Incentive	2,661.92
Medical-Facility	441,854.22
Medical-Professional	419,083.69
Pharmacy	288,088.32
Value Based Care-Care Coordination	684.90
Dental	56,076.39
Total Claim Charges/Credits	\$1,208,449.44

Administration Fees	Calculation Method	
RX Rebate Credit	Per Contract Per Month	(82,780.88)
Medical Rx Rebate Credit	Per Contract Per Month	(1,660.00)
Telehealth	Per Contract Per Month	345.28
Administration Fee - Dental	Per Contract Per Month	2,763.90
IL Access Fee	Monthly IL Access Fee	12,468.52
Administration Fee	Per Contract Per Month	48,438.80
Specific Stop Loss	Per Contract Per Month	62,004.32
APR Savings Program-Advanced Claim Edits and Coding Validation	Claim Based	240.85
Total Administration Fees		\$41,820.79

¹For Electronic payment via Wire

You MUST include the following in the "Reference for Beneficiary" (RFB) (1@16) and "Originator to Beneficiary" (OBI) (1@35) in the following order: 1 Account name, 2 IL, MT, NM, OK or TX (depending on sales location), 3 Account ID number and due date (mmddyy). Please reference the "Make Electronic Payments to" portion at the top right of your invoice for the correct information.

²For Electronic payment via ACH

The PPD and CCD formats have different fields named "Individual ID" or "Identification Number." Please add your account description as directed in the wire instructions in the "Company Description Data" field.

Administration Adjustments	Incurred Date	
Vendor Fee	06/24/2022	1,386.56
COVID OTC Test Charge	06/22/2022	20.00
COBRA Premiums	06/27/2022	(42.78)
COBRA Admin Fee	06/27/2022	105.00
Total Administration Adjustments		\$1,468.78

Total Claim Charges/Credits	\$1,208,449.44
Total Administration Fees & Adjustments	\$43,289.57
Total Charges	\$1,251,739.01

Billing Contact
DANIELLE REGGIA
 Email: ASO_Billing_Team@bcbsil.com

Account Executive Contact
Dee Mastro-Hotzkopf
 Email: mastrod@bcbsil.com

Electronic payment is preferred. Check payment is acceptable.

Make checks payable to
 Health Care Service Corporation

Include
 Account ID Number [REDACTED]
 Amount Due **\$1,251,739.01**
 Date Due **08/01/2022**

If sending via Overnight Courier

Health Care Service Corporation
 Attn: 14169
 5055 N. Cumberland Ave.
 Suite 307
 Chicago, IL 60656-1471

If sending via 1st Class Mail

Health Care Service Corporation
 Dept. CH 14169
 Palatine, IL 60055-4169

RESOLUTION

RESOLVED THAT THE LIST OF HMO MEDICAL CLAIMS INSURANCE POLICY PREMIUM FOR THE MONTH OF AUGUST 2022, PREPARED BY BLUE CROSS & BLUE SHIELD OF ILLINOIS, IN THE TOTAL AMOUNT OF \$35,389.92, BE ACCEPTED, PLACED ON FILE AND APPROVED FOR PAYMENT.

LARRY DOMINICK, TOWN PRESIDENT

ATTEST:

MARIA PUNZO-ARIAS, TOWN CLERK

DATE: _____



BlueCross BlueShield of Illinois

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

Remittance Address
Blue Cross and Blue Shield of Illinois
P O. Box 650615
Dallas, TX 75265-0616

For All Billing Inquiries Call:
800-414-7147

Account: 019209 - TOWN OF CICERO		8309
Profile: 0000625482 - ALL SUBSCRIBERS		
Bill Date: 07-15-2022	Payment Due Date: 08-01-2022	Page
Bill Period: 06-01-2022 to 08-01-2022		3

BILL SUMMARY

	Date	Activity	Total Due
Previous Amount Billed			\$37,934.72
Payments			
Wired Funds	06-28-2022	(37,934.72)	
Adjustments			
NONE		.00	
Total Payments and Adjustments			(\$37,934.72)
Remaining Balance			\$0.00
Fees			
Current Charges		37,425.76	
Subscriber Fee Adjustments		(2,035.84)	
Total Fees			\$35,389.92
Total Amount Due			\$35,389.92

In order to properly apply your payment and avoid possible disruption of service, please note the following instructions when remitting your payment:

If remitting by check, please use the payment coupon and envelope that is provided with your Bill.

If remitting electronically via wire, please indicate the following in the description field of the transmittal:

019209 0000625482 08-01

If sending your payment via overnight delivery service, please include the payment coupon and address to:

Blue Cross Blue Shield of Illinois
Attention: 650615
1501 North Plano Road, Suite 100
Richardson, TX 75081

RESOLUTION

RESOLVED THAT THE LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE PREMIUM FOR THE MONTH OF AUGUST 2022, PREPARED BY BLUE CROSS BLUE SHIELD OF ILLINOIS, IN THE TOTAL AMOUNT OF \$5,633.33, BE ACCEPTED, PLACED ON FILE AND APPROVED FOR PAYMENT.

LARRY DOMINICK, TOWN PRESIDENT

ATTEST:

MARIA PUNZO-ARIAS, TOWN CLERK

DATE: _____



BlueCross BlueShield of Illinois

701 E. 22nd Street, Suite 300 - Lombard, IL 60148

ELIGIBILITY & BILLING:
(800) 367-6401

ELIGIBILITY CHANGES:
AncillaryQuestionsIL@bcbsil.com

TOWN OF CICERO
ATTN: SARAH KUSPER
4949 W CERMAK RD
CICERO, IL 60804-2461

STATEMENT DATE: 07/08/2022

PAID TO DATE: 08/01/2022

FOR THE PERIOD: 08/01/2022 THRU 08/31/2022

Email Address: SAJELIC@THETOWNOFCICERO.COM

Group / Account Number: F018028 - 1

BILLING SUMMARY

CURRENT PREMIUM DUE	\$5,633.33
TOTAL AMOUNT DUE 08/01/2022	\$5,633.33

Insurance products issued by Dearborn Life Insurance Company, 701 E. 22nd St. Suite 300, Lombard, IL 60148 Blue Cross and Blue Shield of Illinois is the trade name of Dearborn Life Insurance Company, an independent licensee of the Blue Cross and Blue Shield Association BLUE CROSS®, BLUE SHIELD® and the Cross and Shield Symbols are registered service marks of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans.

Pay online or make your check payable to Dearborn Life Insurance Company

Please complete other side to report changes not previously submitted

PLEASE DETACH AND RETURN WITH CHECK FOR TOTAL DUE

GROUP / ACCOUNT NUMBER [REDACTED]

GROUP NAME: TOWN OF CICERO

FOR THE PERIOD: 08/01/2022 THRU 08/31/2022

CURRENT PREMIUM DUE \$5,633.33

TOTAL AMOUNT DUE 08/01/2022 \$5,633.33

DEARBORN LIFE INSURANCE COMPANY
36788 EAGLE WAY
CHICAGO, IL 60678-1367



Town of Cicero
4949 West Cermak Road
Cicero, IL 60804
(708)656-3600

7/13/2022 Receipt: 012521309
19:09:29 Cashier: MV

Received From: ANA OROZCO

** REPRINT **

BLOCK PARTY PERMIT 250.00
100-11-41040
ANA OROZCO
2309 S 61ST AVE

Receipt Total . . : 250.00
Amount Tendered : 250.00
Change : .00

Payment Received: Cash : 250.00

CICERO BLOCK PARTY CHECKLIST

(To be Completed by the Community Service Officer Assigned to the Block Party)

DATE AND TIME OF BLOCK PARTY: _____

LOCATION OF THE BLOCK PARTY: _____

ORGANIZER'S NAME: _____ TELEPHONE NUMBER: _____

ADDRESS: _____

COMMUNITY SERVICE OFFICER ASSIGNED: _____

Requirement	Yes/No	Time
-------------	--------	------

Were temporary barricades removed from the roadway?		
Were temporary "No Parking" signs and street closure signs taken down/removed?		
Was trash picked up and thrown in proper receptacles?		
Was food disposed of or brought inside someone's residence?		
Were all alcoholic beverages properly disposed of or brought inside someone's residence?		
Were flyers and decorations removed?		
Were all tents, tables, chairs, grills, coolers and similar items removed from public property?		
Were all games, activities and music equipment removed from public property?		
Was the property generally cleaned up?		
Was the property restored to its previous condition?		

Additional Information	YES	NO
------------------------	-----	----

Did the block party end by 7:00 p.m.? If not, describe the reasons why _____		
Did the organizer and participants comply with your requests? If not, describe the circumstances _____		

List any issues (including, without limitation, criminal activity, fights, noise complaints, use of fireworks or property damage) that occurred at the block party: _____

Signature of CSO: _____ Date: _____
 Signature of Water Department: _____ Date: _____



TOWN OF CICERO

4949 WEST CERMAK • CICERO, ILLINOIS 60804
708.656.3600 • FAX 708.656.5801

LARRY DOMINICK
Town President

BLOCK PARTY

HOLD HARMLESS AGREEMENT

Name of Organization or Resident:

Ana Drozco

Address:

[Redacted Address]

Date of Block Party: 08/13/22

Day of Week: Saturday

The block party applicant and guests of the block party shall defend, indemnify, protect and hold harmless the Town of Cicero and its employees and agents from all claims for death, personal injury or property damage, including claims against the Town of Cicero, its agents or employees, and all losses and expenses, including attorney fees and related fees that may be incurred by the Town of Cicero defending such claims, arising out of or resulting from the requested block party.

[Redacted Signature]

Signature of Resident or person representing the Organization

Date: 8/13/2022



Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Block Party Request: 2300 Block of 61st Ave

2 messages

Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Mon, Jul 18, 2022 at 8:46 AM

To: Jerry Chlada <jchladajr@thetownofcicero.com>, Luis Gutierrez <lgutierrez1@thetownofcicero.com>

 **2300blk61ave.pdf**
251K

Luis Gutierrez <lgutierrez1@thetownofcicero.com>

Thu, Jul 21, 2022 at 1:49 PM

To: Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Cc: Jerry Chlada <jchladajr@thetownofcicero.com>

Jessica,

The Police Department has reviewed this request for a block party permit and we have no objections.

Thank you.

Luis M. Gutierrez
1st Deputy Superintendent
Cicero Police Department
4901 West Cermak, Cicero, IL 60804
Office - 708/652-2130 x 335, Cell - 708/329-9089

----- Forwarded message -----

From: **Jessica Jaramillo** <jjaramillo@thetownofcicero.com>

Date: Mon, Jul 18, 2022 at 8:46 AM

Subject: Block Party Request: 2300 Block of 61st Ave

To: Jerry Chlada <jchladajr@thetownofcicero.com>, Luis Gutierrez <lgutierrez1@thetownofcicero.com>

 **2300blk61ave.pdf**
251K

Town of Cicero
4949 West Cermak Road
Cicero, IL 60804
(708)656-3600

7/18/2022
13:40:07

Receipt: 012523232
Cashier: JM

Received From: ROBERT DAMACELA

** REPRINT **

BLOCK PARTY PERMIT 250.00
100-11-41040
ROBERT DAMACELA
BLK PRTY 2500 BLK 57TH AVE

Receipt Total . : 250.00
Amount Tendered : 250.00
Change : .00

Payment Received: Cash : 250.00



Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Block Party Request: 2500 Block of 57th Avenue

2 messages

Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Mon, Jul 18, 2022 at 1:49 PM

To: Jerry Chlada <jchladajr@thetownofcicero.com>, Luis Gutierrez <lgutierrez1@thetownofcicero.com>

 **2500blk57ave.pdf**
140K

Luis Gutierrez <lgutierrez1@thetownofcicero.com>

Thu, Jul 21, 2022 at 1:43 PM

To: Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Cc: Jerry Chlada <jchladajr@thetownofcicero.com>

Jessica,

The Police Department has reviewed this request for a block party permit and we have no objections.

Thank you.

Luis M. Gutierrez
1st Deputy Superintendent
Cicero Police Department
4901 West Cermak, Cicero, IL 60804
Office - 708/652-2130 x 335, Cell - 708/329-9089

----- Forwarded message -----

From: **Jessica Jaramillo** <jjaramillo@thetownofcicero.com>

Date: Mon, Jul 18, 2022 at 1:49 PM

Subject: Block Party Request: 2500 Block of 57th Avenue

To: Jerry Chlada <jchladajr@thetownofcicero.com>, Luis Gutierrez <lgutierrez1@thetownofcicero.com>

 **2500blk57ave.pdf**
140K

CICERO BLOCK PARTY APPLICATION/PETITION

PREFERRED DATE FOR THE BLOCK PARTY: AUGUST 13, 2022
BACK UP DATES FOR THE BLOCK PARTY: _____
ORGANIZER'S NAME: BOVAN DEGRACEK (must be at least 21 years old)
TELEPHONE NUMBER: _____ **ADDRESS:** _____
ENTERTAINMENT: (circle one) Band DJ RADIO

This application must be fully completed and submitted at least thirty days before the date of the block party to be considered. A non-refundable security and processing fee of \$250.00 (cash, certified check or money order) must be submitted to the Town of Cicero with this Application. Block parties shall only be permitted on Saturdays and Sundays between Memorial Day and Labor Day, inclusive. One block party will be permitted per block in any given year and a maximum of two block parties will be permitted on any single day. No block parties will be permitted on any state or national holiday.

WE, THE RESIDENTS OF THE 3600 BLOCK OF 55 CT REQUEST THE
TOWN OF CICERO TO ISSUE A PERMIT TO HOLD A BLOCK PARTY ON 8/13/22
FROM 12:00 P.M. (NOON) TO 7:00 P.M.

(75% of the households in the designated location must sign the petition stating that they would like to hold the block party on the above date; use additional forms if necessary.)

ADDRESS (list every address on the block in numerical order)	TELEPHONE NUMBER OF THE HOUSEHOLD	SIGNATURE OF ONE RESIDENT OF THE HOUSEHOLD	DO YOU WANT A BLOCK PARTY ON THE ABOVE DATE? (Mark yes, no, not home or vacant house)
[REDACTED]	[REDACTED]	[REDACTED]	Yes
			Yes

I, the abovementioned organizer, agree to remain at the block party for the duration of the block party and will comply with all applicable federal, state and local laws, statutes, ordinances, rules, regulations and orders. I understand that I must clean up and restore all public property to the condition that it was in prior to the block party, and return all Town-owned barricades and/or signs to the Town when due. I acknowledge and understand that if I fail to comply with the foregoing or if any attendee of the block party receives a ticket in connection with acts or omissions undertaken at the block party, then I will be ineligible to apply for a block party permit during the next calendar year.

Organizer's Signature _____ Date: 7-20-2022

BLOCK PARTY

HOLD HARMLESS AGREEMENT

Name of Organization or Resident: BRIAN Petracek

Address: [REDACTED] **Phone No:** [REDACTED]

Date of Block Party: 8/13/22 **Day of Week:** SAT

The block party applicant and guests of the block party shall defend, indemnify, protect and hold harmless the Town of Cicero and its employees and agents from all claims for death, personal injury or property damage, including claims against the Town of Cicero, its agents or employees, and all losses and expenses, including attorney fees and related fees that may be incurred by the Town of Cicero defending such claims, arising out of or resulting from the requested block party.

[REDACTED]
Signature of Resident or Person representing the Organization

Date: 7-19-2022

CICERO BLOCK PARTY CHECKLIST

(To be Completed by the Community Service Officer Assigned to the Block Party)

DATE AND TIME OF BLOCK PARTY: 8/13/22

LOCATION OF THE BLOCK PARTY: 3600 55 CT

ORGANIZER'S NAME: Brian Delracek TELEPHONE NUMBER: [REDACTED]

ADDRESS: [REDACTED]

COMMUNITY SERVICE OFFICER ASSIGNED: _____

Requirements Completed

	Yes/No	Time
Were temporary barricades removed from the roadway?		
Were temporary "No Parking" signs and street closure signs taken down/removed?		
Was trash picked up and thrown in proper receptacles?		
Was food disposed of or brought inside someone's residence?		
Were all alcoholic beverages properly disposed of or brought inside someone's residence?		
Were flyers and decorations removed?		
Were all tents, tables, chairs, grills, coolers and similar items removed from public property?		
Were all games, activities and music equipment removed from public property?		
Was the property generally cleaned up?		
Was the property restored to its previous condition?		

Additional Information

	YES	NO
Did the block party end by 7:00 p.m. If not, describe the reasons why _____		
Did the organizer and participants comply with your requests? If not, describe the circumstances _____		

List any issues (including, without limitation, criminal activity, fights, noise complaints, use of fireworks or property damage) that occurred at the block party: _____

Signature of CSO: _____ Date: _____
 Signature of Water Department: _____ Date: _____

Town of Cicero
4949 West Cermak Road
Cicero, IL 60804
(708)656-3600

7/19/2022 Receipt: 012523777
12:57:17 Cashier: JAJ

Received From: EMILIO CUNDARI

** REPRINT **

BLOCK PARTY PERMIT 250.00
100-11-41040
EMILIO CUNDARI
3600 BLOCK 55TH COURT

Receipt Total . . : 250.00
Amount Tendered : 250.00
Change : .00

Payment Received: Cash : 250.00



Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Block Party Request: 3500 Block of 55th Court

2 messages

Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Tue, Jul 19, 2022 at 4:10 PM

To: Jerry Chlada <jchladajr@thetownofcicero.com>, Luis Gutierrez <lgutierrez1@thetownofcicero.com>

 **3600BLK55CT.pdf**
270K

Luis Gutierrez <lgutierrez1@thetownofcicero.com>

Thu, Jul 21, 2022 at 1:40 PM

To: Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Jessica,

The Police Department has reviewed this request for a block party permit and we have no objections.

Thank you.

Luis M. Gutierrez
1st Deputy Superintendent
Cicero Police Department
4901 West Cermak, Cicero, IL 60804
Office - 708/652-2130 x 335, Cell - 708/329-9089

----- Forwarded message -----

From: **Jessica Jaramillo** <jjaramillo@thetownofcicero.com>

Date: Tue, Jul 19, 2022 at 4:11 PM

Subject: Block Party Request: 3500 Block of 55th Court

To: Jerry Chlada <jchladajr@thetownofcicero.com>, Luis Gutierrez <lgutierrez1@thetownofcicero.com>

 **3600BLK55CT.pdf**
270K

Town of Cicero
4949 West Cermak Road
Cicero, IL 60804
(708)656-3600

7/13/2022
17:51:33

Receipt: 012521297
Cashier: MV

Received From: RAMIRO RAMIREZ

** REPRINT **

BLOCK PARTY PERMIT 250.00
100-11-41040
RAMIRO RAMIREZ
4913 W 29TH ST

Receipt Total . : 250.00
Amount Tendered : 250.00
Change : .00

Payment Received: Cash : 250.00

CICERO BLOCK PARTY CHECKLIST

(To be Completed by the Community Service Officer Assigned to the Block Party)

DATE AND TIME OF BLOCK PARTY: _____

LOCATION OF THE BLOCK PARTY: _____

ORGANIZER'S NAME: _____ TELEPHONE NUMBER: _____

ADDRESS: _____

COMMUNITY SERVICE OFFICER ASSIGNED: _____

Requirement	Yes/No	Time
Were temporary barricades removed from the roadway?		
Were temporary "No Parking" signs and street closure signs taken down/removed?		
Was trash picked up and thrown in proper receptacles?		
Was food disposed of or brought inside someone's residence?		
Were all alcoholic beverages properly disposed of or brought inside someone's residence?		
Were flyers and decorations removed?		
Were all tents, tables, chairs, grills, coolers and similar items removed from public property?		
Were all games, activities and music equipment removed from public property?		
Was the property generally cleaned up?		
Was the property restored to its previous condition?		
Additional Information	YES	NO
Did the block party end by 7:00 p.m.? If not, describe the reasons why _____		
Did the organizer and participants comply with your requests? If not, describe the circumstances _____		
List any issues (including, without limitation, criminal activity, fights, noise complaints, use of fireworks or property damage) that occurred at the block party: _____		

Signature of CSO: _____		Date: _____
Signature of Water Department: _____		Date: _____



TOWN OF CICERO

4949 WEST CERMAK • CICERO, ILLINOIS 60804

708.656.3600 • FAX 708.656.5801

LARRY DOMINICK _____

Town President

BLOCK PARTY

HOLD HARMLESS AGREEMENT

Name of Organization or Resident:

RAHIRO RAMIREZ

Address:

[REDACTED]

Date of Block Party:

8/20/2022

Day of Week: _____

The block party applicant and guests of the block party shall defend, indemnify, protect and hold harmless the Town of Cicero ad its employees and agents from all claims for death, personal injury or property damage, including claims against the Town of Cicero, its agents or employees, and all losses and expenses, including attorney fees and related fees that may be incurred by the Town of Cicero defending such claims, arising out of or resulting from the requested block party.

[REDACTED]

Signature of Resident or person representing the Organization

Date: _____, 20____.



Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Block Party Request: 4900 Block of 29th Street

2 messages

Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Mon, Jul 18, 2022 at 8:45 AM

To: Jerry Chlada <jchladajr@thetownofcicero.com>, Luis Gutierrez <lgutierrez1@thetownofcicero.com>

 **4900blk29ST.pdf**
231K

Luis Gutierrez <lgutierrez1@thetownofcicero.com>

Mon, Jul 18, 2022 at 8:58 AM

To: Jessica Jaramillo <jjaramillo@thetownofcicero.com>

Cc: Jerry Chlada <jchladajr@thetownofcicero.com>

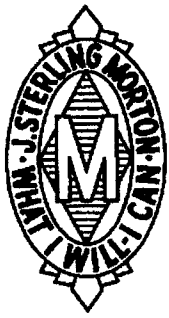
Jessica,

This permit does not meet the requirements necessary for approval. It does not have 75% of the residents signatures and page 2 has three residents which does not list the addresses. In addition, we have seen a significant increase in gang activity and had 5 shootings within a 2 block area this year near that location .

At this time, we would not support this permit request.

Luis M. Gutierrez
1st Deputy Superintendent
Cicero Police Department
4901 West Cermak, Cicero, IL 60804
Office - 708/652-2130 x 335, Cell - 708/329-9089

On Mon, Jul 18, 2022 at 8:45 AM Jessica Jaramillo <jjaramillo@thetownofcicero.com> wrote:



J. Sterling Morton High Schools

Morton District Office, 5801 W Cermak Rd., Cicero, IL 60804

Business Office

PH: (708) 780-2116
FAX: (708) 780-2117

Maria Punzo-Arias
Town of Cicero
4949 W Cermak Rd.
Cicero, IL 60804

July 18, 2022

Dear Ms. Punzo-Arias:

I respectfully request a parade permit and necessary police escort for the Morton High School Homecoming Parade on Saturday, September 10, 2022. The parade will begin at Morton East High School approximately 10:00 a.m.

The parade route is as follows:

Depart Morton East and proceed South on Austin Blvd. to 26th Street,
West on 26th Street to Home Avenue,
North on Home Avenue to Morton West Parking Lot where it will end at Hoffman Stadium

I will request a certificate of insurance from our agent to show our liability coverage for the parade, and will forward this certificate to the City Clerk. All correspondence should be sent to my attention. If you have any questions please contact my office.

Sincerely,


Dennis Forst
Chief Financial Officer

CC: Cicero Fire Department
Cicero Police Department
D. Woulfe



TOWN OF CICERO

4949 West Cermak Road • Cicero, Illinois 60804 • 708.656.3600

APPLICATION FOR A STREET CLOSURE FOR A SPECIAL EVENT

RETURN THIS COMPLETED APPLICATION, ANY REQUIRED PAYMENT OR BOND AND AN EXECUTED STREET CLOSURE AGREEMENT TO:

THE OFFICE OF THE TOWN CLERK
4949 WEST CERMAK ROAD
CICERO, ILLINOIS 60804
TELEPHONE: 708-656-3600
FACSIMILE: 708-656-5801

THE BOARD OF TRUSTEES OF THE TOWN OF CICERO WILL ONLY REVIEW THIS APPLICATION IF IT IS LEGIBLE AND FILLED OUT COMPLETELY. PLEASE TYPE OR PRINT CLEARLY.

Date of application: 7/18/22. The application must be filed at least thirty (30) calendar days prior to the scheduled date of the special event, unless the timeframe is waived by the Board of Trustees of the Town of Cicero.

SPONSOR INFORMATION:

- The person(s) conducting the special event or in whose name or for whose support the special event will be held: J Sterlina Morton H.S. / Dennis Forest Homecoming / Daniel Waurte (the "Sponsor")
- Address of each Sponsor: 5801 W. Cermak Rd. Cicero, IL 60804
- Telephone number of each Sponsor: 708-780-2116
- Facsimile number of each Sponsor: 708-780-2117

AGENT INFORMATION (if the Sponsor is an entity or is an individual who will not be present throughout the duration of the special event, include the following information for an authorized and responsible agent (the "Agent")):

- Name of the Agent: _____
- Address of the Agent: _____
- Telephone number of the Agent: _____
- Facsimile number of the Agent: _____

SPECIAL EVENT INFORMATION:

- Date(s) of the proposed special event: 9/10/2022
- The special event will start at 10:00AM Am. and end at 12:00 P.m.
- The block, intersection or portion of the street that the Sponsor is asking to close:
SOUTH ON AUSTIN BLVD FROM 2423 AUSTIN TO 26th St.
WEST ON 26th St. to HOME AVE
- The estimated number of people who will attend the special event: 500-1000
- The purpose or a description of the special event: HOME COMING PARADE

- Will parking be restricted or prohibited during the special event (check one box)?
 YES or NO

- Will any music will be played or sound amplification equipment be used at the special event (check one box)? YES or NO

If YES, all sound amplification equipment must be used in accordance with applicable laws, including the Town of Cicero's noise ordinance.

- Will alcoholic liquor, beverages, food and/or merchandise be sold, offered for sale or given away at the special event (check one box)? YES or NO

If YES, what types of goods will be sold, offered for sale or given away: CANDY FROM FLOATS

If YES, the Town of Cicero may require the Sponsor to provide proof to the Town of Cicero that the Sponsor has obtained all necessary permits or licenses to carry out the special event.

- The special Town of Cicero services, if any, that the special event will require: POLICE + FIRE ESCORT


REQUIRED ATTACHMENTS:

- A fully executed Street Closure Agreement
- Security Plans

The Sponsor has been given a copy of Chapter 82, Section 82-38 of The Code of Ordinances of the Town of Cicero, Illinois.

THE SPONSOR UNDERSTANDS THAT, IF THIS APPLICATION IS GRANTED: (1) THE SPONSOR MUST MAINTAIN, AT ITS SOLE COST AND EXPENSE, SUCH INSURANCE POLICIES WITH SUCH LIMITS AS DETERMINED BY THE TOWN OF CICERO; (2) THE SPONSOR WILL BE REQUIRED TO POST A BOND OR DEPOSIT WITH THE TOWN OF CICERO A SUM IN AN AMOUNT ESTIMATED TO COVER THE ADDITIONAL PERSONNEL COSTS TO BE INCURRED BY THE TOWN; (3) APPROVAL TO HOLD THE SPECIAL EVENT MAY BE REVOKED BY THE TOWN; (4) THE SPONSOR IS RESPONSIBLE FOR CLEANING THE STREET AND REMOVING ALL MATERIALS AND EQUIPMENT FROM THE STREET AT THE END OF THE SPECIAL EVENT; AND (5) THE SPONSOR AGREES TO COMPLY WITH ALL APPLICABLE LAWS, STATUTES, ORDINANCES, CODES, RULES, REGULATIONS OR ORDERS IN CARRYING OUT THE SPECIAL EVENT.

If this application is granted, the Town of Cicero will notify the Sponsor of the approval, the amount and type of insurance policies required to be carried by the Sponsor, the amount of the bond or sum needed to cover the Town of Cicero's anticipated additional personnel costs, if applicable, and of any other conditions imposed on the special event by the Town of Cicero.



Signature of Sponsor

7/18/2021
Date



Printed Name of Sponsor

PROGRAM : 8404-0
REPORT : TRANSACTION JOURNAL
USER : BRIS
DATE : 6/23/22
TIME : 15:34

HOLD : NO
COPIES : 4
OUTPUT QUEUE: P4
DISTRIBUTION : NONE

SELECTION OPTIONS

CASHIER CODE : *ALL
REVENUE STATION : *ALL
REVENUE CODE : *ALL
FROM PAYMENT DATE : 5/31/2022
THRU PAYMENT DATE : 5/31/2022
OPEN/POSTED : PRINTED
RECEIVED FROM OR ACCOUNT #: ACCOUNT
SORT BY : REVENUE CODE
SUMMARY/DETAIL : SUMMARY

REVENUE ACCOUNTING

TRANSACTION JOURNAL

REVENUE CODE	INTERFACED APPLICATION	BANK ACCOUNT	TRANS. AMOUNT	TRANS. COUNT
UT Utility Billing	UT UtilityPay	AP Acc Pay	2,345,685.75	7,783
002 GAS/FUEL TAX	GENS		153,850.92	25
102 VEHICLE TAGS	GENS		382,685.00	8,543
105 BUSINESS LICENSE	GENS		114,444.45	344
106 APPLICATION FEE-NO REFUND	GENS		1,375.00	11
109 PET LICENSE	GENS		.00	27
111 "EL" PARKING PERMITS	GENS		1,930.00	41
115 POLICE/FIRE COMMISSION APT FEE	GENS		735.00	1
122 BLOOD PARTY PERMIT		AP Acc Pay	1,000.00	5
138 CREDIT CARD SURCHARGE-DONT USE	GENS		4,928.84	2,388
139 RESEVED HAMMOCK PARKING	GENS		2,298.00	38
134 PUSH TAX			15.81	1
201 ELECTRICAL PERMITS	GENS		12,503.00	41
202 SGA INSPECTION	GENS		5,431.00	34
203 BUILDING PERMITS	GENS		64,460.00	385
205 PLUMBING PERMITS	GENS		4,250.00	30
206 VACANT BLDG REGISTRATION	GENS		1,200.00	5
210 DOG PARK PERMITS	GENS		80.00	4
212 Municipal Parking Lot Fee	GENS		1,740.00	19
300 REAL ESTATE TRANSFER TAX	GENS		142,473.00	57
305 DENTAL FEES		AP Acc Pay	8,390.38	16
309 AD REOPENING FEE	GENS		500.00	8
402 PARKING VIOLATIONS	GENS		208,875.00	2,215
404 ADMINISTRATIVE TICKETS	GENS		16,250.00	126
405 QUASI BAIL/BOND FORFEITURE	GENS		150.00	2

REVENUE ACCOUNTING

TRANSACTION JOURNAL

REVENUE CODE	INTERFACING APPLICATION	BANK ACCOUNT	TRANS. AMOUNT	TRANS. COUNT
501 PARKING LOT TAX	GENS		11,240.00	4
551 FOOD SERVICE PERMIT/INSP FEES		AP Acc Pay	3,975.00	9
565 SPECIAL EVENTS SPONSORSHIPS	GENS		3,400.00	14
575 TOWING & STORAGE FEES		AP Acc Pay	48,945.00	4
701 MUNICIPAL ADMISSION TAX	GENS		6,134.25	1
725 2007 BOND ESCROW AMALGAMATED	GENS		800.00	1
742 CIRCUIT COURT CLERK	GENS		16,552.36	3
801 REIMBURSEMENTS	GENS		477,840.00	3
832 HOME UTILITY ELECT TAX	GENS		235,112.94	2
902 ELEVATOR INSPECTIONS	GENS		4,440.00	24
904 REGISTRATION RECORDS		AP Acc Pay	140.00	3
908 SETTLEMENT OF SUITS	GENS		18,000.25	36
930 COLL MISC RECEIPTS	GENS		7,550.00	150
940 PLAN REVIEW FEE	GENS		14,930.00	18
955 RENTAL INCOME	GENS		4,630.20	2
961 RTA METRA LOT FEES	GENS		107.44	1
981 HOUSING COURT ADVERTISEMENTS	GENS		13,750.00	29
983 NET MEDICAL SUPPLIES		AP Acc Pay	10,851.52	17
986 GENERAL ADVERTISING	GENS		3,154.04	1
988 PASSPORT FEE		AP Acc Pay	3,400.00	100
991 DUMPSTER FEES	GENS		525.00	21
996 BUILDING CODE DEPOSITS-RECORDS	GENS		3,900.00	78
SURC Credit Card Surcharge		AP Acc Pay	10,814.70	2,567
1000 WATER LINE PERMIT		Acc Pay	3,000.00	5



THE TOWN OF CICERO

Revenue Summary

Date: Wed Jun 1 2022 to Thu Jun 30 2022

Transaction Summary		
Revenue Code	Total Number Sold	Amount
TKT	4679	\$224,528
VT	17317	\$874,400
Pet License	19	\$
Misc	342	\$17,100
Business License Fees	954	\$689,022.29
EL Parking Permit	42	\$1,915
Gas Tax	20	\$148,818.36
Parking Lot Tax	3	\$2,360
ADMISSION TAX	1	\$9,696.89
CIRCUIT COURT CLERK	1	\$11,193.56
SETTLEMENT OF SUITS	36	\$14,105
CABLEVISION FRANCHISE	1	\$73,998.99
RENTAL INCOME	1	\$4,333.33
RTA METRA LOT FEES	1	\$109.27
DONATION INCOME	1	\$5,000
REIMBURSMENTS	2	\$2,276.92
MISC RECEIVABLE	1	\$27.78
Town Sealer	12	\$8,533
Chaffeur License	2	\$50
Special Events	8	\$6,000
HV	19	\$9,400
AO	149	\$18,850
Dumpster Permit	28	\$625
Building Fee	410	\$44,598
Fine	3	\$1,700
Occ Fee	6	\$405
Plumbing Inspection	28	\$5,950
Plan Review Fee	21	\$10,270

Court Recording Fee	34	\$1,610.5
Compliance	18	\$2,272
Electrical Permits	63	\$7,568
Sign Inspection	94	\$12,912
Vacant Building Registration	10	\$2,000
Quasi Bail/Bond Forfeiture	2	\$150
2007 Bond Escrow R.E. Taxes	2	\$6,460
Elevator Inspections	14	\$2,590
Credit Card Surcharge Fee	5197	\$10,919.2
additional compliance inspection fee	11	\$550
Transfer Stamps	74	\$138,938
Escrow	47	\$
Escrow Processing Fee	47	\$4,700
Dog Park Permit	1	\$40
Compliance	77	\$9,500
Business License Application	14	\$1,750
AO Reopening Fee	3	\$550
Reserved Handicap Parking	52	\$2,740
Municipal Parking Lot Permit	22	\$3,900
		Total Sales: \$2,394,416.09

1 HOLD NO
2 COPIES 4
3 OUTPUT QUEUE PA
4 IDENTIFICTION 4100

5 COLLECTION METHOD

6 CASHIER CODE
7 REVENUE STATION
8 REVENUE CODE
9 FROM PAYMENT DATE
10 FROM PAYMENT DATE
11 OPEN POINTS
12 RECEIVED FROM OR ACCOUNT # ACCOUNT
13 SORT BY REVENUE CODE
14 SUMMARY/DETAIL SUMMARY

REVENUE CODE	APPLICATION	SWAY ACCOUNT	TRANS. AMOUNT	TRANS. COUNT
01 UTILITY BILLING	UT UTILITYPAY	AP Acc Pay	2152,629.12	7,336
002 GAS/FOOD TAX				
007 VEHICLE TAX			148,316.00	20
008 BUSINESS LICENSE			673,100.00	17,317
100 APPLIC. FEE NO. 00			489,022.25	954
100 APPLIC. FEE NO. 00			1,750.00	14
100 CHAUFFEUR LICENSE			50.00	2
105 PET LICENSE			00	19
111 TEL. PERMITS			1,015.00	42
120 BIRTH PARTY PERMIT			700.00	3
120 CREDIT CARD SURCHARGE-PORT USE			10,004.52	5,183
120 RES. VEH. TRANS. PARKING			1,700.00	52
120 FISH TAX			1,109.23	1
201 ELECTRICAL PERMITS			6,416.00	57
201 ENV. IMPROVEM.			60,750.00	61
201 BILLING PERMITS			47,507.30	397
205 PLUMBING PERMITS			5,950.00	28
205 VACANT BLDG. (54218-4123)			2,012.00	10
210 BOYS PARTY PERMITS			40.00	1
212 Municipal Parking Lot Fee			2,900.00	22
301 WEA. BATTLE TROOPERS TAX			104,021.13	71
305 DENTAL FEES			2,800.95	16
309 AD REOPENING FEE			450.00	1
401 Park Bag With Actions			214,406.00	4,429
404 ADMISSIVE/TAXI TICKETS			18,250.00	149
405 GUASI BAIL/BOND FORFEITURE			50.00	2

REVENUE CODE APPLICATION BANK ACCOUNT TRANS AMOUNT TRANS CURRY
 INTERESTING

REVENUE CODE	APPLICATION	BANK ACCOUNT	TRANS AMOUNT	TRANS CURRY
501 PARKING LOT TAX	GENS		2060.00	7
502 ROAD SERVICE FUNDING FEES		AP Acc Pay	19275.00	15
505 SPECIAL EVENTS SPONSORSHIPS	GENS		4000.00	9
572 TOWING & STORAGE FEES		AP Acc Pay	58445.00	5
700 MAINT INCL COMMISALON TAX	GENS		9475.00	1
729 2007 ROAD RESTOR APPLMNTED	GENS		6460.00	2
740 CIRCUIT COURT CLERK	GENS		11192.58	1
501 RETIREMENT PLAN	GENS		2074.92	0
516 MISC RECEIPTS	GENS		2778	1
702 ELEVATOR INSPECTIONS	GENS		5298.00	14
500 RENTALS AND REPAIRS		AP Acc Pay	99.00	5
700 RETIREMENT OF BIRTH	GENS		12715.50	70
541 TOWN SEALER	GENS		2489.00	12
700 CASH ON HAND	GENS		1700.00	380
531 COLLECTION FRAUDFEE	GENS		73492.99	1
540 PLAN REVIEW FEE	GENS		10105.00	20
700 ROAD IMPROV	GENS		405.00	1
541 RIV METRA LIT FEES	GENS		1897.37	1
550 DONATION INCOME	GENS		5000.00	1
501 HOUSING COURT APPLMNTS	GENS		2450.00	18
501 NET RENTAL REPAIRS		AP Acc Pay	35958.35	17
507 PASSENGER FEES		AP Acc Pay	2780.00	95
501 CASH ON HAND	GENS		100.00	27
505 BILLING FOR DEPOSITS TAKING FEES			4,000.00	90
5005 Credit Card Surcharges		AP Acc Pay	10,894.54	2,287

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING, APPROVING, AND RATIFYING THE PURCHASE OF CERTAIN EQUIPMENT FOR THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Town’s Emergency Telephone System Board consolidated with the Village of Stickney’s Emergency Telephone System Board to create the Consolidated Emergency Response Center of Cook County (the “CERCCC”) which responds to 911 emergency telephone calls in the Town; and

WHEREAS, to maximize efficiency, improve organization and quality of recordkeeping, and reduce administrative burden on the CERCCC staff, the CERCCC was in need of modern computer equipment, including monitors (the “Equipment”); and

WHEREAS, pursuant to Section 11-76.1-1 of the Illinois Municipal Code (65 ILCS 5/11-76.1-1), the Corporate Authorities have the power to purchase or lease real or personal property for public purposes; and

WHEREAS, CDW Government, Inc. (“CDW”) provided an invoice (the “Invoice”) to the Town for the Equipment required by the CERCCC, attached hereto and incorporated herein as Exhibit A; and

WHEREAS, based on the foregoing, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”) have determined that it is in the best interests of the Town and its residents for the CERCCC to obtain the Equipment, and to ratify any actions taken to effectuate the purchase of the Equipment;

NOW, THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

ARTICLE I. IN GENERAL

Section 1.00 Findings.

That the Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true, and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

Section 2.00 Purpose.

The purpose of this Ordinance is to authorize the payment of the Invoice, to enter into and approve any necessary documentation to effectuate the purchase, to take all steps necessary to carry out the terms of the purchase, and to ratify any steps taken to effectuate that goal.

**ARTICLE II.
AUTHORIZATION**

Section 3.00 Authorization.

That the Town Board hereby ratifies the purchase of the Equipment, authorizes the payment of the Invoice, and authorizes the Town President or his designee to enter into and approve any documentation necessary to effectuate the purchase and to ratify any and all previous action taken to effectuate the intent of this Ordinance. The Town Board further authorizes and directs the President to execute the applicable documentation, with such insertions, omissions, and changes as shall be approved by the President and the Town Attorney. The Town Clerk is hereby authorized and directed to attest to and countersign such documentation as may be necessary to carry out and effectuate the purpose of this Ordinance. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. To the extent that any requirement of bidding would be applicable to the purchase of the Equipment sought hereunder, the same is hereby waived.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.00 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Ordinance are inserted solely for the convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

Section 5.00 Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

Section 6.00 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.00 Publication.

A full, true, and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.00 Effective Date.

This Ordinance shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

LARRY DOMINICK
PRESIDENT

ATTEST:

MARIA PUNZO-ARIAS
TOWN CLERK

EXHIBIT A

REMIT PAYMENT TO:

INVOICE



CDW Government
75 Remittance Drive, Suite 1515
Chicago, IL 60675-1515

RETURN SERVICE REQUESTED

ACH INFORMATION:
THE NORTHERN TRUST
50 SOUTH LASALLE STREET
CHICAGO, IL 60675

E-mail Remittance To: gachremittance@cdw.com
ROUTING NO.: XXXXXXXXXX
ACCOUNT NAME: CDW GOVERNMENT
ACCOUNT NO.: XXXXXXXXXX

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
Z089942	06/02/22	5095615
SUBTOTAL	SHIPPING	SALES TAX
\$10,477.06	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
07/02/22		\$10,477.06

TOWN OF CICERO
ACCTS PAYABLE
4949 W CERMAK RD
CICERO IL 60804-3497
USA

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS			DUE DATE	
06/02/22	Z089942	Net 30 Days			07/02/22	
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER	
06/02/22	NiteMoves Local Super-Saver	DESKTOPS			5095615	
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
6653445	LVO M70Q G2 I5-11400T 256/8 W10P Manufacturer Part Number: 11MY001RUS Serial No: 1S11MY001RUSMJ0GLTRE Serial No: 1S11MY001RUSMJ0GLTRR Serial No: 1S11MY001RUSMJ0GLTRS Serial No: 1S11MY001RUSMJ0H0DSL Serial No: 1S11MY001RUSMJ0H0DTE Serial No: 1S11MY001RUSMJ0H0DT0 Serial No: 1S11MY001RUSMJ0H0DT3	7	7	0	703.11	4,921.77
5637363	CRUCIAL 8GB DDR4-2666 SODIMM Manufacturer Part Number: CT8G4S266M	7	7	0	39.92	279.44
6242321	DELL 24IN PROFESSIONAL MONITOR P2421 Manufacturer Part Number: DELL-P2421 Serial No: BVGW773 Serial No: C6GW773 Serial No: DVGW773 Serial No: HWGW773 Serial No: 13JW773 Serial No: 67LW773 Serial No: 8RGW773	7	7	0	344.60	2,412.20
6882119	ERGOTRON LX DUAL STACKING ARM POLE Manufacturer Part Number: 45-509-224	7	3	4	400.43	1,201.29
6729559	MS OFFICE HOME BUS 21 EN NAPR/TT Manufacturer Part Number: T5D-03518	7	7	0	237.48	1,662.36
ACCOUNT MANAGER		SHIPPING ADDRESS:			SUBTOTAL	\$10,477.06
JAY HUSSEIN 312-705-5651 jhussein@cdwg.com		EMERGENCY RESPONSE CENTER ROBERT KOUDELIK 5303 W 25TH ST CICERO IL 60804-3311			SHIPPING	\$0.00
SALES ORDER NUMBER					SALES TAX	\$0.00
MTWG833					AMOUNT DUE	\$10,477.06



Cage Code Number 1KH72
DUNS Number 02-615-7235
Unique Entity ID (SAM): PHZDZ8SJ5CM1
ISO 9001 and ISO 14001 Certified
CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?
PLEASE EMAIL US AT credit@cdw.com
VISIT US ON THE INTERNET AT www.cdw.com

TOWN OF CICERO
 4949 W. CERMAK ROAD
 CICERO, ILLINOIS 60804

00-57527
 PURCHASE REQUEST
 28671

DATE: 06/09, 20 22

TO: CDW Government
 75 Remittance Drive, Suite 1515
 Chicago, IL 60675-1515

DEPARTMENT: 911

ACCOUNT NO: [REDACTED]

QUANTITY	CAT NO.	DESCRIPTION	PRICE	TOTAL
		LVO M700 G2 15-11400T 256/8 W10P		\$10,477.00
		CRUCIAL 8GB DDR4-2666 SODIMM		
		DELL 24IN PROFESSIONAL MONITOR P2421		
		ERGOTRON LX DUAL STACKING ARM POLE		
		MS OFFICE HOME BUS 21 EN NA/PR/TT		
		INV # Z089942		
				\$10,477.00

PLEASE NOTE:
 THIS IS A REQUEST, NOT A PURCHASE ORDER.

WHITE - CLERK'S COPY YELLOW - DEPT. HEAD'S COPY

[REDACTED]
 HEAD OF DEPARTMENT

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE LEASE OF CERTAIN PERSONAL PROPERTY FOR THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, pursuant to Section 11-61-3 of the Illinois Municipal Code (65 ILCS 5/11-61-3), the corporate authorities of municipalities having populations of less than one million (1,000,000) inhabitants have the express power to lease personal property for public purposes pursuant to contracts that provide for the consideration for such purchase to be paid through installments to be made at stated intervals during a certain period of time, but in no case shall such contracts provide for the consideration to be paid during a period of time in excess of twenty (20) years; and

WHEREAS, the Town currently leases an inserting machine from Pitney Bowes (“Pitney Bowes”); and

WHEREAS, to ensure that the Town can conduct Town business in an economical and efficient manner, the Town President (the “President”) and the Board of

Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”) have determined that it is in the best interests of the Town and its residents to renew the lease on the inserting machine and its related software; and

WHEREAS, Pitney Bowes has provided the Town with an agreement (the “Agreement”), attached hereto and incorporated herein as Exhibit A, which sets forth the terms under which Pitney Bowes will continue to provide the inserting machine to the Town; and

WHEREAS, the Corporate Authorities find that it is necessary for the health, safety, and welfare of its residents and in the best interests of the Town to approve, enter into, and execute an agreement with terms substantially the same as the terms of the Agreement; and

WHEREAS, the President is authorized to enter into and the Town Attorney (the “Attorney”) is authorized to revise agreements for the Town making such insertions, omissions, and changes as shall be approved by the President and the Attorney;

NOW, THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

ARTICLE I. IN GENERAL

Section 1.00 Incorporation Clause.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true, and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

Section 2.00 Purpose.

The purpose of this Ordinance is to authorize the President or his designee to enter into and approve the Agreement whereby Pitney Bowes will lease the inserting machine to the Town in accordance with the terms of the Agreement, to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement, and to ratify any steps taken to effectuate those goals.

**ARTICLE II.
AUTHORIZATION**

Section 3.00 Authorization.

The Town Board authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Ordinance. The Town Board further authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions, and changes as shall be approved by the President and the Attorney, and the Town Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Ordinance or the lease of the postage machine. The Town Clerk is hereby authorized and directed to attest to and countersign the Agreement and any other documentation that may be necessary to carry out and effectuate the purpose of this Ordinance. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. To the extent that any requirement of bidding would be applicable to the inserting machine sought hereunder, the same is hereby waived.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.00 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Ordinance are inserted solely for convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

Section 5.00 Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6.00 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.00 Publication.

A full, true, and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.00 Effective Date.

This Ordinance shall be effective and in full force immediately upon passage and approval.

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

EXHIBIT A

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 1,022.20	\$ 3,066.60

*Does not include any applicable sales, use, or property taxes which will be billed separately.

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

Your Signature Below

Non-Appropriations. You warrant that you have funds available to make all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to make all payments in each subsequent fiscal period through the end of your lease term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to make the payments is denied, you may terminate this lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue this lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under this lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the equipment at your expense.

By signing below, you agree to be bound by all the terms and conditions of this Agreement, including the Sourcewell Contract Number 011322-PIT, effective date March 3, 2022 and the State and Local Term Rental Agreement (including the Pitney Bowes Terms) (Version 1/22) which is available at <http://www.pb.com/states> and is incorporated by reference (the "Agreement"). This lease will be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at <http://www.pitneybowes.com/us/license-terms-of-use/software-and-subscription-terms-and-conditions.html>. Those additional terms are incorporated by reference.

011322-PIT
State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Angie Mannarelli	angie.mannarelli@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

**Information Return for Small Tax-Exempt
Governmental Bond Issues, Leases, and Installment Sales**

(Rev. October 2021)
Department of the Treasury
Internal Revenue Service

Under Internal Revenue Code section 149(e)

Caution: If the issue price of the issue is \$100,000 or more, use Form 8038-G.
Go to www.irs.gov/Form8038GC for instructions and the latest information.

OMB No. 1545-0047

Part I Reporting Authority

Check box if Amended Return

1 Issuer's name
TOWN OF CICERO

2 Issuer's employer identification number (EIN)

3 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
4949 W CERMAK RD

4 City, town, or post office, state, and ZIP code
CICERO IL 60804-2461

5 Report number (For IRS Use Only)

6 Name and title of officer or other employee of issuer or designated contact person whom the IRS may call for more information

7 Telephone number of officer or legal representative

Part II Description of Obligations Check one box: Single issue Consolidated return

8a Issue price of obligation(s) (see instructions)

b Issue date (single issue) or calendar date (consolidated). Enter date in mm/dd/yyyy format (for example, 01/01/2009) (see instructions)

9 Amount of the reported obligation(s) on line 8a that is:

a For leases for vehicles	9a	
b For leases for office equipment	9b	
c For leases for real property	9c	
d For leases for other (see instructions)	9d	
e For bank loans for vehicles	9e	
f For bank loans for office equipment	9f	
g For bank loans for real property	9g	
h For bank loans for other (see instructions)	9h	
i Used to refund prior issue(s)	9i	
j Representing a loan from the proceeds of another tax-exempt obligation (for example, bond bank)	9j	
k Other	9k	

10 If the issuer has designated any issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check this box

11 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check this box (see instructions)

12 Vendor's or bank's name: Pitney Bowes Inc.

13 Vendor's or bank's employer identification number: 06 0495050

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person(s) that I have authorized above.

Signature of issuer's authorized representative _____ Date _____ Type or print name and title _____

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name	Firm's EIN			
Firm's address	Phone no.			

Future Developments

For the latest information about developments related to Form 8038-GC and its instructions, such as legislation enacted after they were published, go to www.irs.gov/Form8038GC.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted

Purpose of Form

Form 8038-GC is used by the issuers of tax-exempt governmental obligations to provide the IRS with the information required by section 149(e) and to monitor the requirements of sections 141 through 150.

Who Must File

Issuers of tax-exempt governmental obligations with issue prices of less than \$100,000 must file Form 8038-GC.

Issuers of a tax-exempt governmental obligation with an issue price of \$100,000 or more must file Form 8038-G, Information Return for Tax-Exempt Governmental Bonds.

Filing a separate return for a single issue. Issuers have the option to file a separate Form 8038-GC for any tax-exempt governmental obligation with an issue price of less than \$100,000.

An issuer of a tax-exempt bond used to finance construction expenditures must file a separate Form 8038-GC for each issue to give notice to the IRS that an election was made to

pay a penalty in lieu of arbitrage rebate. See the instructions for line 11, later.

Filing a consolidated return for multiple issues. For all tax-exempt governmental obligations with issue prices of less than \$100,000 that are not reported on a separate Form 8038-GC, an issuer must file a consolidated information return including all such issues issued within the calendar year.

Thus, an issuer may file a separate Form 8038-GC for each of a number of small issues and report the remainder of small issues issued during the calendar year on one consolidated Form 8038-GC. However, if the issue is a construction issue, a separate Form 8038-GC must be filed to give the IRS notice of the election to pay a penalty in lieu of arbitrage rebate.

When To File

To file a separate return for a single issue, file Form 8038-GC on or before the 15th day of the second calendar month after the close of the calendar quarter in which the issue is issued.

To file a consolidated return for multiple issues, file Form 8038-GC on or before February 15 of the calendar year following the year in which the issue is issued.

Late filing. An issuer may be granted an extension of time to file Form 8038-GC under section 3 of Rev. Proc. 2002-48, 2002-37 I.R.B. 531, if it is determined that the failure to file on time isn't due to willful neglect. Write at the top of the form, "Request for Relief under section 3 of Rev. Proc. 2002-48." Attach to the Form 8038-GC a letter briefly stating why the form was not submitted to the IRS on time. Also indicate whether the obligation in question is under examination by the IRS. Do not submit copies of any bond documents, leases, or installment sale documents. See *Where To File* next.

Where To File

File Form 8038-GC and any attachments at the following address.

Department of the Treasury
Internal Revenue Service Center
Ogden, UT 84201

Private delivery services(PDS). You can use certain PDS designated by the IRS to meet the "timely mailing as timely filing/paying" rule for tax returns and payments. These PDS include only the following:

- DHL Express (DHL): DHL Same Day Service.
- Federal Express (FedEx): FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2Day, FedEx International Priority, and FedEx International First.
- United Parcel Service (UPS): UPS Next Day Air, UPS Next Day Air Saver, UPS 2nd Day Air, UPS 2nd Day Air A.M., UPS Worldwide Express Plus, and UPS Worldwide Express.

The PDS can tell you how to get written proof of the mailing date.

Other Forms That May Be Required

For rebating arbitrage (or paying a penalty in lieu of arbitrage rebate) to the Federal Government, use Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate. For private activity bonds, use Form 8038, Information Return for Tax-Exempt Private Activity Bond Issues.

For a tax-exempt governmental obligation with an issue price of \$100,000 or more, use Form 8038-G.

Rounding to Whole Dollars

You may show the money items on this return as whole-dollar amounts. To do so, drop any amount less than 50 cents and increase any amount from 50 to 99 cents to the next higher dollar. For example, \$1.49 becomes \$1 and \$2.50 becomes \$3. If two or more amounts must be added to figure the amount to enter on a line, include cents when adding the amounts and round off only the total.

Definitions

Obligations. This refers to a single tax-exempt governmental obligation if Form 8038-GC is used for separate reporting or to multiple tax-exempt governmental obligations if the form is used for consolidated reporting.

Tax-exempt obligation. This is any obligation including a bond, installment purchase agreement, or financial lease, on which the interest is excluded from income under section 103.

Tax-exempt governmental obligation. A tax exempt obligation that isn't a private activity bond(see below) is a tax-exempt governmental obligation. This includes a bond issued by a qualified volunteer fire department under section 150(e).

Private activity bond. This includes an obligation issued as part of an issue in which:

- More than 10% of the proceeds are to be used for any private activity business use, and
- More than 10% of the payment of principal or interest of the issue is either (a) secured by an interest in property to be used for a private business use (or payments for such property) or (b) to be derived from payments for property (or borrowed money) used for a private business use.

It also includes a bond, the proceeds of which (a) are to be used to make or finance loans (other than loans described in section 141(c)(2)) to persons other than governmental units and (b) exceeds the lesser of 5% of the proceeds or \$5 million.

Issue. Generally, obligations are treated as part of the same issue only if they are issued by the same issuer, on the same date, and as part of a single transaction, or a series of related transactions. However, obligations issued during the same calendar year (a) under a loan agreement under which amounts are to be advanced periodically (a "draw-down loan") or (b) with a term not exceeding 270 days, may be treated as part of the same issue if the obligations are equally and ratably secured under a single indenture or loan agreement and are issued under a common financing arrangement (for example, under the same official statement periodically updated to reflect changing factual circumstances). Also, for obligations issued under a draw-down loan that meets the requirements of the preceding sentence, obligations issued during different calendar years may be treated as part of the same issue if all of the amounts to be advanced under the draw-down loan are reasonably expected to be advanced within 3 years of the date of issue of the first obligation. Likewise, obligations (other than private activity bonds) issued under a single agreement that is in the form of a lease or installment sale may be treated as part of the same issue if all of the property covered by that agreement is reasonably expected to be delivered within 3 years of the date of issue of the first obligation.

Arbitrage rebate. Generally, interest on a state or local bond is not tax-exempt unless the issuer of the bond rebates to the United States arbitrage profits earned from investing proceeds of the bond in higher yielding nonpurpose investments. See section 148(f).

Construction issue. This is an issue of tax-exempt bonds that meets both of the following conditions:

1. At least 75% of the available construction proceeds of the issue are to be used for construction expenditures with respect to property to be owned by a governmental unit or a 501(c)(3) organization, and
2. All of the bonds that are part of the issue are qualified 501(c)(3) bonds, bonds that are not private activity bonds, or private activity bonds issued to finance property to be owned by a governmental unit or a 501(c)(3) organization.

In lieu of rebating any arbitrage that may be owed to the United States, the issuer of a construction issue may make an irrevocable election to pay a penalty. The penalty is equal to 1-1/2% of the amount of construction proceeds that do not meet certain spending requirements. See section 148(f)(4)(C) and the Instructions for Form 8038-T.

Specific Instructions

In general, a Form 8038-GC must be completed on the basis of available information and reasonable expectations as of the date of issue. However, forms that are filed on a consolidated basis may be completed on the basis of information readily available to the issuer at the close of the calendar year to which the form relates, supplemented by estimates made in good faith.

Part I—Reporting Authority

Amended return. An issuer may file an amended return to change or add to the information reported on a previously filed return for the same date of issue. If you are filing to correct errors or change a previously filed return, check the *Amended Return* box in the heading of the form.

The amended return must provide all the information reported on the original return, in addition to the new corrected information. Attach an explanation of the reason for the amended return and write across the top "Amended Return Explanation."

Line 1. The issuer's name is the name of the entity issuing the obligations, not the name of the entity receiving the benefit of the financing. In the case of a lease or installment sale, the issuer is the lessee or purchaser.

Line 2. An issuer that does not have an employer identification number (EIN) should apply for one online by visiting the IRS website at www.irs.gov/EIN. The Organization may also apply for an EIN by faxing or mailing Form SS-4 to the IRS.

Lines 3 and 4. Enter the issuer's address or the address of the designated contact person listed on line 6. If the issuer wishes to use its own address and the issuer receives its mail in care of a third party authorized representative (such as an accountant or attorney), enter on the street address line "C/O" followed by the third party's name and street address or P.O. box. Include the suite, room, or other unit number after the street address. If the post office does not deliver mail to the street address and the issuer has a P.O. box, show the box number instead of the

street address. If a change in address occurs after the return is filed, use Form 8822, Change of Address, to notify the IRS of the new address.

Note. The address entered on lines 3 and 4 is the address the IRS will use for all written communications regarding the processing of this return, including any notices. By authorizing a person other than an authorized officer or other employee of the issuer to communicate with the IRS and whom the IRS may contact about this return, the issuer authorizes the IRS to communicate directly with the individual listed on line 6, whose address is entered on lines 3 and 4 and consents to disclose the issuer's return information to that individual, as necessary, to process this return.

Line 5. This line is for IRS use only. Don't make any entries in this box.

Part II—Description of Obligations

Check the appropriate box designating this as a return on a single issue basis or a consolidated return basis.

Line 8a. The issue price of obligations is generally determined under Regulations section 1.148-1(b). Thus, when issued for cash, the issue price is the price at which a substantial amount of the obligations are sold to the public. To determine the issue price of an obligation issued for property, see sections 1273 and 1274 and the related regulations.

Line 8b. For a single issue, enter the date of issue (for example, 03/15/2010 for a single issue issued on March 15, 2010), generally the date on which the issuer physically exchanges the bonds that are part of the issue for the underwriter's (or other purchaser's) funds; for a lease or installment sale, enter the date interest starts to accrue. For issues reported on a consolidated basis, enter the first day of the calendar year during which the obligations were issued (for example, for calendar year 2010, enter 01/01/2010).

Lines 9a through 9h. Complete this section if property other than cash is exchanged for the obligation, for example, acquiring a police car, a fire truck, or telephone equipment through a series of monthly payments. (This type of obligation is sometimes referred to as a "municipal lease.") Also complete this section if real property is directly acquired in exchange for an obligation to make periodic payments of interest and principal.

Don't complete lines 9a through 9d if the proceeds of an obligation are received in the form of cash even if the term "lease" is used in the title of the issue. For lines 9a through 9d, enter the amount on the appropriate line that represents a lease or installment

purchase. For line 9d, enter the type of item that is leased. For lines 9e through 9h, enter the amount on the appropriate line that represents a bank loan. For line 9h, enter the type of bank loan.

Lines 9i and 9j. For line 9i, enter the amount of the proceeds that will be used to pay principal, interest, or call premium on any other issue of bonds, including proceeds that will be used to fund an escrow account for this purpose. Several lines may apply to a particular obligation. For example, report on lines 9i and 9j obligations used to refund prior issues which represent loans from the proceeds of another tax-exempt obligation.

Lines 9k. Enter on line 9k the amount on line 8a that does not represent an obligation described on lines 9a through 9j

Line 10. Check this box if the issuer has designated any issue as a "small issuer exception" under section 265(b)(3)(B)(i)(III).

Line 11. Check this box if the issue is a construction issue and an irrevocable election to pay a penalty in lieu of arbitrage rebate has been made on or before the date the bonds were issued. The penalty is payable with a Form 8038-T for each 6-month period after the date the bonds are issued. Do not make any payment of penalty in lieu of rebate with Form 8038-GC. See Rev. Proc. 92-22, 1992-1 C.B. 736, for rules regarding the "election document."

Line 12. Enter the name of the vendor or bank who is a party to the installment purchase agreement, loan, or financial lease. If there are multiple vendors or banks, the issuer should attach a schedule.

Line 13. Enter the employer identification number of the vendor or bank who is a party to the installment purchase agreement, loan, or financial lease. If there are multiple vendors or banks, the issuer should attach a schedule.

Signature and Consent

An authorized representative of the issuer must sign Form 8038-GC and any applicable certification. Also print the name and title of the person signing Form 8038-GC. The authorized representative of the issuer signing this form must have the authority to consent to the disclosure of the issuer's return information, as necessary to process this return, to the person(s) that has been designated in this form.

Note. If the issuer authorizes in line 6 the IRS to communicate with a person other than an officer or other employee of the issuer, (such authorization shall include contact both in writing regardless of the address entered in lines 3 and 4, and by telephone) by signing this form, the issuer's authorized representative consents to the disclosure of the issuer's return information, as necessary to process this return, to such person.

Paid Preparer

If an authorized representative of the issuer filled in its return, the paid preparer's space should remain blank. Anyone who prepares the return but does not charge the organization should not sign the return. Certain others who prepare the return should not sign. For example, a regular, full-time employee of the issuer, such as a clerk, secretary, etc., should not sign.

Generally, anyone who is paid to prepare a return must sign it and fill in the other blanks in the *Paid Preparer Use Only* area of the return. A paid preparer cannot use a social security number in the *Paid Preparer Use Only* box. The paid preparer must use a preparer tax identification number (PTIN). If the paid preparer is self-employed, the preparer should enter his or her address in the box.

The paid preparer must:

- Sign the return in the space provided for the preparer's signature, and
- Give a copy of the return to the issuer.

Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law.

Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated burden for tax exempt organizations filing this form is approved under OMB control number 1545-0047 and is included in the estimates shown in the instructions for their information return.

If you have suggestions for making this form simpler, we would be happy to hear from you. You can send us comments through www.irs.gov/FormComments. Or you can write to:

Internal Revenue Service
Tax Forms and Publications
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

Do not send Form 8038-GC to this address. Instead, see *Where To File*, earlier.

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE TOWN PRESIDENT TO ENTER INTO A CERTAIN AGREEMENT WITH BEST TECHNOLOGY SYSTEMS, INC. TO PROVIDE PRODUCTS AND SERVICES TO THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”) are committed to protecting the safety of individuals visiting, residing in, and working in the Town; and

WHEREAS, the Cicero Police Department (the “Department”) is responsible for protecting the rights, welfare, and property of Town residents, preventing crime and ensuring the safety of individuals residing in and visiting the Town; and

WHEREAS, to ensure the proper execution of their duties, it is necessary for members of the Department to be proficient with weapons, which requires having access to a weapons range; and

WHEREAS, Best Technology Systems, Inc. (“Best”) has previously provided the Town with proposals for the replacement of filters and tacky mats and the maintenance and cleaning of the Department’s weapons range (the “Products and Services”); and

WHEREAS, Best submitted a proposal to the Town and was previously awarded the agreement to provide the Products and Services to the Town; and

WHEREAS, the Town found Best to adequately provide the Products and Services; and

WHEREAS, Best has provided the Corporate Authorities with an agreement (the “Agreement”), attached hereto and incorporated herein as Exhibit A, which sets forth the terms and conditions under which Best will continue to provide the Products and Services to the Town; and

WHEREAS, pursuant to Section 11-61-3 of the Illinois Municipal Code (65 ILCS 5/11-61-3), the corporate authorities of municipalities having populations of less than one million (1,000,000) inhabitants have the express power to purchase personal property for public purposes pursuant to contracts that provide for the consideration for such purchase to be paid through installments to be made at stated intervals during a certain period of time, but in no case shall such contracts provide for the consideration to be paid during a period of time in excess of twenty (20) years; and

WHEREAS, based on the foregoing, the Corporate Authorities have determined that it is necessary for the Town to enter into the Agreement, whereby Best will continue to provide the Products and Services to the Town for the public purpose of providing

members of the Department with access to a functional weapons range so they can practice the use of their weapons and ensure weapons proficiency; and

WHEREAS, the Corporate Authorities deem it advisable and necessary for the health, safety and welfare of the residents of the Town to approve, enter into, and execute the Agreement whereby Best will continue to provide the Products and Services to the Town; and

WHEREAS, the President is authorized to enter into and the Town Attorney (the “Attorney”) is authorized to revise agreements for the Town making such insertions, omissions, and changes as shall be approved by the President and the Attorney;

NOW, THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

ARTICLE I. IN GENERAL

Section 1.00 Incorporation Clause.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true, and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

Section 2.00 Purpose.

The purpose of this Ordinance is to authorize the President or his designee to enter into and approve the Agreement whereby Best will continue to provide the Products and Services to the Town in accordance with the terms of the Agreement to ensure that members of the Department are proficient with weapons and can continue to provide

essential services to Town residents and to take all necessary steps to effectuate the intent of this Ordinance.

**ARTICLE II.
AUTHORIZATION**

Section 3.00 Authorization.

That the Town Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and ratifies any and all previous action taken to effectuate the intent of this Ordinance. The Town Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions, and changes as shall be approved by the President and the Attorney, and the Town Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Ordinance. The Town Clerk is hereby authorized and directed to attest to and countersign the Agreement and any such other documentation as may be necessary to carry out and effectuate the purpose of this Ordinance. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. To the extent that any additional requirement of bidding would be applicable to the procurement of the Products and Services described herein, the same is hereby waived.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.00 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Ordinance are inserted solely for convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

Section 5.00 Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

Section 6.00 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.00 Publication.

A full, true, and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.00 Effective Date.

This Ordinance shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

EXHIBIT A



Town of Cicero
POLICE
DEPARTMENT

4901 W. Cermak • Cicero, Illinois 60804
708-652-2130 x370 • 708-863-5309 FAX

Jerry R. Chlada, Jr.
Superintendent of Police

Maria Punzo-Arias – Town Clerk
4949 w. Cermak Rd.
Cicero, IL. 60804

Subj: Best Technology Systems (BTS)

Dear Madam Clerk,

12-July, 22

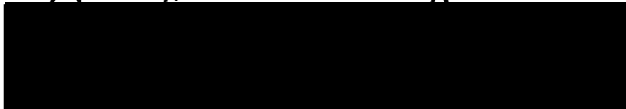
Attached you will find a contract agreement for Best Technology Systems (BTS). This agreement is in reference to our annual maintenance agreement for the cleaning of the Department's shooting range. The town board has previously approved the Police Department to contract with BTS for range cleanings and this specific agreement is a renewal.

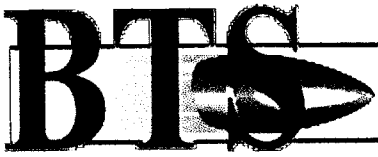
Our experience with Best Technology has been positive and professional and I recommend that we continue our relationship with BTS and renew our agreement. At this time I suggest that we choose the following options:

Proposal #1 (1X a year) \$4,200.00
Proposal #2 \$725.00
Proposal #3 No Charge
Total = \$4,925.00

Invoice for payment will be provided at time of service

Sincerely,


Jerry R. Chlada Jr.
Superintendent of Police
Cicero Police Department



BEST TECHNOLOGY

**Quality Specialists in Bullet Trap
and Shooting Range Maintenance**

12024 S. Aero Drive
Plainfield, IL 60585-8796
P 815-254-9554 F 815-254-9558

www.btsranges.com
E-Mail: mail@btsranges.com

MBE Contractor
Asian Minority Owned Business

April 27, 2022

Sgt. Nick Drakulich
Cicero Police Department
4901 W. Cermak Road
Cicero, IL 60804

RE: Shooting Range Maintenance
BTL-22186, Revision 1

Dear Sgt. Drakulich:

The following is a proposal for work to be performed on the facility's 4 pt. Supertrap rubber bullet trap and cleaning parts of the shooting range. The services below were quoted to pay the current prevailing wage rates under the Davis-Bacon Act for your county and state.

Proposal 1 (Bullet Trap Inspection, Basic Clean, Supply & Install Pre-filters – 2x yearly and Supply & Install HEPA Filters, Shooters Assessment, Range Airflow Evaluation – 1x yearly)

This proposal is for maintenance on the bullet trap and cleaning parts of the shooting range. The scope of work is as follows:

- Set up a wash station and regulate the work area.
- Visually inspect bullet trap components for wear/damage, compare with manufacturer's specifications, and inform the owner of any visual defects.
- Replace and/or tighten any loose or missing nuts and bolts on the accessible exterior parts of the bullet trap.
- Inspect the hopper for the proper level of granular rubber.
- Fill the hopper with granular rubber from the bullet trap. **BTS to provide any additional granular rubber as needed to comply with manufacturer's specifications.**
- Wet wipe target holders.
- Wet-wipe all horizontal and vertical surfaces from the firing line to the back wall and from the bottom of the safety ceiling to the floor and all surfaces in the control room.
- HEPA vacuum the shooting range floor.
- HEPA vacuum the first 200 sq. ft. of floor outside the entrance to the shooting range.
- Indoor area sample is to be taken when pre-filters are changed. High volume pump is to be set up approximately 15 feet from the filter bank.
- Remove and package 10 used 24x24x2 pre-filters. **(2x year)**
- Remove and package 10 used 24x24x12 HEPA filters. **(1x year)**
- HEPA vacuum the accessible filter tracks and floor areas under the pre and HEPA filters only.
- Supply and install 10 new 24x24x2 pre-filters. **(2x year)**
- Supply and install 10 new 24x24x12 HEPA filters. **(1x year)**
- **Due to the pandemic and the short supply of filter media, it can now take up to 12 weeks to receive filters after the order is placed.**
- HEPA vacuum 50 sq. ft. of concrete floor outside of the ventilation system doors.
- Properly package, label, and dispose in UN-DOT approved containers all filters, cleaning supplies and personal protective equipment as lead-contaminated hazardous waste created by this project. The waste will be disposed of in an EPA approved landfill with the proper manifesting.
- The owner will need to store the hazardous waste onsite until our last visit under the contract.

- BTS expects to generate one Gaylord box of lead-contaminated hazardous waste created from this project.
- If an additional drum(s) or box(es) are required, a change order will be needed for the disposal of the extra waste.
- **(Shooter's Exposure Assessment)** A trained BTS (Best Technology Systems, Inc.) technician will collect a minimum of seven air samples for airborne lead concentrations during an actual shoot. Sampling methodology will be per American Industrial Hygiene Association (AIHA) recommendations, using .8 mm mixed cellulose ester sampling cassettes. All samples will be close-faced. Sampling pump flow rates shall be between 2.0 and 12.0 liters/minute, and each sample shall encompass a minimum of 200 liters. Sampling pumps shall be calibrated immediately before and after samples are drawn. A minimum of seven samples will be collected, including three on personnel engaged in shooting, one in the control room, one at the back wall of the range, one outside range entrance, and one by the ventilation system exhaust. The Client will need to provide a minimum of three (3) shooters for two (2) hours, however, the bestcase scenario would be to re-create a normally expected condition. At the discretion of the BTS Technician, shooters may need to be rotated to prevent overexposure to lead during the sampling period. Upon completion of the sampling, BTS will adhere to strict chain-of-command procedures. The samples will be analyzed by an AIHA Accredited and OSHA Approved Laboratory using NIOSH Method 7082 (atomic absorption) for lead content. Upon receipt of laboratory lead-in-air totals, BTS shall calculate the 8-hour time-weighted average (TWA) for each sample and provide a written report of the findings to the client. The final report shall include original copies of laboratory certified data results. This sampling meets OSHA requirements for shooters exposed to lead dust for compliance purposes during a normal shoot. These results cannot be used by the client as an exposure assessment for range cleaning or bullet trap repair. **(1x year)**
- **(Range Airflow Evaluation)** A trained BTS (Best Technology Systems, Inc.) technician will evaluate the airflow at the shooters' booths to determine performance with regard to recommendations made by The National Institute for Occupational Safety and Health (NIOSH), and the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE). The airflow characteristics will be visually measured through the use of smoke generators. The ranges negative pressure relative to adjoining areas outside the range will be measured with a calibrated manometer or magnahelic gauge. The data gathered will be analyzed and presented in a comprehensive report, along with any recommendations. **(1x year)**
- **The owner is responsible to remove all obstructions behind firing line (Ex. Table, chairs, desk, etc...).** The ready area must be free of obstructions prior to testing.
- Conduct work in accordance with the attached specifications.

The total cost for Proposal 1 will be: \$4,200.00, per visit.

The total cost for Proposal 1 for 2 visits will be: \$8,400.00

The range will be closed 1 day per visit for the work to be completed.

The range will be closed 1 additional day to change out the HEPA filters.

Proposal 2 (Clean Baffles and Safety Ceiling - In Conjunction – 1x)

This proposal is for additional cleaning on parts of the shooting range. The scope of work is as follows:

- HEPA vacuum and wet wipe the accessible back side surfaces of the ceiling baffles.
- HEPA vacuum and wet wipe the accessible back side surfaces of the safety ceiling and all horizontal and vertical surfaces above the safety ceiling.
- Properly package and label in UN-DOT approved containers all cleaning supplies and personal protective equipment as lead-contaminated hazardous waste created by this project for proper disposal by the owner.
- Conduct work in accordance with the attached specifications.

The total cost for Proposal 2 will be: \$725.00

Proposal 2 pricing is only valid if completed in conjunction with a visit under Proposal 1.

The range will be closed one ½ day for the work to be completed.

Proposal 3 (Brass Casing Recycling – In Conjunction)

This proposal is to recycle the facility's stored brass. The scope of work is as follows:

- Collect the brass casing stored at the shooting range.
- Transport and recycle the brass casings to the metal recycler.
- A credit will be issued on the invoice issued for work done under the current contract.
- BTS is currently paying \$1.60 per pound for brass
- Conduct work in accordance with the attached specifications.

The cost for Proposal 3 for 1 visit will be: \$ No charge.

This proposal was quoted to be completed in conjunction with a routine range maintenance visit.

With these proposals, you will receive the following:

1. Lead licensed supervisor and workers.
2. Both EPA and OSHA guidelines will be implemented.
3. Site specific OSHA compliance plan for range maintenance and waste management.
4. OSHA air monitoring will be analyzed by a third party laboratory.
5. BTS carries commercial general liability insurance of two million dollar limit per occurrence/two million dollar aggregate limit and a two million dollar umbrella policy. If a higher amount is requested, the cost increase will be billed to the client.
6. BTS and our subcontractors carry a one million dollar workman's compensation insurance policy. This does not include subrogation. Subrogation can be added at an additional cost.
7. A final documentation package will be sent once BTS receives air sampling and final payment. (Allow 2 or 3 months).
8. Contractor has over twenty-three years servicing bullet traps and shooting ranges.

This quotation is null and void, if not accepted, in writing, and received by Best Technology Systems, Inc. within 90 days and services to be completed before December 31, 2022. Any modifications to this contract must be completed in writing and signed by both parties. Failure to properly modify will be considered a breach of contract.

If any parts or equipment are quoted in this proposal, please note that there will be a 60-90 day minimum lead time, after we receive the signed acceptance/purchase order, to receive the parts from the manufacturer.

Payment is due within 30 days of the date of the invoice. Late payments will be subject to a fee of 1 ½% per month. The client shall be liable for attorney and other costs incurred to collect our fees.

If you choose to pay for this service with a credit card, a 3% processing fee will be added to the final invoice.

If you have any questions or comments, please feel free to call me.

Please sign and fax back the attached specification sheet to us at (815) 254-9558 with the proposal(s) of acceptance, or send to Best Technology Systems, Inc. a signed purchase order with the proposal(s) of acceptance.

Regards, 


Gary M. Chinn
President
GMC/sf
Attachment



BEST TECHNOLOGY

Quality Specialists in Bullet Trap and Shooting Range Maintenance

12024 S. Aero Drive
Plainfield, IL 60585-8796
P 815-254-9554 F 815-254-9558

www.btsranges.com
E-Mail: mail@btsranges.com

MBE Contractor
Asian Minority Owned Business

SPECIFICATIONS

FOR CONDUCTING CLEANING/MAINTENANCE WORK IN INDOOR FIRING RANGES CONTAMINATED WITH LEAD

1. Contractor shall have established programs and if requested, shall submit prior to the start of work a copy of the following OSHA required, and other items:
 - Respiratory Protection Program endorsed by a Certified Industrial Hygienist
 - Medical Surveillance Program
 - Evidence of medical examinations for all workers, including a physician's statement indicating the employee is fit to conduct this type of work
 - Certificates of worker training
 - Reference list demonstrating at least 10 previous projects of similar scope and a minimum of five years' experience in this type of work.

2. Contractor is responsible for complying with the following regulations that govern shooting ranges:

29 CFR 1910.1025 29 CFR 1910.134	State/Local Regulations that govern shooting ranges 40 CFR Parts 261-265
-------------------------------------	-----------------------------------------------------------------------------

3. Contractor shall provide Customer with commercial/general liability, workmen's compensation and no less than one million dollars in lead pollution liability coverage.

4. Contractor performing repair work, disassembly, re-assembly, alteration and/or return to service for the bullet trap shall be trained and authorized to perform such work by the original equipment manufacturer.

JOB NAME: Cicero Police Department, IL BTL#: 22186, Revision 1

ACCEPTED: _____ DATE: _____
If multiple proposals, please state which proposal(s) you are accepting.

Proposal 1
Proposal 2
Proposal 3

Federal EPA#: _____ Tax Exempt #: _____

Please fax or email a copy of your tax exempt letter with the expiration date, along with this signed acceptance sheet and/or with your purchase order to:

mail@btsranges.com⁹⁵ or FX: 815-254-9558

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING, APPROVING, AND RATIFYING THE PURCHASE OF A DUMP TRUCK FOR THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Town President (the “President”), the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”) recognize the need to efficiently remove debris and transport material for the benefit and safety of Town residents; and

WHEREAS, the Corporate Authorities have determined that it is in the best interests of the Town to purchase a dump truck body and plow (the “Truck”); and

WHEREAS, Monroe Truck Equipment, Inc. (“Monroe”) has provided the Town with an invoice for the purchase of the Truck (the “Invoice”), which is set forth in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, the Corporate Authorities deem it advisable and necessary for the operation of the Public Works Department and the health, safety, and welfare of the

residents of the Town to purchase the Truck as set forth in the Invoice, to authorize payment of the Invoice, and to ratify any actions taken to accomplish the purchase of the Truck; and

WHEREAS, the Corporate Authorities have determined that it is necessary, advisable, and in the best interests of the Town to ratify all steps taken which were necessary to purchase the Truck and to authorize the payment of the Invoice in accordance with its terms; and

NOW, THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.00 Incorporation Clause.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true, and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

Section 2.00 Purpose.

The purpose of this Ordinance is to authorize the Public Works Department to purchase the Truck from Monroe, to authorize payment of the Invoice, to ratify any steps taken to effectuate the purchase of the Truck, and to take all necessary steps to effectuate the intent of this Ordinance.

**ARTICLE II.
AUTHORIZATION**

Section 3.00 Authorization.

The Town Board hereby authorizes and directs the President or his designee to purchase the Truck from Monroe in accordance with the terms of the Invoice, to execute any and all necessary documentation to effectuate the same, with such insertions, omissions, and changes as shall be approved by the President and the Town Attorney, and to ratify any additional actions taken to effectuate the intent of this Ordinance. The Town Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Ordinance. The Town Clerk is hereby authorized and directed to attest to and countersign any documentation as may be necessary to carry out and effectuate the purpose of this Ordinance. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. The Corporate Authorities further authorize the payment of the Invoice in accordance with its terms. To the extent that any requirement of bidding would be applicable to the purchase of the Truck sought hereunder, the same is hereby waived.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.00 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Ordinance are inserted solely for convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

Section 5.00 Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6.00 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.00 Publication.

A full, true, and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.00 Effective Date.

This Ordinance shall be effective and in full force immediately upon passage and approval.

(REMAINDER OF PAGE INTENTIONALLY BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

EXHIBIT A



REMIT TO LOCKBOX:
 MONROE TRUCK EQUIPMENT, INC.
 2726 SOLUTION CENTER
 CHICAGO, IL 60677-2007
 WWW.MONROETRUCK.COM

INVOICE
78957
 6/24/2022
 Page 1 of 3

Customer Information

Customer: CICERO, TOWN OF (COOK CTY) 2014100
 1620 S LARAMIE AVE
 CICERO IL 60804

Contact: SAM JELIC
Phone: 708-227-9578
Fax:

Job Information

Customer PO: S. JELIC
Terms: NET 30
Quoted By: Jerry LaCorte
Sales Rep: LACORTE, JERRY (MUNI)
Quote ID: 4JCL000857-2
Store Location: MONROE TRUCK EQUIPMENT
 812 DRAPER AVE., JOLIET, IL 60432
Phone: 800-892-7052

Notes: SINGLE AXLE PATROL UNIT

Vehicle Information

Year: 2023	Make: INTERNATIONAL	Model: HV SERIES
Vin #: 1HTEJTAR1PH870145	Factory Order #:	Serial #:

Description

- DUMP:**
- 10' CRYSTEEL SELECT DUMP BODY
 - SIDES: 30", 7GA
 - FRONT: 50 , 7GA
 - REAR : 40", 7GA
 - FLOOR: 3/16" AR400, WITH AN 8" RADIUS
 - WESTERN UNDERSTRUCTURE
 - POLY ACCESS LADDER AND GRAB HADLES ON SIDE OF DUMP
 - REFLECTIVE TAPE ACROSS THE BACK OF THE CAB AND SIDES OF BODY
 - (2) TWO OVAL LIGHT CUT OUTS IN EACH REAR POST
 - 1/2 CAB SHIELD, 10GA.
 - RUBBER REAR FLAPS
 - FLEET ENGINEERING POLY QUARTER FENDERS IN FRONT OF REAR WHEELS
 - PAINTED ONE COLOR (CICERO BLUE)
 - CRYSTEEL RC750 HOIST W/SUBFRAME
 - DOUBLE ACTING

- PLOW:**
- MONROE FULL MOLDBOARD TRIP REVERSIBLE PLOW
 - MODEL: MP41R10-ISCT
 - 41" TALL
 - 10" WIDE
 - INTEGRATED SNOW SHIELD
 - 10 GAUGE ROLL FORMED STRAIGHT MOLDBOARD
 - (6) 1/2" X 4" TAPERED, ONE-PIECE FLAME CUT RIBS
 - 2" X 3" X 3/8" TOP MOLDBOARD ANGLE
 - 4" X 4" X 3/4" BOTTOM MOLDBOARD ANGLE
 - HORIZONTAL MOLDBOARD BRACE ANGLES
 - DUAL COMPRESSION TRIP SPRING ASSEMBLIES
 - 4" X 4" X 3/8" CROSS-TUBE SUPPORT
 - 3-1/2" X 3-1/2" X 1/2" SEMI-CIRCLE
 - (2) 3" X 10" DOUBLE ACTING POWER REVERSE CYLINDERS WITH CUSHION VALVE
 - BUILT-IN MONROE LEVEL LIFT ASSEMBLY
 - MOLDBOARD AND PUSHFRAME 100% CONTINUOUSLY WELDED
 - MOLDBOARD POWDER COATED ORANGE
 - PUSH FRAME POWDER COATED BLACK
 - 29" HUSTING HITCH; PLOW PORTION



Description

- 36" FLUORESCENT ORANGE FLEXIBLE PLASTIC MARKERS
- 10' RUBBER SNOW DEFLECTOR, 12"
- 10' RUBBER CUTTING EDGE, 1 1/2" X 10"
- PAIR OF SKID SHOES WITH SCREW ADJUSTABLE JACK ASSEMBLIES

PLOW HITCH:

- HH29T; 29" HUSTING HITCH
- 2 POINT LATCH SYSTEM
- DIRECT LIFT
- SINGLE LEVER RELEASE
- (2) TWO ROLLER PINS W/GREASE ZIRKS
- 3" X 10" HUSTING HITCH LIFT CYLINDER; DOUBLE ACTING
- 1/2" CHEEK PLATES
- POWDER COAT BLACK

SPREADER:

- MONROE REVERSE FLIGHT UNDER-TAILGATE SPREADER
- MODEL: MS966RF
- 96" WIDE
- BUILT OF STAINLESS STEEL
- DIRECT DRIVE
- CENTER DISCHARGE
- 7 GA. TROUGH
- 1/4" END PLATES
- FULL OPENING TOP AND BOTTOM CLEAN-OUT DOORS
- 6" AUGER DIAMETER
- QUICK DETACH MOUNTING BRACKETS
- INNER TAILGATE SHIELDS
- SPINNER; STAINLESS STEEL, SELF LEVELING ASSEMBLY, W/O RODS

HYDRAULICS:

- PTO, CONSTANT MESH, ROTATABLE FLANGE
- FORCE AMERICA TXV92-R-KIT, PUMP, 92CC, DIN ISO 14 MOUNT, 8 SPLINE, REAR PORT, RH
- TANK, 30 GAL. STD., FRAME MOUNT, W/FILTRATION, MILD STEEL
- ENCLOSURE, FRAME MOUNT, MILD STEEL
- LEVER, SINGLE AXIS, CENTER-LOCK, W/CABLE & BONNET
- LEVER, DUAL AXIS, W/CABLES & BONNET
- CONTROL STAND, 3-BANK
- PARKER V40/20 LOADSENSE VALVE
- HOIST SA, PLOW UP/DOWN DA, PLOW ANGLE DA
- SPREADER CONTROL, MANUAL, CLOSED CENTER, DUAL KNOB W/LEVER, (5SPN/10AUG.)
- HYDRAULIC HOSES & FITTINGS
- SPREADER MANIFOLD MOUNTED BELOW BODY DRIVER & PASS SIDE UNDER BODY

REAR HITCH:

- 1" PLATE W/50 TON PINTLE HOOK

TARP:

- PULL TARP SYSTEM
- ASPHALT TARP
- SUPER SHIELD
- FULLY ENCLOSED
- RADIUSSED STEEL HOUSING IS 100% WELDED
- EXTERNAL RATCHETING SPRING ADJUSTMENT
- BLACK POWDER COAT FINISH

LIGHTS & ELECTRICAL:

- L.E.D. STOP/TAIL/TURN LIGHTS IN REAR POSTS
- L.E.D. BACK-UP LIGHTS IN PINTLE PLATE

Description

- L.E.D. MARKER LIGHTS
- L.E.D. SPREADER LIGHTS (2) TWO
- L.E.D. PLOW LIGHTS ON SS BRACKETS
- L.E.D. STROBE LIGHTS IN REAR POSTS
- L.E.D. STROBE ON TOP OF CAB SHIELD CENTER
- BRANCH GUARD FOR STROBE ON CAB SHIELD
- SELF-LEVELING BRACKET FOR L.E.D. STROBE LIGHT ON CAB SHIELD
- ELECTRIC BRAKE CONTROL
- 7-WAY CONNECTOR, ROUND SOCKET, FLAT PIN, RV STYLE
- SELF ADJUSTABLE 87-107 DB BACKUP ALARM
- SEALED WIRE HARNESS

Subtotal: \$68,234.00
Sales Tax: \$0.00
Total Due: \$68,234.00

Finance charge of 1.5% (annual rate 18%) to the first \$1,000 and 1% per month (annual rate 12%) will apply to the balance after 30 days from purchase date.
Out-of-state municipal entities may be subject to Wisconsin sales tax.





TOWN OF CICERO

4949 WEST CERMAK • CICERO, ILLINOIS 60804
708.656.3600 • FAX 708.656.5801

LARRY DOMINICK
Town President

SAM JELIC
Commissioner

PUBLIC WORKS DEPARTMENT
1620 SOUTH LARAMIE • CICERO, ILLINOIS 60804
708.656.1115

July 12, 2022

To: Larry Dominick – Town President
Michael Del Galdo – Town Attorney
Members of the Board of Trustees

From: Sam Jelic
Public Works Commissioner



Please be advised that in the purchasing of the following dump body it was purchase at Monroe Truck Equipment in the total amount of **\$68,234.00** invoice number **78957**

I am writing today to request approval for the payment of the following invoice number **78957** for the dump body.

Funds have been properly appropriated and are available for this purchase.

Should the Town President and Town Board approve this invoice, corresponding action would be required by the Town Board.

Should you have any questions, please do not hesitate to contact me.



REMIT TO LOCKBOX:
MONROE TRUCK EQUIPMENT, INC.
 2726 SOLUTION CENTER
 CHICAGO, IL 60677-2007
 WWW.MONROETRUCK.COM

INVOICE
78957
 6/24/2022
 Page 1 of 3

Customer Information

Customer: CICERO, TOWN OF (COOK CTY) 2014100
 1620 S LARAMIE AVE
 CICERO IL 60804

Contact: SAM JELIC
Phone: 708-227-9578
Fax:

Job Information

Customer PO: S. JELIC
Terms: NET 30
Quoted By: Jerry LaCorte
Sales Rep: LACORTE, JERRY (MUNI)
Quote ID: 4JCL000857-2
Store Location: MONROE TRUCK EQUIPMENT
 812 DRAPER AVE., JOLIET, IL 60432
Phone: 800-892-7052

Notes: SINGLE AXLE PATROL UNIT

Vehicle Information

Year: 2023	Make: INTERNATIONAL	Model: HV SERIES
Vin #: 1HTEJTAR1PH870145	Factory Order #:	Serial #:

Description

- DUMP:**
- 10' CRYSTEEL SELECT DUMP BODY
 - SIDES: 30", 7GA
 - FRONT: 50 , 7GA
 - REAR : 40", 7GA
 - FLOOR: 3/16" AR400, WITH AN 8" RADIUS
 - WESTERN UNDERSTRUCTURE
 - POLY ACCESS LADDER AND GRAB HADLES ON SIDE OF DUMP
 - REFLECTIVE TAPE ACROSS THE BACK OF THE CAB AND SIDES OF BODY
 - (2) TWO OVAL LIGHT CUT OUTS IN EACH REAR POST
 - 1/2 CAB SHIELD, 10GA.
 - RUBBER REAR FLAPS
 - FLEET ENGINEERING POLY QUARTER FENDERS IN FRONT OF REAR WHEELS
 - PAINTED ONE COLOR (CICERO BLUE)
 - CRYSTEEL RC750 HOIST W/SUBFRAME
 - DOUBLE ACTING

PLOW:

- MONROE FULL MOLDBOARD TRIP REVERSIBLE PLOW
- MODEL: MP41R10-ISCT
- 41" TALL
- 10" WIDE
- INTEGRATED SNOW SHIELD
- 10 GAUGE ROLL FORMED STRAIGHT MOLDBOARD
- (6) 1/2" X 4" TAPERED, ONE-PIECE FLAME CUT RIBS
- 2" X 3" X 3/8" TOP MOLDBOARD ANGLE
- 4" X 4" X 3/4" BOTTOM MOLDBOARD ANGLE
- HORIZONTAL MOLDBOARD BRACE ANGLES
- DUAL COMPRESSION TRIP SPRING ASSEMBLIES
- 4" X 4" X 3/8" CROSS-TUBE SUPPORT
- 3-1/2" X 3-1/2" X 1/2" SEMI-CIRCLE
- (2) 3" X 10" DOUBLE ACTING POWER REVERSE CYLINDERS WITH CUSHION VALVE
- BUILT-IN MONROE LEVEL LIFT ASSEMBLY
- MOLDBOARD AND PUSHFRAME 100% CONTINUOUSLY WELDED
- MOLDBOARD POWDER COATED ORANGE
- PUSH FRAME POWDER COATED BLACK
- 29" HUSTING HITCH; PLOW PORTION



Description

- 36" FLUORESCENT ORANGE FLEXIBLE PLASTIC MARKERS
- 10' RUBBER SNOW DEFLECTOR, 12"
- 10' RUBBER CUTTING EDGE, 1 1/2" X 10"
- PAIR OF SKID SHOES WITH SCREW ADJUSTABLE JACK ASSEMBLIES

PLOW HITCH:

- HH29T; 29" HUSTING HITCH
- 2 POINT LATCH SYSTEM
- DIRECT LIFT
- SINGLE LEVER RELEASE
- (2) TWO ROLLER PINS W/GREASE ZIRKS
- 3" X 10" HUSTING HITCH LIFT CYLINDER; DOUBLE ACTING
- 1/2" CHEEK PLATES
- POWDER COAT BLACK

SPREADER:

- MONROE REVERSE FLIGHT UNDER-TAILGATE SPREADER
- MODEL: MS966RF
- 96" WIDE
- BUILT OF STAINLESS STEEL
- DIRECT DRIVE
- CENTER DISCHARGE
- 7 GA. TROUGH
- 1/4" END PLATES
- FULL OPENING TOP AND BOTTOM CLEAN-OUT DOORS
- 6" AUGER DIAMETER
- QUICK DETACH MOUNTING BRACKETS
- INNER TAILGATE SHIELDS
- SPINNER; STAINLESS STEEL, SELF LEVELING ASSEMBLY, W/O RODS

HYDRAULICS:

- PTO, CONSTANT MESH, ROTATABLE FLANGE
- FORCE AMERICA TXV92-R-KIT, PUMP, 92CC, DIN ISO 14 MOUNT, 8 SPLINE, REAR PORT, RH
- TANK, 30 GAL. STD., FRAME MOUNT, W/FILTRATION, MILD STEEL
- ENCLOSURE, FRAME MOUNT, MILD STEEL
- LEVER, SINGLE AXIS, CENTER-LOCK, W/CABLE & BONNET
- LEVER, DUAL AXIS, W/CABLES & BONNET
- CONTROL STAND, 3-BANK
- PARKER V40/20 LOADSENSE VALVE
- HOIST SA, PLOW UP/DOWN DA, PLOW ANGLE DA
- SPREADER CONTROL, MANUAL, CLOSED CENTER, DUAL KNOB W/LEVER, (5SPN/10AUG.)
- HYDRAULIC HOSES & FITTINGS
- SPREADER MANIFOLD MOUNTED BELOW BODY DRIVER & PASS SIDE UNDER BODY

REAR HITCH:

- 1" PLATE W/50 TON PINTLE HOOK

TARP:

- PULL TARP SYSTEM
- ASPHALT TARP
- SUPER SHIELD
- FULLY ENCLOSED
- RADIUSSED STEEL HOUSING IS 100% WELDED
- EXTERNAL RATCHETING SPRING ADJUSTMENT
- BLACK POWDER COAT FINISH

LIGHTS & ELECTRICAL:

- L.E.D. STOP/TAIL/TURN LIGHTS IN REAR POSTS
- L.E.D. BACK-UP LIGHTS IN PINTLE PLATE



Description

L.E.D. MARKER LIGHTS
L.E.D. SPREADER LIGHTS (2) TWO
L.E.D. PLOW LIGHTS ON SS BRACKETS
L.E.D. STROBE LIGHTS IN REAR POSTS
L.E.D. STROBE ON TOP OF CAB SHIELD CENTER
BRANCH GUARD FOR STROBE ON CAB SHIELD
SELF-LEVELING BRACKET FOR L.E.D. STROBE LIGHT
ON CAB SHIELD
ELECTRIC BRAKE CONTROL
7-WAY CONNECTOR, ROUND SOCKET, FLAT PIN, RV STYLE
SELF ADJUSTABLE 87-107 DB BACKUP ALARM
SEALED WIRE HARNESS

Subtotal: \$68,234.00
Sales Tax: \$0.00
Total Due: \$68,234.00

Finance charge of 1.5% (annual rate 18%) to the first \$1,000 and 1% per month (annual rate 12%) will apply to the balance after 30 days from purchase date.
Out-of-state municipal entities may be subject to Wisconsin sales tax.



ORDINANCE NO. _____

AN ORDINANCE ADOPTING A GRANT ADMINISTRATION POLICY FOR THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, various Town departments regularly apply for and receive grants from external sources that allow those departments to improve services for Town residents and enhance the long-term and short-term objectives of the Town; and

WHEREAS, many grants include special requirements that must be followed by the Town as a grant recipient or administrator of the grant; and

WHEREAS, in order to ensure that external grants are identified, applied for, administered, and reported properly, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”) have determined that it is both advisable and in the best interests of the Town to adopt the Grant Administration Policy (the “Policy”), attached hereto and incorporated herein as Exhibit A; and

NOW, THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.00 Findings.

That the Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true, and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

Section 2.00 Purpose.

The purpose of this Ordinance is to adopt the Policy, to further authorize the President or his designee to take all steps necessary to carry out the intent of this Ordinance and to ratify any steps taken to effectuate the intent of this Ordinance.

**ARTICLE II.
AUTHORIZATION**

Section 3.00 Authorization.

The Policy is hereby adopted as the official Grant Administration Policy of the Town. The Town Board authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Ordinance. The Town Board further ratifies any and all previous action taken to effectuate the intent of this Ordinance. The Town Clerk is hereby authorized and directed to attest to and countersign any documentation as may be necessary to carry out and effectuate the purpose of this Ordinance. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. The officers, agents, and/or employees of the Town shall take all action necessary or reasonably required by the Town

to carry out, give effect to and effectuate the purpose of this Ordinance and shall take all action necessary in conformity therewith.

**ARTICLE III.
HEADINGS, SAVING CLAUSES,
PUBLICATION, EFFECTIVE DATE**

Section 4.00 Headings.

The headings for the articles, sections, paragraphs, and sub-paragraphs of this Ordinance are inserted solely for the convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

Section 5.00 Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6.00 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.00 Publication.

A full, true, and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.00 Effective Date.

This Ordinance shall be in full force and effect upon its passage, approval and publication as required by law.

(REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

LARRY DOMINICK
PRESIDENT

ATTEST:

MARIA PUNZO-ARIAS
TOWN CLERK

EXHIBIT A



TOWN OF CICERO
Department of Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804

Larry Dominick
TOWN PRESIDENT

MEMORANDUM

TO: Honorable Larry Dominick, Town President
Michael Del Galdo, Town Attorney

FROM: Tom M. Tomschin, Executive Director ~~FZAP~~

DATE: July 18, 2022

RE: Town of Cicero Updated Grant Polices

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The Town of Cicero Department of Housing has been working closely with the Financial Affairs Department and Grants Administrator on developing compliant policies and procedures for all Town grant programs:

1. Town of Cicero Department of Housing Policy and Procedure Manual,
2. Town of Cicero Grant Administration Policy

The Department of Financial Affairs was instrumental in drafting an updated Grant Administration Policy, and the new document cross-references the Town of Cicero Department of Housing Policy Manual as required. My office has also updated their Department Policy and Procedure Manual, to cross reference this updated Grant Management Policy, and to include all Entitlement grants we receive.

We have submitted these draft documents to the US Department of Housing and Urban Development (HUD) and they have accepted the document as they meet the minimum requirements outlined at 24 CFR Part 576.407 (c) Uniform requirements and the subsequent requirements outlined in 2 CFR 200.

I request these polices be placed on the Town Board of Trustee agenda on July 26th, and fully recommend approval to remain in compliance with all town grant programs.

I thank you in advance for your continued support of the Department of Housings programs and activities. Should you have any questions, concerns, or require additional information, please feel free to contact me directly.

At your service,

TMT



Town of Cicero
County of Cook
State of Illinois

GRANT ADMINISTRATION POLICY

Purpose

The purpose of this policy is to establish guidelines for the identification, application, administration and reporting of grants from various external sources; to monitor the receipt and disbursement of grant funds; and to ensure compliance with all regulations of the grant award.

Policy

The Town, through each department, shall actively pursue grant resource opportunities, maintain an active and diverse grant portfolio, utilize grant funds to supplement and enhance the long-term goals and objectives of the Town. Grant application, approval and administration shall be coordinated with and through the Grants Administrator and the Department of Financial Affairs.

Grant specific applications, agreements, and program management will be governed by the individual grant program guidance / manual. See the References section for specific materials.

Introduction

Grants have been identified as an attractive form of funding for local units of government. With local revenue sources frequently experiencing low or even stagnant growth, grants often times provide a mechanism through which programs can be developed and funded or current programs either maintained or expanded.

It is understood, however, that grants frequently come with special requirements that must be followed by the Town as recipient, and especially by the applicant and/or administrator of the grant. Such requirements can apply to the general operations of the grant, specific compliance rules, monitoring of other parties that may receive resources from the grants, specific time frame, and specialized reporting requirements. Since there are typically negative consequences for failing to meet grant requirements, in addition to a potential commitment to maintain a program, personnel, or other asset after the expiration of the grant, it is imperative that the Town have in place an effective grants procedures and standards to provide guidance to staff so as to best maximize the benefits and minimize the risks associated with grant funding.

Definitions - For the purpose of this administrative policy, the following definitions and descriptions apply to the words shown in quotation marks:

- "Accounting System" - the Town's financial and accounting software package used for entering, receiving and monitoring departmental accounts; procurement of goods, services and assets and recording of fixed assets.
- "Administrative Policy" - this permanent policy as authorized by the Town President and approved by the Town Board of the Town of Cicero. The policy may be revised from time to time and shall apply to all departments of the Town.
- "Town President" - The chief administrative officer of the Town, with the authority to execute contracts or agreements for the Town upon approval of the Town Board.
- "Executive Director" - Department Head of The Town of Cicero Department of Housing - responsible for planning, implementation, oversight, and administration of the Town of Cicero's Entitlement Grants and Programs.
- "Federal Grants Fund" - The fund established specifically for Federal grant money awarded to the Town to segregate all federal revenues and expenditures related to grants.
- "Fiscal Year" - the period of 12 months to which the annual budget applies. The Town's fiscal year begins January 1 and ends December 31.
- "Fixed Asset Tag" - A metal strip or other permanent fastened item containing a number that is used to identify the underlying asset and which indicates that asset is owned by the Town of Cicero and is recorded in the Town's fixed asset system by either the Purchasing Department or the Department of Financial Affairs.
- "Grant" - funds, equipment or services obtained through a grant application process, which may be applied for by the Town of Cicero or jointly with another municipal or governmental agency. These grant funds or services shall include, but are not limited to: the acquisition of real property, equipment, materials or services; construction, development or renovation of City facilities; construction or renovation of public infrastructure; funds to operate public programs or services, and funds to pay administrative costs for the provision of public programs, projects or services. Includes direct awards or those that require matching funds.
- "Grant Agreement" - a written contractual agreement, originated by the Grantor upon Grant application approval, which contains all required conditions, specifications and regulations applicable to the receipt of funds from a specified grant.
- "Grant Application" - the document submitted to the Grantor requesting funds. The document's format is specified by the Grantor and contains a narrative and financial description of the program, project or service for which funds are being requested.
- "Grant Compliance Report" - the form utilized by the Grants Administrator and the Project Manager to monitor the compliance, funding, reporting and completion of all grants.
- "Grantee" - the Town of Cicero or consortium of agencies, if a joint grant.
- "Grantor" - the agency from whom the grant is received.
- "Grant Profile" - the form to be completed by the Grant Administrator/Project Manager after a grant has been awarded.

- "Grants Administrator" - the Town employee responsible for providing technical assistance to all grant processes from identification to completion.
- Grant Administrator - Town of Cicero Department of Housing Employee responsible for the internal accounting of Entitlement Grants received by the U.S. Department of Housing and Urban Development.
- "DOH (Department of Housing) Grant Administrator" - the Department of Housing employee responsible for administering the Federal Entitlement Grants received by the Department of Housing and Urban Development (HUD).
- "Grant Reimbursement Request" - The form utilized by the Grant Administrator/Project Manager to submit to the Granting Agency for reimbursement of eligible expenses, a copy of which is also submitted to the Department of Financial Affairs to provide for the accurate reporting of grants receivable.
- "Procurement Code" - the Town of Cicero has adopted a Procurement/Purchasing Code. This is the Ordinance that applies to contracts for the procurement of goods and supplies, services and construction entered into by the Town.
- "Project Code" - text and/or number established to track revenues and expenditures pertinent to a specific grant, established by the Department of Financial Services used to track fund and account number classifications for all general ledger accounts.
- "Purchasing Manager" - the Town employee designated to make the purchasing decisions on behalf of the Town in accordance with state statute and local ordinance. Primary responsibilities include the procurement of supplies, services and construction in compliance with the Town of Cicero.
- "Resolution/Ordinance" - the mechanism by which the Town Board authorizes the application and acceptance of a grant.
- "Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA)" – Required by OMB Circular A-133, issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. OMB Circular A-133 sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of States, local governments, and non-profit organizations expending Federal awards.
- "Single Audit Report" – The report prepared by the Grants Administrator and audited by the Town's external auditors documenting the results of its organization-wide examination conducted under the Single Audit Act of 1984, subsequent amendments and the Rules of the Auditor General relating to agencies receiving federal or state grant funds.
- "State Grants Fund" – The fund established specifically for State grant money awarded to the Town to segregate all state revenues and expenditures related to grants.

I. Grant Roles and Responsibilities

- A. The Town's Grants Administrator (as well as individual department heads and financial managers of the town) shall actively research/review and request information regarding grant opportunities.
- B. The roles and responsibilities of the Grants Administrator are as follows:
 1. The Grants Administrator shall authorize the pursuit of all Grant Applications based

upon the following considerations: likelihood of award; consistency with Town objectives and priorities; Town cash match or in-kind requirements, if any; and the ability of the Town to both prepare an application, implement a program and meet compliance requirements should funding be received.

2. Work with the Town's various departments in identifying grant funding opportunities consistent with the Town's and department's mission;
3. Review all terms and conditions of identified grant funding opportunities with the Chief Financial Officer to ensure such terms and conditions do not adversely impact both short- and long-term financial activities and commitments;
4. Initial notification and coordination with other departments who may participate in some phase of the Grant Application;
5. Resolution and memorandum to the Town President, Town Attorney, and members of the Town Board presenting the Grant's Application's background, discussion, and analysis;
6. Submission of the application documents to the Grantor;
7. Preparation of the Grant Profile;
8. Provide the Department of Financial Affairs and the Chief Financial Officer with a copy of the grant award immediately upon award of the grant to the Town and requesting Department;
9. Serve as the primary point of contact for federal Grant Specialist personnel;
10. Serve as the liaison between Federal Grant Specialist personnel and the Town's project personnel;
11. Understand fully the administrative and fiscal grant requirements as set forth in the Grant Award;
12. Project implementation: The Grants Administrator shall monitor documentation for compliance with grant requirements and serve as the Project Manager for specified interdepartmental grants. Responsibilities may include, but are not limited to, the following:
 - a) Develop an internal process to provide for review and evaluation of the grant work plan throughout the scope of the grant project;
 - b) Work in collaboration with the Department of Financial Affairs to ensure project expenditures are within the scope of the approved budget;
 - c) If required, submit recommendations for the changes to the approved project plan, deliverables, and budget to the Town President and Chief Financial Officer, and if approved, submit said requests to the granter agency;
 - d) identifying, requesting and forwarding grant information to the appropriate departments;
 - e) providing technical assistance to department regarding the Grant Application and the administrative process;
 - f) receiving all original Grants Agreements and facilitating the execution of the documents;
 - g) establishing Project Codes within the Accounting System, and;

- h) maintaining the documentation record for compliance with grant and audit requirements.
- i) Ensure that sub-contractors utilized, if any, are not currently suspended or disbarred;
- 13. Preparation of the required reports per the Grant Agreement and these policies;
- 14. Monitoring expenditures using an assigned Project Code on the Accounting System;
- C. Prepare and maintain an internal tracking summary document for all grants received.
 - 1. Preparation of billing and reimbursement requests through the Department of Financial Affairs;
 - 2. Work collaboratively with the Department of Financial Affairs (Chief Financial Officer) on submission of required financial reports;
 - a) Maintain copies of all expense records including, but not limited to:
 - b) Payroll Benefits (pensions, insurance, taxes, etc.)
 - c) Supplies
 - d) Sub-contractor costs
 - e) Coordinate financial reporting records with provided documentation, and review same with the Department of Financial Affairs (Chief Financial Officer) to ensure accuracy of submitted draw down requests and financial activity reports;
 - f) Ensure submission of financial reports at such times as required by the terms and conditions of the approved grant;
 - g) Reconcile interim and close out financial reports and activity narratives with the Department of Financial Affairs and submit draw down requests and close out reports only after review and approval of same
 - 3. Monthly/ quarterly reporting on Status reports;
 - 4. Preparation of the Final Close-out report, and;
 - 5. Requesting the close of the assigned Project in accordance with specific grant closeout requirements.
- B. The roles and responsibilities of the Chief Financial Officer and Department of Financial Affairs are as follows:
 - 1. Immediately upon the award of a grant to the Town and requesting Department, contact the Town's audit firm so that the audit firm can provide to the Town the critical compliance requirements that will be evaluated in the Single Audit;
 - 2. Immediately upon receipt of the approved grant, create a file for the inclusion of the Grant Application, Work and Budget Plan, Approved Grant Notification, expenditure data, and financial reports;
 - 3. Create a separate and distinct Fund and Fund Accounting Process for revenues and expenditures associated with the specific grant so that grant financial records are not comingled with general operations of the Department and/or Town;
 - 4. Review and approve all requests for reimbursements/drawdowns prior to submission by

the Grants Administrator;

5. Monitor all grant charged costs and cost allocations;
6. Ensure proper charging of costs to grant activities
7. Conduct regular financial compliance reviews of grant fund activities and associated costs;
8. Coordinate with the Grants Administrator the preparation of Internal financial reports for review by the grantee department detailing grant expenditures, year-to-date financial activities, and balance remaining in the grant budget;
9. If required, work with the Grants Administrator in developing and submitting budget request changes from granter agency;
10. Develop an internal process for the closing of grant projects to ensure compliance with close out activities as set forth in the terms and conditions of the approved grant award that will include, but not be limited to:
 - a) Maintenance of all financial transaction documentation (payroll and contractals) associated with the grant
 - b) Submission of payroll and benefit costs to the Grant Administrator at such times as required by reporting terms of the grant
 - c) Review and approval of all draw down requests;
11. Maintain all grant related source documentation for audit purposes

C. The Project Manager is responsible for:

1. Meeting with the Purchasing Manager, if necessary, during the Grant Application process, to ensure that related grant purchases follow the Town’s Procurement Code and that any grant requirements are addressed and incorporated in the purchasing bid, Request for Proposal and/or contract.
2. Ensuring that the cash match and in-kind services are clearly identified and applied during the application process to enable proper documentation throughout the grant implementation and closeout process, including identification in the Town’s adopted budget.
3. If grant revenues and expenditures monies have not previously been identified in the annual budget, a budget amendment request shall be submitted by the Project Manager to the Chief Financial Officer in the Department of Financial Affairs. All budget amendments shall be submitted in a timely manner in order to keep the budget current with respect to the financial status of the grant.
4. Prepare and provide the appropriate documentation/copies to the Department of Financial Affairs and to the Town Attorney for preparation of the necessary resolution/ordinance in accordance with the agenda calendar.
5. Should the Grant Application due date preclude staff’s ability to obtain Town Board approval prior to submittal of the application, the Town President may authorize the filing of the application with the agenda item presented on the next available Town Board agenda.
6. Upon approval by the Town Board, the Town’s Grants Administrator shall submit the grant application package to the Grantor, providing a complete copy to the Department of

Financial Affairs.

D. Cicero Department of Housing Responsibilities

1. The Town of Cicero Department of Housing is responsible for the administration of the Town of Cicero Entitlement Grants received from the U.S. Department of Housing and Urban Development.
2. The Executive Director of the Department of Housing is responsible for managing the HUD Grants. Specific procedures for these grant operations are contained in the document [Town of Cicero – Department of Housing Policy and Procedure Manual](#)
3. The DOH Grant Administrator will send copies of each drawdown from HUD's Integrated Disbursement and Information System (IDIS) to both the Department of Financial Affairs and to the Grants Administrator.

II. Identification, Application, Administration, and Evaluation

A. *Grants identification and application.* All departments of the Town must coordinate the application for grant funding through the Town's appointed Grants Administrator, who, in turn, must provide advance notice to the Town's Chief Financial Officer so that the effects on the government, for example, budget, cash flow, procurement requirements, financial reporting, or compliance requirements can be reviewed and understood prior to applying for and ultimately accepting the grant and its various terms and conditions;

B. *Strategic alignment.* Prior to applying for grant funding, the requesting department must provide the administration and the Department of Financial Affairs with an assessment of the extent to which a grant is consistent with the Town's and Department's mission, strategic priorities, and /or adopted plans as opposed to simply constituting additional funding for the department or agency of the government. Accepting a grant that is not consistent with the overall strategic direction of the Town creates the risk that the department will spend its own funds to support a grant inconsistent with overall strategic direction or commit the Town to own-source spending beyond the grant.

C. *Funding analysis.* Along with a review of strategic alignment, the requesting department, with the assistance of the Grants Administrator and Department of Financial Affairs, must perform a multi-year cost/benefit analysis prior to application or acceptance. The analysis should include matching funds (and whether or not they will need to be set aside) and any other direct costs associated with a grant, the extent to which overhead costs will be covered, in-kind contributions, audit and close-out costs, and potential costs that might need to be incurred by the Department and Town beyond the grant period. The analysis should also explore whether or not a grant requires that general revenues or a line of credit or grant anticipation notes be used to cover the gap between cash being expended and reimbursement is received by the Town.

D. *Administrative and operational support.* The Grant Procedures identified below includes a requirement that the requesting department and Grants Administrator obtain a detailed understanding of grant terms and conditions and specify how the grant will be monitored. Included are procedures related to:

1. The development of a project plan that includes how new programs or activities funded by the grant would be implemented and who would be responsible for implementation.
2. The provision of training for those responsible for the grant, so they can effectively carry out their roles.
3. Terms and conditions for grant-funded personnel, such as severance and unemployment costs related to employees who are terminated upon expiration of the grant or operating and maintenance costs for assets that are acquired.
4. The system/process that will be used to charge expenses against the grant and to obtain reimbursement. This might require both technical procedures to account for time and materials and reporting, as well as training for employees so that they fully appreciate the importance of charging time and materials correctly.
5. Identify the individual/department responsible for carrying out the grant and making sure that proper resources are available to support that grant.

III. Overview of the Grant Life Cycle

The Town recognizes four (4) distinct stages in a grant project's life:

Initial Application: Work Plan, Budget, Assurances	Notification of Award: Conditions, Period of Performance	Performance Period: Monitoring, Drawdowns	Closeout: Final Narrative, Financial Reports
-------------------------------------------------------	-------------------------------------------------------------	----------------------------------------------	-------------------------------------------------

Initial Application - Grant Application is prepared by requesting department with the assistance of the Grants Administrator and submitted to the grantor agency. A copy of the completed application must then be submitted to the Department of Financial Affairs (Chief Financial Officer) for review.

Applications will typically contain the following information:

Purpose of Project

Scope of Project, including implementation plan Goals and Objectives of Project

Detailed Budget

Funding Agency Required Assurances

Notification of Award - Grant Applicant is notified of award and application. A Notice of the Grant Award will include all critical information including, but not limited to: the project and budget period, the amount of award including (if applicable) matching fund requirements, the grantee's Federal Grant Specialist assigned to the grant, and the applicable laws, regulations, and award conditions. The Grants Administrator and/or requesting authorized Town representative must then sign and return award documents to granter agency. At this point, the Grans Administrator, Requesting Department Representative, and Chief Financial Officer, or his designee, must carefully review all requirements, standards, guidance, schedule of grant drawdowns, and special conditions attached to the grant and related project.

Performance Period -The Grants Administrator and Requesting Department/Agency must manage the grant project according to requirements, standards, and guidance contained within the grant terms and conditions. Quarterly, bi-annual, or annual, narrative and financial progress status reports

will be required in accordance with the frequency established in the special conditions of the award document. Any modifications to the approved implementation plan should be submitted to the granter agency. Complete all deliverables as stated in the grant application.

Close Out - Upon completion of the performance period of the grant award, the grantee is required to submit a final report of activities and performance and the final financial report. Recipients are generally required to submit all reports required by the terms and conditions of their award within 90 days of the completion of the project period. It shall be the Town's standard to permanently retain financial records and supporting project documents related to grant funding.

IV. Award Notification, Review, and Acceptance Procedure

A. Upon receiving notice of a Grant Award packet from the funding agency, the Grant Administrator will adhere to the following review and acceptance procedure:

1. The Grants Administrator shall review all Grant Agreements, and at his/her discretion, seek review by the Department of Financial Affairs, the Town's Grants Consultant, and the affected department, prior to execution by the proper Town official(s).
2. The Grants Administrator will forward the Approved Grant packet to the Town President for review and approval. The Grants Administrator shall prepare the Resolution requesting Town Board authorization for the Town President to execute the Grant Agreement and related documents;
3. The Grant Agreement will be signed by the Town President and then returned to the Grant Administrator.
4. Once executed by the Town President, the Grants Administrator will forward the executed document to the Grantor.
5. The Grants Administrator will authorize the requesting department to begin grant activities
6. The Grants Administrator will retain the original, executed grant agreement and forward a copy of same to the Department of Financial Affairs (Chief Financial Officer);
7. The Grants Administrator will schedule an initial project meeting at which time an implementation plan for stated grant work plan activities, as were set forth in the approved grant document, will be developed.

B. Initial Grant Project Meeting Procedure

1. Review all funding agency requirements with project staff including applicable regulations and record keeping and reporting requirements;
2. Address any staff issues and concerns with the grant work plan. Identify potential problems in grant implementation to create contingency plans;
3. Create an implementation timeline/schedule for grant work plan activities with roles and responsibilities and related activities clearly assigned to specific personnel;
4. Set up master Project grant file

C. Grant File Set Up - In order to provide continuity across grant funded programs, grant master files should consist of the following documents:

1. Original grant application

2. Award letter & special conditions
3. Implementation schedule
4. Required reports
5. Modification documents
6. Monthly fiscal reports on grant activities
7. Miscellaneous - Correspondence with funding agency and internal communications related to the grant
8. Sub-grantee file, including subcontract agreements, etc.

V. Grant Reporting Procedure

A. The Notice of the Grant Award packet for all grants will contain information on reporting requirements for grant funded projects.

B. Reporting requirements will differ among funding agencies, and reports may be required on a monthly, quarterly, bi-annual, or annual basis.

C. General report types are performance, financial, or close out reports. It is the Grants Administrator's responsibility to ensure that all required reports are submitted to the funding agency before their respective due dates.

D. The failure to submit required reports on time or failure to submit accurate reports can negatively affect current and future funding from the funding agency.

1. Upon receipt of the Grant Award packet, a grant report schedule will be established by the Grants Administrator.
2. Immediately, the Grants Administrator will provide a copy of the grant agreement upon receipt of the award to the requesting department and to the Department of Financial Affairs.
3. Two (2) weeks prior to the report due date, the Grants Administrator will meet with key project staff and the Chief Financial Officer, or his designee, to review the current status of the grant project and related finances.
4. The Grants Administrator will prepare, and the Chief Financial Officer will review and approve the required fiscal report.
5. Upon review and approval of the DRAFT Financial Report, the Grants Administrator will finalize the report and submit it to the grantor agency.

VI. Grant Close Out Procedure

A. The Notice of Grant Award will state the period of the grant funded project and will state the last date of the project period, unless amended upon approval of the grantor agency. The close out of a grant funded project must be completed in a timely manner and consist of all required reports as stated in the Notice of Grant Award. The close out of a grant does not negate any additional requirements for reporting of property purchased with grant funds, grant records retention, or financial accountability. If any grant funds have not been expended during the approved grant project period, they must be returned to the funding agency.

B. The Grants Administrator includes in the evaluation of the grant funded project a recommendation on the continuation or discontinuation of the specific grant opportunity, and/or other grant options available to achieve similar Town objectives and priorities, when appropriate. This evaluation shall be an internal Town document submitted to the Department of Financial Affairs and not included with the Grantor's closeout report.

C. During the close out of any grant funded project, the following procedure should be followed:

1. Review final supplies, materials, equipment purchases, payroll and benefit costs related to the approved project. Additional charges made after the close out date will be disallowed by the funding agency.
2. Review all previously submitted funding agency required reports to verify accuracy (all required reports should be contained in the grant file).
3. Ensure all project staff effort has been correctly accounted for and is contained in the grant file.
4. Schedule a grant close-out meeting with project staff to review all information in the grant file for accuracy.
5. Retain close out file with the grant's designated file.

VII. Reconciliation

A. After the end of the fiscal year, the Grants Administrator will prepare the Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA). This schedule is considered preliminary until the Town's financial audit is complete. The SEFA is required to be completed in accordance with the Uniform Guidance (2.CFR.200.502)

B. The Grants Administrator will have a specified time from the date they receive the preliminary SEFA to submit final numbers back to the granting agency. The Department of Financial Affairs will be required to approve the final worksheet.

C. The Grants Administrator is required to coordinate with the Department of Financial Affairs prior to providing information to or meeting with the external auditors.

D. The Grants Administrator will coordinate any requests for additional information for the external auditors.

VIII. Audit Requirements

All external audits will comply [the Town's Audit Policy and](#) with Statutory requirements ~~Fand~~ federal awards will also comply with Audit Requirements as stated in Uniform Guidance 2.CFR 200

IX. Ensuring Proper Documentation

A. General Standards for Supporting Documentation

1. Documents provide for a record of various financial events, transactions, or activities. Typical grant transactions may include: Personnel and benefits costs, equipment and supplies purchases, cost for contractor related services, and grant income or revenue. Supporting documentation provides the Town of Cicero with internal controls which in turn, provide evidence of who requested a transaction, why

it was approved, and if it was a necessary transaction.

2. In order to support proper documentation for grants, Town personnel will utilize the following practices:

- a) Standard Town of Cicero purchasing, accounts payable, and payroll protocols will be utilized;
- b) Accounting records will be supported by source documentation including copies of checks, paid bills, purchase orders, etc.
- c) Full time effort of employees that are grant supported will be tracked by time and attendance records.
- d) Accounting records for grant funds will contain the following information: Authorizations, obligations, unobligated balances, outlays /expenditures, and income (if any).

X. Record Retention Requirements

OMB Circular A-1 02, superseded and streamlined with Title 2 CFR Part 200, was established to ensure consistency and uniformity among Federal agencies in the management of grants and cooperative agreements with State, local, and federally-recognized Indian tribal governments and states that, "all Federal agencies administering programs that involve grants and cooperative agreements with State, local and Indian tribal governments (grantees) shall follow the policies in this Circular. If the enabling legislation for a specific grant program prescribes policies or requirements that differ from those in this Circular, the provisions of the enabling legislation shall govern." Pursuant to this circular is Section 42, "Uniform Administrative Requirements for Grant and Cooperative Agreements to State and Local Governments," also known as the "Common Rule." It is the standard of the Town of Cicero to maintain grant related records permanently.

Related records include the following:

- Notice of Award Package
- Required Narrative and Financial Reports
- All Related Financial Documentation

XI. PROCUREMENT PROCEDURES

1. The Town of Cicero shall follow the Federal Procurement Procedures (2 CFR 200.317-200.327) for any project that is funded in whole or in part with Federal Dollars. See Section XI. B. below.

2. Projects that are funded in whole or in part with State of Illinois dollars shall follow the State Procurement Procedures as well as any applicable Federal Procurement Procedures required.

<https://www2.illinois.gov/cms/business/procurement/Pages/default.aspx>

3. Any other projects that are a part of a specific local grant agreement shall include those procurement procedures which are a part of the grant agreement.

A. General Procurement Procedures:

1. Codes of Conduct/Conflict of Interest: Agents of the Town

No employee, officer, or agent of the Town shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial interest in the firm selected for an award.

2. Contractors Competing for Town Procurements

Contractors who develop or draft specifications, requirements, statement of work (scope of services) or request for proposals are strictly prohibited from competing for Town procurements where such procurements are provided through federal funds for which the specifications/proposals are drafted.

3. Competition, Cost Analysis and Procurement: Federal Fund Transactions

All procurement transactions must be conducted in a manner that provides, to the maximum extent practical, open and free competition. In essence, grantee agencies/departments are prohibited from making any expenditure with federal funds until a cost/price analysis has been completed.

Cost Analysis is the review and evaluation of each element of cost to determine whether it is reasonable, allocable to that grant program, and an allowable cost for that grant program. **Cost Analysis** involved the examination of all of the element used in calculating a contract's total estimated cost. Additional cost analysis should be completed should there be contract modifications that introduce new conditions.

Price Analysis involves the comparison of marketplace prices. Price analysis can be conducted in one, or combination of, several methods. These include comparing offered prices including discounts with those listed in commercial catalogs, or with those recently submitted for similar services. It can be done, for example, by comparing the price quotes submitted by vendors, or by telephoning other vendors to obtain their market price, or simply by comparing published market prices.

Soliciting competitive bid prices from vendors might be accomplished in different ways. For example, a grantee department can obtain vendor prices by advertising in newspapers, sending letters to prospective vendors, telephoning prospective vendors, or even by comparing prices in published catalogs.

4. Solicitation/Bid Requirements

Solicitations for bids should clearly state all the requirements the vendor must fulfill in order for the bid or offer to be evaluated by the grantee agency. The procurement should be given to the vendor who bid or offer is responsive to the solicitation, and is the most advantageous to the grantee agency (considering price, quality, and other applicable factors). Any and all bids or offers may be rejected when it is in the grantee's interest to do so. This means that grantees do not have to accept the lowest bid received because other factors, such as quality of the product or service record of the vendor, may also be considered by the grantee in making the decision.

B. Federal Procurement Procedures (2 CFR 200.317-200.327)

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D>

(a) The non-Federal entity must have and use documented procurement procedures,

consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)

(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.214.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)

(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[85 FR 49543, Aug. 13, 2020, as amended at 86 FR 10440, Feb. 22, 2021]

§ 200.319 Competition.

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition

include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with § 200.320(c).

§ 200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the

following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) Micro-purchases -

(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) Small purchases -

(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts,

transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(c) Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on

solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

§ 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal 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 section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

§ 200.323 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§ 200.324 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract

modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§ 200.325 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§ 200.326 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

XII. Compensation for Work Performed in Implementation of Grant Award

Reimbursement of payroll costs for time spent on federal awards must be fully documented by relevant payroll records consistent with approved salary schedules and negotiated compensation and benefit packages where involved personnel is covered by a collective bargaining agreement. At a minimum:

5. Responsible parties within the grantee agency must maintain accurate records that clearly track the work performed on an award by individual participants. Records shall contain the name of the individual(s), date of service, hours of activity, and a description of the work performed;

6. Where possible, payroll shall track the hours spent on specific awards by individual and show the payroll cost associated with the provided service per pay period.

7. The Grants Administrator shall include a copy of relevant payroll records with any reports seeking reimbursement of payroll costs or as justification of reported costs.

XIII. Costs

All allowable costs will be determined by OMB 2 CFR, 200, FARs, and/or by the granting entity through grant manuals or award terms and conditions.

For Federally Sponsored Awards, allowable costs generally fall within these guidelines:

1. Costs must be reasonable. This is defined as the action that a prudent person would take under the circumstance.
2. Costs must be allocable to federally sponsored agreements under the principles and methods described in OMB A-21. (See OMB Circular A-21; Unallowable Costs.)
3. Costs must be given consistent treatment through application of Generally Accepting Accounting Principles (GAAP) appropriate to the circumstances as dictated by Cost Accounting Standards (CAS). This includes the use of account codes and cost classification.
4. Costs must conform to any limitations or exclusions set forth in OMB Circular A-21 or in the sponsored agreement as to types or amounts of cost items.

XIV. Cost Classifications: Allowable, Unallowable, Indirect**A. Classification: Assigning Account Codes**

The administration of a contract or grant project involves identifying all costs associated with it. Cost information is needed both to manage the internal affairs of the Town and to satisfy external requirements. An account code is assigned to each cost to classify the expenditure according to goods or services received.

B. Allowable Direct Costs

Direct costs are expenditures associated with grants, contracts, and cooperative agreements that are necessary for and can be identified with the performance of a specific sponsored

project. Direct costs of a sponsored project include all personnel costs charged to the project, expenditures for supplies and equipment, travel expenses, printing, other service department charges, and any other expenses specifically identified with the project.

C. Unallowable Costs

Unallowable functions, such as lobbying, public relations, and fundraising, are groups of costs that due to the nature of the function will make the expenditure unallowable. For example, salaries and wages are generally allowable costs; however, those same salaries and wages incurred for the benefit of a fundraiser are unallowable. Therefore, the function makes the expenditure unallowable.

Some unallowable costs, such as alcoholic beverages, are types of expenditures that are specifically unallowable by law, regulations and/or contract terms. See OMB Circular A-21 section J. Both unallowable costs and expenses connected with unallowable functions must not be directly charged to sponsored agreements. Other costs, such as utilities and building maintenance are unallowable as a direct cost unless approved in the proposal process and by the sponsor.

D. Facilities and Administrative Costs (Formerly Indirect Costs)

Facilities and Administrative (F & A) costs are expenditures associated with a grant, contract, or cooperative agreement that cannot be directly charged to nor specifically identified with individual sponsored projects. These costs include maintenance of physical facilities, library services, administrative services, and departmental administration. In general, F&A costs involve expenditures necessary for the development and maintenance of an environment conducive to research and other

sponsored projects.

Most grants and contracts provide for the recovery of F&A costs incurred in their executions and management. The recovery is based upon negotiated rates and assessed to individual projects on a percentage basis.

In most cases, F&A costs for a sponsored project are calculated by multiplying the approved F&A rate and the wages paid on the award. F&A cost is charged based upon the rate and base in the approved award, up to the federally negotiated rate. Slight F&A cost adjustments may be made manually by the Grants Coordinator during the award closeout process.

E. Additional Contract provisions

The recipient shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts. The following provisions shall also be applied to subcontracts:

a) Contracts **in excess of the** Simplified Acquisition Threshold shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms and provide for such remedial actions as may be appropriate.

b) All contracts in excess of the Simplified Acquisition Threshold shall contain suitable provisions for termination by the recipient, including the manner by which terminations shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

c) Except as otherwise required by statute, an award that requires the contracting (or subcontracting) for construction or facility improvements shall provide for the recipient to follow its own requirements relating to bid guarantees, performance bonds, and payment bonds unless the construction contract or subcontract exceeds

d) \$150,000. For those contracts or subcontracts exceeding \$150,000, the federal awarding agency may accept the bonding policy and requirements of the recipient, provided the federal awarding agency has made a determination that the Federal Government's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:

(1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder shall, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such a contract

(3) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.

(4) Where bonds are required in the situations described herein, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."

(5) All negotiated contracts (except those for less than the Simplified Acquisition Threshold) awarded by recipients shall include a provision to the effect that the recipient, the Federal Awarding Agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

XV. APPENDIX

All contracts, awarded by a recipient including small purchase, shall contain the following provisions as applicable:

1. **Equal Employment Opportunity-All** contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. **Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)-All** contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti- Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR pm13, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Pm1 by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency
3. **Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)-When** required by Federal legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Depm1ment of Labor regulations (29 CFR part 15, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage

determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

4. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)-Where** applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
5. **Rights to Inventions Made Under a Contract or Agreement-Contracts** or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and cooperative Agreements," and any implementing regulations issued by the awarding agency.
6. **Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act 33 U.S.C. 1251 et seq.), as amended Contracts** and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
7. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)-Contractors** who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
8. **Debarment and Suspension (E.O.s 12549 and 12689)-A** contract award with an amount expected to equal or exceed \$25,000 and certain other contract awards (see 2 CFR 180.220) shall not be made to parties listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or

regulatory authority other than E.O. 12549.

XVI. Reference Documents

- Office of Management & Budget Title 2, Code of Federal Regulations (CFR), Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal Awards.

Note: Where any other circulars are referenced, 2 CFR 200 acts to consolidate these federal guidelines and, per the OMB website, "supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110 and A-122 (which have been placed in 2 CFR Parts 220, 225, 215, and 230); Circulars A-89, A-102 and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up."

Code of Federal Regulations (CFR) Title 2 CFR Grant and Agreements

Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- Subpart A -Acronyms and Definitions
- Subpart B - General Provisions
- Subpart C - Pre-Federal Awards Requirements & Contents of Federal Awards
- Subpart D - Post-Federal Awards Requirements
- Subpart E - Costs Principles
- Subpart F - Audit Regulations

See especially:

Procurement Standards

- §200.317 Procurement by states
- §200-318 General procurement standards
- §200-319 Competition
- §200-320 Methods of procurement to be followed
- §200-321 Contracting with small and minority businesses
- §200-322 Procurement of recovered materials
- §200-323 Contract cost and price
- §200-324 Federal awarding agency or pass-through entity-review
- §200-325 Bonding requirements
- §200-326 Contract provisions

Performance and Financial Monitoring and Reporting

- §200-327 Financial reporting
- §200-328 Monitoring and reporting program performance

§200-329 Reporting on real property

- [Town of Cicero – Department of Housing Policy and Procedure Manual](#)
- [Town of Cicero - Community Development Action Plan](#)
- **Title 24. Housing And Urban Development** Subtitle B. Regulations Relating To Housing And Urban Development Chapter V. Office Of Assistant Secretary For Community Planning And Development, Department Of Housing And Urban Development Subchapter C. Community Facilities **Part 576. Emergency Solutions Grants Program Subpart F. Grant Administration**
[24 CFR Subpart F - Grant Administration](#)

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A POLICY AND PROCEDURE MANUAL FOR THE DEPARTMENT OF HOUSING OF THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”), established the Community Development Block Grant Program (the “Program”); and

WHEREAS, the Town previously agreed to participate in the Program and has previously received funding from the federal government under the Program; and

WHEREAS, the Department of Housing for the Town (the “Department”) receives grant funds from the Program, as well as other external grants, which allow the Department to further its goals of increasing safe and affordable housing for Town residents as well as other objectives; and

WHEREAS, in order to ensure that external grants are identified, applied for, administered, and reported properly, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate

Authorities”) previously determined that it was both advisable and in the best interests of the Town to adopt the Grant Administration Policy (the “Policy”), incorporated herein by reference; and

WHEREAS, the Department has amended its internal Policy and Procedure Manual (the “Manual”), attached hereto and incorporated herein as Exhibit A, to align with the Policy; and

WHEREAS, the Corporate Authorities hereby determine that it is in the best interests of the Town and its residents to authorize, approve, and adopt the Department’s Manual as amended;

NOW, THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.00 Findings.

That the Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true, and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

Section 2.00 Purpose.

The purpose of this Ordinance is to authorize, approve, and adopt the Manual, as amended, to further authorize the President or his designee to take all steps necessary to carry out the intent of this Ordinance and to ratify any steps taken to effectuate the intent of this Ordinance.

**ARTICLE II.
AUTHORIZATION**

Section 3.00 Authorization.

The Manual, as set forth in Exhibit A, is hereby adopted as the official Manual for the Department. The Town Board authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Ordinance. The Town Board further ratifies any and all previous action taken to effectuate the intent of this Ordinance. The Town Clerk is hereby authorized and directed to attest to and countersign any documentation as may be necessary to carry out and effectuate the purpose of this Ordinance. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. The officers, agents, and/or employees of the Town shall take all action necessary or reasonably required by the Town to carry out, give effect to and effectuate the purpose of this Ordinance and shall take all action necessary in conformity therewith.

**ARTICLE III.
HEADINGS, SAVING CLAUSES,
PUBLICATION, EFFECTIVE DATE**

Section 4.00 Headings.

The headings for the articles, sections, paragraphs, and sub-paragraphs of this Ordinance are inserted solely for the convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

Section 5.00 Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute, or

regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

Section 6.00 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.00 Publication.

A full, true, and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.00 Effective Date.

This Ordinance shall be in full force and effect upon its passage, approval and publication as required by law.

(REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

LARRY DOMINICK
PRESIDENT

ATTEST:

MARIA PUNZO-ARIAS
TOWN CLERK

EXHIBIT A



Town of Cicero Department of Housing

Policy and Procedure Manual

Larry Dominick – Town President

Tom M. Tomschin, MPA – Executive Director

Amended: February 2022

CDBG Administration

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EXECUTIVE SUMMARY

PURPOSE OF POLICY MANUAL

The primary purpose of this manual is to serve as The Town of Cicero Administrative Policy and Procedures for its Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), and General Administration.

A policy and procedure manual is a blue print or general guidance for action. Often, policy development in organizations is out of date or ad-hoc and not recorded. People agree on policies and try to remember them, but people do not always remember the same things, and unwritten policies often lead to confusion and conflicts. With possible turnover rates, policy information can walk out of the office with personnel.

The Town of Cicero Department of Housing developed a written policy and procedure manual in 2005. This manual is a substantial overhaul of the previous manual. This manual is a written record of the agreed upon policies and procedures involved in the management and implementation of the CDBG/HOME/ESG programs from Administration, Accounting, and Housing Rehabilitation.

The aim of maintaining this Policy and Procedure Manual is to ensure a consistent and high quality service provided by The Town of Cicero Department of Housing, and to maintain a clear set of Internal Controls.

INTERNAL CONTROLS

- Internal Controls encompasses the policies and procedures The Town of Cicero Department of Housing established that it operates in accordance with HUD's intention that accountability is maintained in all transactions. This includes the methods adopted by the Town of Cicero Department of Housing to check accuracy and reliability of its accounting data, to promote operational efficiency, and to encourage adherence to prescribed managerial policies.
- This broad definition of internal controls includes two different aspects of control: Administrative and Accounting.
 - Administrative controls are aimed at improving operational efficiencies or otherwise controlling the activities of the Town of Cicero Department of Housing.
 - Accounting controls are directed at reliable financial reporting.

PURPOSE OF INTERNAL CONTROL

These internal controls are being put into place to both prevent mistakes from being made and to detect problems in a timely manner if they occur. Secondly, the manual was drafted to ensure that all procedures and policies are in writing and made available for reference. This way, in the event of employee turnover or loss, the Town of Cicero Department of Housing retains the knowledge of the policies and procedures, thus transforming the Department into one of QUALITY.

This manual is not meant to be a substitute for CDBG/HOME/ESG regulations, but as a supplement to them. It is not exhaustive regarding all considerations affecting the use of CDBG/HOME/ESG funds.

The Town of Cicero Department of Housing reserves the right to add, remove or change policies, procedures or forms in this manual.

Generally speaking, internal controls are established to provide reasonable assurance that:

1. Transactions are executed in accordance with management’s authorization,
2. Transactions are recorded as necessary to permit the preparation of accurate financial statements and to maintain accountability for the organization’s assets,
3. Assets are periodically compared with the accounting records, both to determine the accuracy of the records and to account for the assets.

SEPARATION OF DUTIES

The internal control that most effectively assures the secure handling of money and information is separation of duties. Having different people receive information, prepare the transmittal, and reconcile the ledger sheets attains this. This allows each person to serve as a control over the others, catching mistakes and preventing the misappropriation of funds.

THE TOWN OF CICERO DEPARTMENT OF HOUSING STANDARDS

Standards are principles of service delivery, which, if followed, will ensure a consistent quality of service. If standards are fully implemented, consumers will receive the same high quality of service from the agency. Standards also provide a framework to assist agencies and governments to evaluate and review services, and indicate good practice, which agencies can work toward.

The Town of Cicero Department of Housing Standards have been developed with the US Department of Housing and Urban Development Standards in mind. The Town of Cicero Department of Housing Standards is based on two main Objectives:

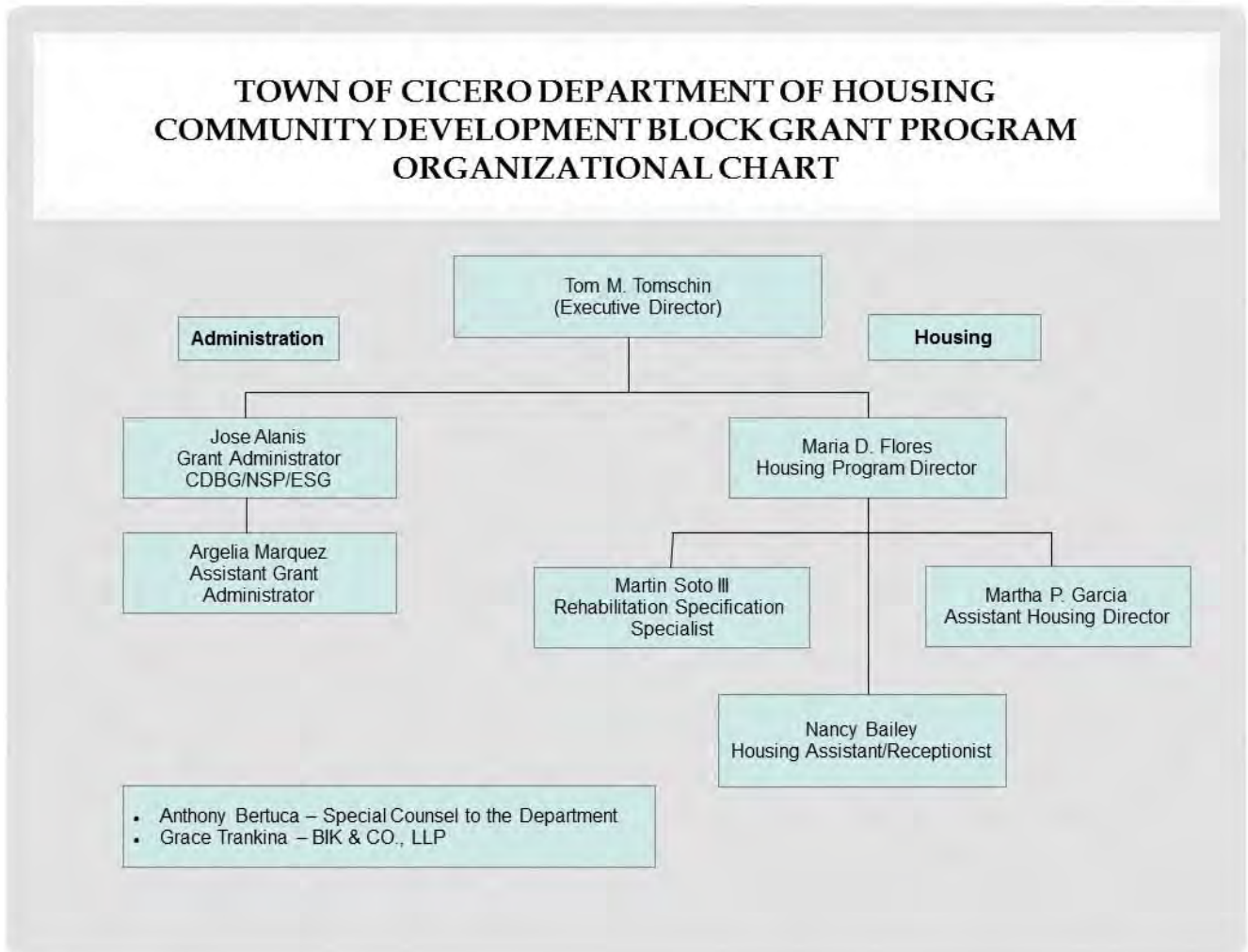
1. Efficient and effective management
2. Coordinated, planned, and reliable service delivery

With this procedure manual in place, the Town of Cicero Department of Housing plans on becoming a QUALITY Department.

Where a conflict of language or omission of requirements occurs, the requirements of Federal Notices and U.S. Department of Housing and Urban Development (HUD) Regulations on CDBG shall prevail.

GENERAL ADMINISTRATION

ORGANIZATION CHART



JOB DESCRIPTIONS

TOWN OF CICERO COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) JOB DESCRIPTION

EXECUTIVE DIRECTOR

ADMINISTRATIVE

- Compliance with United States Department of Housing and Urban Development (HUD) rules and regulations
- Oversee the Community Development Block Grant Program (CDBG)
- Oversee the Neighborhood Stabilization Program (NSP)
- Oversee the Emergency Solutions Grant (ESG)
- Supervise, coordinate, and assist CDBG, NSP, and ESG staff and programs
- Work with Town of Cicero President and Members of the Board of Trustees
- Work with HUD Representatives
- Work with Town of Cicero Department Heads
- Work and file reports with Human Resources and the Legal Department
- Work with local, state, county, and federal officials pertaining to housing
- File reports as required
- Conduct Public Hearings, bid openings, conferences, etc.
- Fair Housing Compliance Officer
 - Receive allegations of discrimination regarding housing
 - Reference with the Cicero Housing Authority (CHA)
 - Report allegations of discrimination to Department Attorney
 - Maintain a current public listing of available homes and apartments in Cicero
 - Keep abreast of current Fair Housing Regulations
 - Write and maintain reports as required
- Prepare and submit documentation to the Town Board and HUD for approval of the Annual Action Plan(s) (AAP)
- Prepare and submit documentation to the Town Board and HUD for approval of the Consolidated Annual Performance Evaluation Report (CAPER)
- Prepare and submit documentation to the Town Board and HUD for 5-Year Consolidated Plan(s)
- Other duties as deemed necessary by the Town of Cicero President and Members of the Board of Trustees

FINANCIAL MANAGEMENT

- Oversee the Community Development Block Grant Program (CDBG) Entitlement Grant
- Oversee the Neighborhood Stabilization Program (NSP) Grant
- Oversee the Emergency Solutions Grant (ESG) Entitlement Funds
- Consult with contracted Accountant
- Consult with the Chief Executive Officer (CFO)
- Authorize drawdowns and payouts
- Extensive Record Keeping
- Review and approve monthly and yearly financial files

- Review and approve accounts payables and receivables
- Review and approve invoices, bills payable schedule, and Integrated Disbursement Information System (IDIS) voucher(s)
- Review and execute drawdowns on-line using HUD's IDIS system
- Review and monitor financial files
- Review and monitor Home Improvement Loan Program
- Review and approve all reports (monthly, quarterly, and yearly) to HUD, Town of Cicero's Treasurer's Office and any other government entity requiring fiscal reporting
- Reconcile monthly accounts with Treasurer's Office
- Review and monitor all files with HUD, the Town of Cicero's Treasurer's Office, contracted Accountant, and Department Attorney.

PROJECT MANAGEMENT

- Supervision of the following component projects:
 - Community Development Block Grant Program (CDBG)
 - Neighborhood Stabilization Program (NSP)
 - Emergency Solutions Grant (ESG)
 - Home Repair Program
 - Accessibility Grant
 - Emergency Heat Repair Program
 - Code Enforcement/Building Department Coordination System
 - Office of Fair Housing
 - Special Projects (i.e. alley improvements)
 - Subrecipients (i.e. non-profit organizations)
 - Labor Standards (review with Grant Administrator)
 - Environmental Review
 - Oversee Environmental Review Officer and Process
 - 5-Year Consolidated Plan and Annual Action Plan(s)
- Organize special projects as needed
- Outline of a systematic neighborhood improvement needs, including:
 - Housing rehabilitation
 - Public improvements
 - Service components and a description of Cicero neighborhoods
- Program Assessment
 - Budget preparation for CDBG funded activities
 - Scan of physical environment for worst problem spots and likeliest opportunities for future grants
 - Suggest programs and projects for future fiscal year funding including:
 - Housing rehabilitation
 - Coordination with social service agents to provide assistance to their programs with CDBG funds
 - Development of housing for seniors and handicapped residents

**TOWN OF CICERO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
JOB DESCRIPTION**

GRANT ADMINISTRATOR

ADMINISTRATIVE

- Compliance of United States Department of Housing and Urban Development (HUD) rules and regulations
- Lead Administrator in the composition/acceptance and mailing of correspondence, answering inquiries, coordination of CDBG activities, and communication with the public
- Lead Administrator in the composition/acceptance and mailing of correspondence, answering inquiries, coordination of Neighborhood Stabilization Program (NSP) activities, and communication with the public
- Lead Administrator in the composition/acceptance and mailing of correspondence, answering inquiries, coordination of Emergency Solutions Grant (ESG) activities, and communication with the public
- Maintain CDBG files/NSP Files/ESG Files
- Prepare documentation for Annual Action Plan(s) (AAP)
- Prepare documentation for Consolidated Annual Performance Evaluation Report (CAPER)
- Prepare documentation for 5-Year Consolidated Plan(s)
- Assist HUD Representative(s) with audits/monitoring
- Conduct annual NSP home inspections
- Attend meetings with management
- Supervise office staff
- Maintain logistics
- Oversee Environmental Review Officer
- Review and prepare payroll authorization
- Prepare purchase requests and acquire price quotes per United States Department of Housing and Urban Development (HUD) procurement requirements
- Document procurement in accordance with HUD guidelines
- Maintain and submit Activity Reports per HUD
- Other duties as deemed necessary by the Executive Director

FINANCIAL RECORDS MANAGEMENT

- Extensive Record Keeping
- Maintain monthly and yearly financial files
- Manage accounts payables and receivables, monitor and pay invoices, prepare bills payable schedule, prepare checks, prepare Integrated Disbursement Information System (IDIS) voucher(s)
- Prepare and execute drawdowns on-line using HUD's IDIS system
- Extensive bookkeeping
- Record Home Improvement Loan Program

- Prepare all reports (monthly, quarterly, and yearly) to HUD, Treasurer’s Office and any other government entity requiring fiscal reporting
- Reconcile monthly accounts with Treasurer’s Office
- Maintain, record, and reconcile remaining Economic Development Loans
- Maintain, record, and reconcile all files with HUD, the Town of Cicero’s Treasurer’s Office, contracted Accountant, and Department Attorney.

SUBRECIPIENT PROJECT MANAGEMENT

- Prepare applications for CDBG/ESG funding
- Conduct semi-annual monitoring sessions for CDBG/ESG
- Prepare subrecipient cooperative agreements
- Process requests for funds

**TOWN OF CICERO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
JOB DESCRIPTION**

HOUSING PROGRAM DIRECTOR

ADMINISTRATIVE

- Compliance of United States Department of Housing and Urban Development (HUD) rules and regulations
- Supervise office staff
- Maintain CDBG files
- Assist HUD Representative(s) with audits/monitoring
- Oversee and monitor housing rehabilitation programs and staff
- Coordinate housing activities and projects with housing staff
- Investigate and follow-up on resident requests for service, complaints and general inquiries
- Monitor and update housing forms, applications, and any other documentation necessary
- Maintain and submit Employee Activity Reports per HUD
- Prepare Policy and Procedures for Housing Rehabilitation Programs
- Perform outreach activities to publicize Housing Rehab Programs
- Other duties as deemed necessary by the Executive Director

FINANCIAL RECORDS MANAGEMENT

- Review all calculations/documentation, approval, and monitor program applications
- Conduct Home Improvement Loan closings
- Record Home Improvement Loan Program
- Coordinate subordinations/release of documents for mortgages
- Conduct housing program job cost estimates and bookkeeping
- Monitor loan payments and maturity dates on projects
- Prepare monthly financial reports/loan payment correspondence
- Review Grantee Performance Report (GPR)
- Prepare and execute drawdowns on-line using HUD's IDIS system

PROJECT MANAGEMENT

- Comply with local, state, and federal regulations and building codes
- Construction project management—work closely with Rehabilitation Specification Specialist in approval of contractor bids, specifications, contractors, payouts, progress, and completion of projects
- Execute contracts and project procedures
- Oversee Environmental Review Officer

**TOWN OF CICERO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
JOB DESCRIPTION**

ASSISTANT HOUSING PROGRAM DIRECTOR

ADMINISTRATIVE

- Compliance of United States Department of Housing and Urban Development (HUD) rules and regulations
- Counsel housing recipients
- Maintain various checklists
- Extensive record-keeping
- Assist HUD Representative(s) with audits/monitoring
- Maintain and submit Employee Activity Reports per HUD
- Assist Housing Program Director as needed
- Perform outreach activities to publicize Housing Rehab Programs
- Other duties as deemed necessary by the Executive Director, Housing Program Director, and Grant Administrator

FINANCIAL RECORDS MANAGEMENT

- Pre-qualify and screen initial recipients
- Process payouts
- Maintain Grantee Performance Report (GPR)

PROJECT MANAGEMENT

- Schedule inspections
- Verify documentation regarding homeownership, financial eligibility, and any other required documentation
- Verify contractor eligibility
- Monitor progress of projects and report progress to Housing Program Director
- Environmental Review Officer

**TOWN OF CICERO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
JOB DESCRIPTION**

REHABILITATION SPECIFICATION SPECIALIST

ADMINISTRATIVE

- Compliance of United States Department of Housing and Urban Development (HUD) rules and regulations
- Screen initial recipients
- Counsel housing recipients
- Compliance of local, county, state, and federal rules and regulations
- Attend HUD trainings and Annual State Lead Certifications
- Extensive record-keeping
- Assist HUD Representative(s) with audits/monitoring
- Maintain and submit Employee Activity Reports per HUD
- Perform outreach activities to publicize Housing Rehab Programs
- Other duties as deemed necessary by the Executive Director, Housing Program Director, and Grant Administrator

FINANCIAL RECORDS MANAGEMENT

- Prepare contracts and all pertinent documents for Housing Rehabilitation Programs
- Process documentation for payouts

PROJECT MANAGEMENT

- Assist in project management for Housing Rehabilitation Programs
- Schedule and conduct inspections
- Verify contracts, plans, work specifications, and all other required documentation
- Verify contractor eligibility
- Maintain extensive project files and checklists
- Process applications and program activities

**TOWN OF CICERO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
JOB DESCRIPTION**

ASSISTANT GRANT ADMINISTRATOR

ADMINISTRATIVE

- Compliance of United States Department of Housing and Urban Development (HUD) rules and regulations
- Assist in administering the composition/acceptance and mailing of correspondence, answering inquiries, coordination of Community Development Block Grant Program (CDBG) and Emergency Solutions Grant (ESG) activities and communication with the public
- Maintain all CDBG/ESG files
- Meeting management—Prepare meeting minutes, assemble discussion materials, agendas, post public notices, and any other required documentation
- Prepare correspondence as needed for CDBG/ESG Activities
- Maintain and submit Employee Activity Reports per HUD
- Other duties as deemed necessary by the Executive Director, Grant Administrator, and Housing Program Director

FINANCIAL RECORDS MANAGEMENT

- Extensive Record Keeping
- Maintain monthly and yearly financial files
- Prepare and execute drawdowns on-line using HUD's IDIS system
- Assist in the preparation of all reports (monthly, quarterly, and yearly)

SUBRECIPIENT PROJECT MANAGEMENT

- Prepare applications for CDBG/ESG funding
- Conduct semi-annual monitoring sessions for CDBG/ESG
- Assist in the preparation of subrecipient cooperative agreements
- Assist in the preparation of the processing of requests for funds

**TOWN OF CICERO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
JOB DESCRIPTION**

HOUSING ASSISTANT RECEPTIONIST

ADMINISTRATIVE

- Compliance of United States Department of Housing and Urban Development (HUD) rules and regulations
- Answer switchboard
- Assist the public
- Maintain and verify contractor information and eligibility
- Record-keeping of recipient applications
- Assist with purchasing (i.e. office supplies)
- Receive messages by phone and walk-ins
- Maintain inventory of office supplies and equipment
- Submit annual inventory
- Other duties as deemed necessary by the Executive Director, Grant Administrator, and Housing Program Director

CDBG PROGRAM OVERVIEW

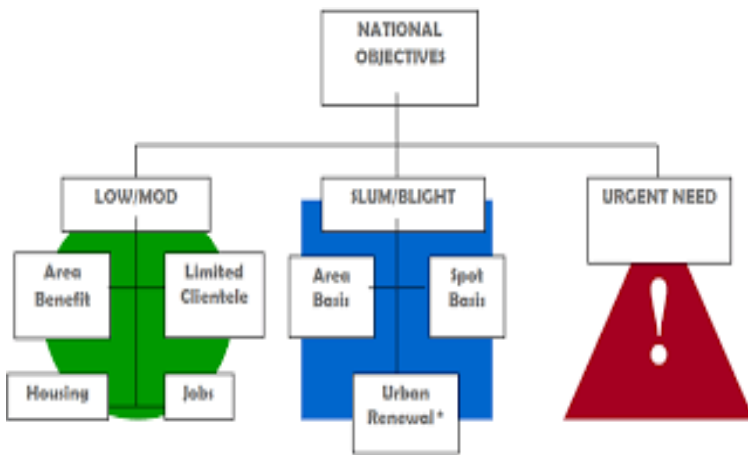


The Town of Cicero is a formula grantee of the Community Development Block Grant (CDBG) entitlement from the U.S. Department of Housing & Urban Development (HUD).

To continue participation in this program, the Town contractually agrees with HUD to implement the Housing & Community Development Act of 1974 and related CDBG program regulations in 24 CFR 570. The Town of Cicero creates, approves, and implements a 5 Year Consolidated Plan (ConPlan), Annual Action Plans (AAP), and Consolidated Annual Performance and Evaluation Reports (CAPER).

All CDBG allocations are subject to the regulations detailed in:

- 2 CFR Part 200
- 2 CFR Part 225
- 2 CFR Part 230
- OMB Circulars A-110 and A-122



NATIONAL OBJECTIVES

LOW/MOD

- At least 70% of the program participants must have low or moderate income as defined by HUD

SLUM/BLIGHT

- The project must eliminate slum and blight as defined by HUD

URGENT NEED

- The project must meet an urgent need designated as an emergency by The Town of Cicero Board of Trustees.

ELIGIBLE ACTIVITIES

1. Acquisition of Real Property of real property for any public purpose other than the general conduct of government.
2. Disposition of property acquired with CDBG funds.
3. Public Facilities and Improvements – whether carried out by the Town of Cicero or other public/private entities.
4. Public Services (limited to a maximum of 15% of The Town of Cicero’s total CDBG entitlement).
 - Removal of architectural barriers, which restrict the mobility of elderly and/or persons with disabilities. All publicly and privately owned buildings and facilities are eligible for funding.
5. Rehabilitation and preservation for:
 - a. Low and moderate-income owner-occupied houses.
 - b. Low and moderate income public housing.

- c. Publicly owned non-residential buildings and improvements otherwise eligible for assistance.
 - d. Publicly or privately owned historic buildings.
 - e. Commercial or industrial facility for job creation or retention.
 - f. Public facilities.
 - g. Affordable housing or mixed-income housing.
 - h. Low and moderate-income senior housing.
6. Program Administration Costs including planning and capacity building.
 7. Clearance and Demolition
 8. Interim Assistance: CDBG funds may be used for certain activities on an interim basis, provided that the activities meet a national objective.
 9. Relocation where required under section 570.606 of the regulations.
 10. Loss of Rental Income: CDBG funds may be used to pay housing owners for the loss of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of individuals and families displaced by CDBG-assisted activities.
 11. Privately-Owned Utilities: To Acquire, Construct, Reconstruct, Rehabilitate, or Install.
 12. Construction of Housing – in very limited circumstances.
 13. Code Enforcement - involves the payment of salaries and overhead costs directly related to the enforcement of state and/or local codes
 14. Special Economic Development Activities.
 15. Microenterprise Assistance.
 16. Businesses that agree to hire, retain and/or serve low and moderate-income persons.
 - a. Activities designed to create or retain jobs. All jobs created within the applicant’s program are required to be permanent and at least 51.0% of the total must be for persons of low and moderate income.
 17. Special Activities by Community Based Development Organizations (CBDOs).
 18. Homeownership Assistance - Under the provisions at §570.201(n), grantees and their subrecipients may provide financial assistance to low- and moderate-income households to assist them in the purchase of a home.

INELIGIBLE ACTIVITIES

- Buildings for the general conduct of government.
- General government expenses except to carry out the CDBG program staff.
- Political or religious activities.
- Purchase of equipment, including construction equipment and furnishings and personal property.
- Fire protection equipment unless part of a public facility.
- Operating and maintenance expenses of public facilities.
- New housing construction except for land acquisition and other specific circumstances.
- Income payments and other subsistence payments made to individual or a family.

SPENDING RESTRICTIONS

PUBLIC SERVICE CAP

No more than 15% of the sum of the annual entitlement grant plus any grant program income received in the previous grant year on public service programs. The Town of Cicero calculates this amount when developing the Annual Action Plan. The Town of Cicero will not fund more than 15% of their entitlement grant on Public Service Activities.

PLANNING AND ADMINISTRATION CAP

No more than 20% of the sum of the annual entitlement grant plus any grant program income received in during the grant year may be spent on planning studies or administration. The Town of Cicero calculates this amount when developing the Annual Action Plan. The Town of Cicero will not fund more than 20% of their entitlement grant on General Administration Activities.

LOW AND MODERATE-INCOME BENEFIT REQUIREMENT

At least 70% of The Town of Cicero's non-administration CDBG spending is required to benefit low and moderate income people. The 70% threshold should be exceeded each year to maintain compliance; however HUD rules allow grantees to use spending during a fixed three-year period to calculate. The Town's policy is to only fund activities that benefit low/mod income participants. For Area-Wide determinations, over 51% of the residents in the area must be low/mod.

SPENDING TIMELINESS

HUD requires The Town of Cicero to use the CDBG funds it receives in a timely manner. HUD determines if The Town of Cicero is spending down its CDBG entitlement in a timely manner by checking to see what the unspent balance is each year. HUD requires the amount of unspent funds to be no more than 150% of the entitlement amount for the current year.

The Town of Cicero's policy is to always be in compliance with this requirement, and will perform substantial amendments to re-allocate unspent funds to other eligible activities, by the middle of the next program year.

INCOME RESTRICTIONS

At least 51% of the program's participants must be low and moderate income as determined by HUD income limits for the Chicago-Joliet-Naperville, IL HUD Metropolitan Statistical Area. (<https://www.huduser.gov/portal/datasets/il.html>)

To determine if a client qualifies as low or moderate income, household size must be determined first, followed by the total income of the household.

If the total household income falls below the 80% of median income, the client can be counted towards the 51% required participation of low and moderate income residents. Clients above this threshold may participate in a CDBG funded activity if these participants comprise no more than 49% of the total participants.

However, programs should be designed to ensure the maximum participation by low and moderate income persons.

Household Size	Income Limit
1 Person	\$52,200
2 Person	\$59,650
3 Person	\$67,100
4 Person	\$74,550
5 Person	\$80,550
6 Person	\$86,500
7 Person	\$92,450
8 Person	\$98,450

The CDBG Program recognizes three methods to determine a household’s income:

1. Annual income as defined by 24 CFR Part 5 (Part 5 Annual Income also formerly known as the “Section 8” Income);
2. Annual income as reported under the Census long form for the most recent decennial census; and
3. Adjusted gross income as defined for purposes of reporting under Internal Revenue Service (IRS) Form 1040 series for individual Federal annual income tax purposes.

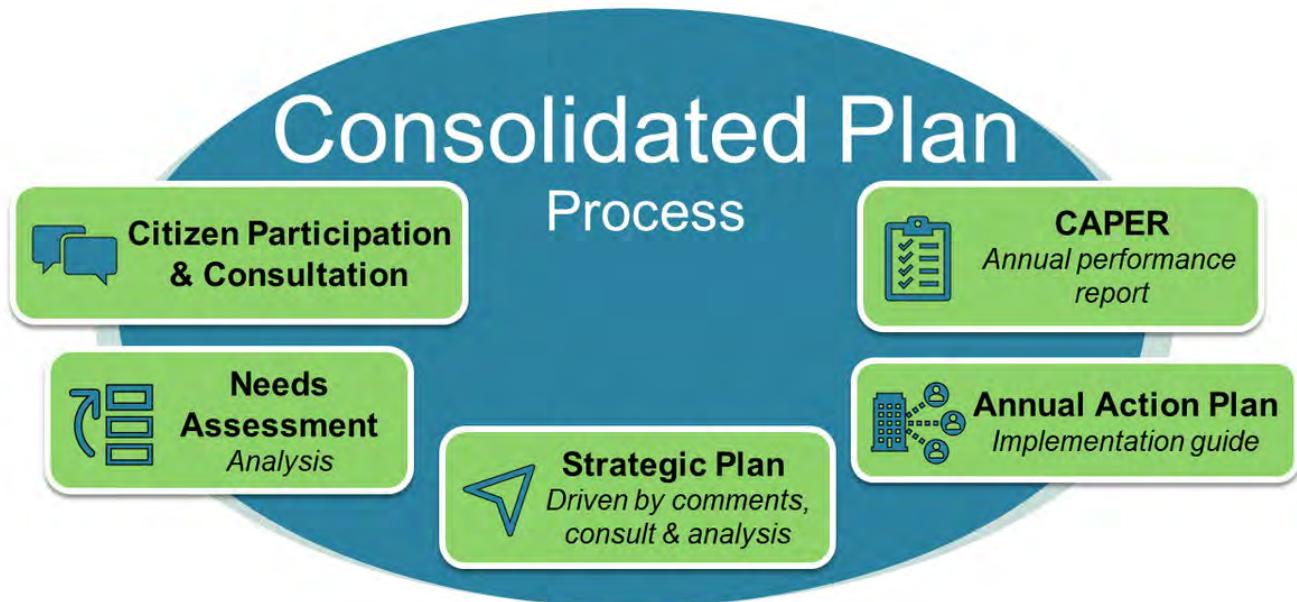
Any one of the three methods can be used for any CDBG funded program and activity, provided that only one (1) method is used exclusively for that program or activity.

The preferred method of determining income eligibility for all Town of Cicero programs is Census Long Form.

- Playing by the Rules - <https://files.hudexchange.info/resources/documents/Playing-By-the-Rules-a-Handbook-for-CDBG-Subrecipients-On-Administrative-Systems.pdf>
- Managing CDBG - https://www.hud.gov/sites/documents/DOC_17086.pdf

PLANNING AND REPORTING

CONSOLIDATED PLAN



CONSOLIDATED PLAN PROCESS

1. Every 5 Years, the Town of Cicero Department of Housing must draft a 5-Year Consolidated Plan, per HUD requirements.
2. In January prior to the Con Plan implementation, the Executive Director publishes a Notice in several local newspapers. The notice explains the Town's citizen participation process, and requests that residents provide comments and feedback of needs in the community. The notice states where the survey can be completed. The notice is also presented on the Town of Cicero webpage with a link to the survey.
3. Per the Town's Citizen Participation Plan, all comments are recorded and taken into consideration for future funding opportunities.
4. A second notice is published, inviting agencies to participate in the development of the Consolidated Plan. The date, time, and location are published in the notice.
5. At the meeting agencies are given the opportunity to discuss needs, successes, failures, as well as other topics.
6. Minutes from the meeting are kept and made part of the record. They are taken into consideration for future funding opportunities.
7. In February, the Executive Director and Grant Administrator generate a list of possible Subrecipients for the next Program Year. This list includes:
 - a. Previous Subrecipients,
 - b. Agencies that inquired about the program during the year.
 - c. Agencies that participated in the Consolidated Plan meeting.
8. In March, the Assistant Grant Administrator sends out all applications to this list. A notice is also published in a local newspaper informing interested agencies that applications are available.

The notices, along with updated application are posted on the department's website. The applicants have until May 15 to submit applications.

9. In April, using the information gathered during citizen participation and agency meeting, and other meetings, coupled with information from other agencies (i.e. Census), The Executive Director, Grant Administrator, and Assistant Grant Administrator draft a proposed Consolidated Plan.
10. The Executive Director submits the draft Consolidated Plan to the Town President for review, comment, or edits.
11. Once the Consolidated Plan is returned to the Executive Director and finalized, the Annual Action Plan process can commence.
12. Once the deadline for submission has passed, the Executive Director, Grant Administrator, and Assistant Grant Administrator review the applications submitted. Applications are reviewed for:
 - a. Program Eligibility
 - b. Meeting a National Objective
 - c. Total Budget of Program
 - d. Total outside funding received
 - e. Past success with CDBG (if applicable),
 - f. Project description,
 - g. Proposed beneficiaries (amount and type),
 - h. Applicability to Consolidated Plan
13. Those applications that do not meet a National Objective or are deemed an ineligible expense are filed, and a letter is sent to the applicant of the denial, and an explanation of said denial.
14. The Grant Administrator calculates the two (2) caps (Administration and Public Services). The Executive Director then calculates a total budget for the Program Year (Administration, Housing Rehab, Lead Hazard Reduction, Public Service and Public Facility).
15. The Executive Director submits the budget allocations by category to the Town President, along with each application, and total funds requested. The Executive Director submits a recommended funding proposal for all applicants.
16. The Town President has the authority to amend the budget recommendation, as long as total funds for a subrecipient are not more than what was requested.
17. The Town President has the authority to reduce or not fund applicants recommended by the Executive Director.
18. The Town President submits final budget to Executive Director.
19. The Executive Director submits the final budget to the Grant Administrator and Assistant Grant Administrator.
20. Annual Action Plan is updated, and published for 30-Day comment Period.
21. Public Hearing is held.
22. Executive Director submits final Annual Action Plan for inclusion on Board Agenda
23. When approved, all Certifications are signed by the Town President.
24. Action Plan is submitted to HUD no later than August 15.

Prior to adoption of a Five Year Consolidated Plan, the Town will make available to interested citizens, agencies, groups and other interested parties the following:

1. Information that includes the amount of grant funds and program income it expects to receive.
2. The range of activities that may be undertaken.

3. The estimated amount that will benefit persons of low and moderate income.
4. Set forth plans to minimize displacement of persons and to assist any person displaced, specifying the types and levels of assistance that will be made to persons displaced and by whom the assistance will come from.
5. Publish the proposed Consolidated Plan or its Summary in the *Lawndale News*. The Summary will describe the contents and purpose of the proposed Consolidated Plan and include a list of locations where copies of the entire proposed Consolidated Plan may be examined.
6. The Town will provide free copies of the proposed Consolidated Plan to citizens and groups that request it.
7. Make copies of the proposed Consolidated Plan and Summary available at:
 - a. The Cicero Public Library
 - b. Town President's Office,
 - c. Town of Cicero Department of Housing,
 - d. Cicero Community Center, and
 - e. Cicero Public Safety Office
 - f. On Town of Cicero website (www.thetownofcicero.com)
8. Provide a thirty (30) day period of review and to receive comments from interested citizens, agencies and/or groups on the proposed Consolidated Plan.
9. The Town shall consider any comments or views of interested citizens, agencies and/or groups received in writing and/or orally at the public hearing, in preparation of the final Consolidated Plan.
10. A summary of comments and views received and a summary of comments and views not accepted and the reasons therefore, shall be attached to the final Consolidated Plan.
11. Public hearings will be held at Cicero Town Hall or Cicero Community Center (depending on availability), which is accessible to those with disabilities.
12. Upon request, non-English speaking residents will be met in the case of a public hearing where a significant number of non-English speaking residents can be reasonable expected to participate, where practical.
13. Provide a copy of the proposed Consolidated Plan and Summary on the Community Development Department's page on The Town of Cicero's website.
14. Provide a copy of the approved Consolidated Plan and Summary on the Community Development Department's page on The Town of Cicero's website.

The Town of Cicero Department of Housing shall conduct public meetings with interested citizens, agencies and/or groups and at least one public hearing prior to the development of the Five Year Consolidated Plan.

1. Meetings shall be held to encourage the submission of views and recommendations prior to the formulation of the Consolidated Plan.
2. There shall be a thirty (30) day review period from the date of notice in the newspaper for interested citizens, agencies and/or groups to submit their comments.
3. Public meetings may be held at selected sites convenient to the residents of The Town of Cicero, including the handicapped, with particular emphasis on participation by low and moderate income residents.

4. Following the conduct of the public hearing on the development of the Consolidated Plan, The Town of Cicero must certify that the following assurances have been met:
 - i. The Town of Cicero has prepared and followed a written Citizen Participation Plan that meets the requirements of the Federal Regulations.
 - ii. The Town of Cicero has provided adequate notices of public hearings as required by the Citizen Participation Plan.
 - iii. The Town of Cicero has held a hearing on the proposed Consolidated Plan before adoption of a resolution by the Town of Cicero Board of Trustees for submission to HUD.
5. The Consolidated Plan must be submitted to the HUD Chicago Office of Community Planning and Development for review and approval at least forty-five (45) days before the start of the Town's program year, which is August 15. The Town of Cicero's program year is October 1 to September 30.

ANNUAL ACTION PLAN

ACTION PLAN PROCESS

1. Each Year, in February, the Executive Director and Grant Administrator generate a list of possible Subrecipients for the next Program Year. This list includes:
 - a. Previous Subrecipients,
 - b. Agencies that inquired about the program during the year.
2. In March, the Assistant Grant Administrator sends out all applications to this list. A notice is also published in a local newspaper informing interested agencies that applications are available. The notices, along with updated application are posted on the department's website. The applicants have until May 15 to submit applications.
3. Once the deadline for submission has passed, the Executive Director, Grant Administrator, and Assistant Grant Administrator review the applications submitted. Applications are reviewed for:
 - a. Program Eligibility
 - b. Meeting a National Objective
 - c. Total Budget of Program
 - d. Total outside funding received
 - e. Past success with CDBG (if applicable),
 - f. Project description,
 - g. Proposed beneficiaries (amount and type),
 - h. Applicability to Consolidated Plan
4. Those applications that do not meet a National Objective or are deemed an ineligible expense are filed, and a letter is sent to the applicant of the denial, and an explanation of said denial.
5. The Grant Administrator calculates the two (2) caps (Administration and Public Services). The Executive Director then calculates a total budget for the Program Year (Administration, Housing Rehab, Lead Hazard Reduction, Public Service and Public Facility).
6. The Executive Director submits the budget allocations by category to the Town President, along with each application, and total funds requested. The Executive Director submits a recommended funding proposal for all applicants.
7. The Town President has the authority to amend the budget recommendation, as long as total funds for a subrecipient are not more than what was requested.
8. The Town President has the authority to reduce or not fund applicants recommended by the Executive Director.

9. The Town President submits final budget to Executive Director.
10. The Executive Director submits the final budget to the Grant Administrator and Assistant Grant Administrator.
11. Annual Action Plan is updated, and published for 30-Day comment Period.
12. Public Hearing
13. Executive Director submits final Annual Action Plan for inclusion on Board Agenda
14. When approved, all Certifications are signed by the Town President.
15. Action Plan is submitted to HUD no later than August 15.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

The Consolidated Annual Performance and Evaluation Report (CAPER) is a required annual report by the U.S. Department of Housing and Urban Development (HUD). The CAPER is comprised of statistical and financial statements, narratives and maps describing activities carried out during the program year. It is a document used to assess the performance of proposed activities to actual accomplishments.

At each year end, the Town of Cicero Department of Housing generates and drafts a CAPER. The Town follows all HUD's guidelines for preparing an accurate and easy to follow CAPER. All reports are generated in IDIS (PR06, PR26, PR03, and PR10) by the Grant Administrator. The Assistant Grant Administrator or Grant Administrator drafts the accomplishment narratives and compiles the CAPER.

The CAPER must be available for Public View at least 15 days before a Public Hearing. All notices and publication must follow the Citizen Participation Plan.

DEPARTMENT OF HOUSING CALENDAR

Management Schedule					
Program Year Start Date and Orientation	Public Hearing on CAPER	Caper due to HUD	1st Quarter Status Reports Due	Program Year Applications made available	2nd Quarter Status Reports Due
October 1st	December	January 1st	January 15th	March 1st	April 15th
Program Year Applications Deadline	Annual Action Plan Published for Public Comment	3rd Quarter Status Reports Due	Public Hearing on Action Plan	Annual Action Plan Due to HUD	4th Quarter/Annual Status Reports Due
April 30th	June 15th	July 15th	July 15th	August 15th	October 15th

CITIZEN PARTICIPATION PLAN



The Town of Cicero has adopted this Citizen Participation Plan which sets forth the Town of Cicero's policies and procedures for citizen participation.

POLICIES AND PROCEDURES

The Town of Cicero encourages all Town citizens, especially those of low and moderate income, those living in areas where Community Development Block Grant and Emergency Solutions Grant funds are proposed to be used, and by residents of predominantly low and moderate income neighborhoods to participate in the development of the Consolidated Plan and any substantial amendments to the Consolidated Plan. The Town especially encourages minority citizens, non-English speaking citizens, and those citizens with disabilities to participate in the above. The Town, in conjunction and with consultation with the Cicero Housing Authority, also encourages citizens who reside in subsidized housing to participate in the above.

The Town of Cicero will make this Citizen Participation Plan and any substantial amendments to this plan public and accessible prior to adoption by the Town Board. Citizens will be allowed to comment on this plan and any substantial amendments prior to adoption by the Town Board. The Town of Cicero will take into consideration any comments received.

This Citizen Participation Plan will be in a format accessible to persons with disabilities upon request.

Consultation

When preparing the Consolidated Plan, the Town of Cicero will consult with other public and private agencies that provide assisted housing, health services, and social services (including those focusing: on services to children, elderly persons, persons with disabilities).

When preparing the portion of its Consolidated Plan concerning lead-based paint hazards, the Town of Cicero presumes that these properties have lead-based paint in them, due to the age of Cicero's Housing Stock. Local health data shows that children are more at risk of having high levels of lead in their systems as a result of lead based paint. The Town will focus on clearing any surfaces that have been disturbed as a result of any construction project performed using CDBG funds.

When preparing the description of priority non-housing community development needs, a unit of general local government must notify adjacent units of general local governments, to the extent practicable. The non-housing community development plan must be submitted to the State for clearance on projects, and to the County when necessary clearances are needed.

The Town of Cicero will also consult with the Alliance to End Homelessness to develop a homeless needs assessment for the Emergency Solutions Grant that the Town may qualify for.

The Town of Cicero also consults with the Cicero Housing Authority concerning consideration of public housing needs and planned Comprehensive Grant program activities.

HOMELESS PARTICIPATION

When Emergency Solutions Grant (ESG) funds will be awarded to the Town of Cicero, homeless participation in the planning process is required for policies and decisions regarding any facilities, services, or other assistance that receives ESG funding.

The Town of Cicero will hold a minimum of two (2) meetings/focus groups, inviting the homeless or formerly homeless individuals to participate in the planning process.

1. These meetings will be held during the Program Year, and information will be used to make decisions regarding any facility, service, or other assistance that is proposed to receive ESG Funding.
2. These meetings will be advertised through:
 - a. The Town of Cicero website,
 - b. Postings on information boards at Cicero Town Hall, Cicero Public Library, Cicero Police Department
 - c. Invitation information will be shared with current ESG Subrecipients to share, as well as the C.o.C.
3. These meetings/focus groups will be scheduled and held at the Cicero Public Library, which is a central location in Cicero, and accessible via public transportation.
4. Food will be provided at each meeting for those that participate.
5. This plan, and participation outcomes, will be included in the annual action plan required under [24 CFR 91.220](#).

INFORMATION TO BE PROVIDED

Prior to the adoption of the Consolidated Plan by the Town Board, the Town will make available to citizens, public agencies and other interested parties the following information:

1. The amount of funds the Town expects to receive including grant funds and program income.
2. The range of activities that may be undertaken including the estimated amount of funds that will benefit persons of low and moderate income.
3. The anti-displacement and relocation policy as follows:
 - a. It is the policy of the Town of Cicero that no CDBG funds or any funding related to the Consolidated Plan will be spent on activities that will result in the displacement of Cicero residents. The Town plans to carry out this policy by funding only those activities that do not necessitate displacement. However, in the event that displacement does occur, the Town of Cicero will abide by the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, and by the HUD Handbook 1378 Tenant Assistance, Relocation and Real Property Acquisition.

- b. If displacement does occur, the Town of Cicero or its sub-grantees will assist such households/tenants by replacing on a one-to-one basis all occupied low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing as a direct result of activities assisted with funds cited above.
- c. All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. All replacement housing will be allocated within the same community, sufficient in number and size to house at least the number of occupants that could have been housed in the units demolished or converted provided in standard condition designed to remain low/moderate income dwelling units for at least 10 years from the date of initial occupancy of the units.
- d. Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Cicero will make public and submit to the HUD Field Office the following information in writing:
 - 1) Description of the proposed assisted activity
 - 2) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity
 - 3) A time schedule for the commencement and completion of the demolition or conversion
 - 4) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement units
 - 5) The source of funding and a time schedule for the provisions of replacement dwelling units
 - 6) The basis for concluding that each replacement dwelling unit will remain a low/moderate dwelling unit for at least 10 years from the date of initial occupancy.
4. The Town will conduct a public hearing directed at those residents affected by the proposed project to review the above and to provide-more information on what services, benefits and counseling will be made available to them.
5. The Town of Cicero must conduct at least one public hearing during the development of the Consolidated Plan.
6. The Town of Cicero must make available the proposed Consolidated Plan and Annual Action Plan prior to adoption by the Town Board to allow citizens, public agencies and other interested parties opportunity to examine its contents and submit comments. The Town of Cicero will accomplish this by making available draft copies of the Consolidated Plan and/or One Year Action Plan to the public and individuals. Copies of these Plans are made available to the public at:
 - a. The Cicero Public Library
 - b. Town President's Office,
 - c. Town of Cicero Department of Housing,
 - d. Cicero Community Center, and
 - e. Cicero Public Safety Office

- f. On Town of Cicero website (www.thetownofcicero.com)

PUBLIC HEARINGS

Timing

The Town of Cicero will conduct at least two public hearings per year to obtain citizen's views and to respond to proposals and questions. These hearings must be conducted at a minimum of two different stages of the program year.

- 2) One public hearing must be held before the proposed Consolidated Plan and Annual Action Plans are submitted to HUD in order to obtain views on housing, community development and homeless needs.
- 3) The second public hearing must be conducted to address the housing and community development needs, development of proposed activities, and review program performance at the end of the program year.

Notices

- 1) The Town of Cicero must publish notice of public hearings in at least one newspaper of general circulation at least in compliance with required public comment periods. The notice must include brief description about the subject of the hearings to allow informed comment.
- 2) Public notice will also be posted at government offices, The Town's website, and the Town's Facebook Page.
- 3) The Town will make a reasonable number of free copies of the Consolidated Plan available to citizens and groups that request it.
- 4) The Town will provide a comment period of 30 days prior to signing of the Plans by the Town President and submission to HUD to allow for changes in the document based upon citizen input.
- 5) The Town will consider any comments or views of citizens' received, both written or orally at the public hearings, or received via email or other electronic communication, in preparing the final Consolidated Plan.
- 6) The Town will attach a summary of all comments or views, and a summary of any comments or views not accepted and the reasons therefore, to the final Consolidated Plan.

PERFORMANCE REPORTS

The Town of Cicero will provide citizens with notice and an opportunity to comment on performance reports by doing the following:

1. Publish a notice in a newspaper of general circulation that the performance report is available for comment and the locations at which it is available.
2. Make the performance report available for viewing at the Department of Housing and at the Clerk's Office of the Town of Cicero, and the Town's website.
3. Make the performance report available for viewing in compliance with public comment periods prior to submittal to HUD.
4. Provide citizens at least 15 days to submit comments on the performance report prior to the submission to HUD.

5. Consider any comments or views of citizens received in writing or orally at public hearings in preparing the performance report. A summary of these comments or views will be attached to the performance report.

AMENDMENTS TO THE CONSOLIDATED PLAN

An amendment is a transfer of funds from one line item to another which will increase or decrease a line item by more than 5%. Any lesser change is minor.

A line item change of 6% to 10% only requires submission, review, and approval of the Cicero Town Board of Trustees.

A Substantial Amendment is a transfer of funds from one line to another which will increase or decrease a line item by more than 10%. A Substantial Amendment is also a transfer of funds from one or multiple line items to create and fund a new activity. No Substantial Amendment will be made without first conducting a public hearing regarding that change.

To substantially amend the Consolidated Plan, the Town of Cicero must do the following:

- a. Publish the proposed substantial amendment in a newspaper of general circulation prior to implementation.
- b. Allow a comment period of 30 days prior to the adoption to receive comments on a substantial amendment prior to implementation.
- c. Consider any comments or views of citizens received in writing or orally at public hearings, if any, in preparing the substantial amendment.
- d. Attach a summary of any comments or views and a summary of any comments or views not accepted and the reasons thereof, to the substantial amendment of the Consolidated Plan.

Locations

Hearings will be held at the Cicero Community Center or Town of Cicero Council Chambers which are centrally located in Cicero's low and moderate income neighborhood, convenient to potential and actual program beneficiaries. The building is equipped to accommodate persons with disabilities. Morning, afternoon and/or evening hearings may be held at these locations. If needed, public hearing sites and times may be changed to accommodate those citizens potentially affected. A significant number of non-English speaking citizens are expected to attend. A translator will be provided.

Meetings

Citizens will be provided with reasonable and timely access to all meetings as follows:

- 1) Public notice will be published in a newspaper of general circulation at least one week prior to meeting.
- 2) Public notice will be posted in government offices and the Town's website.
- 3) Meetings will be held at the Cicero Community Center or Town of Cicero Council Chambers which are centrally located in Cicero's low and moderate income neighborhood, convenient to

potential and actual program beneficiaries. The building is equipped to accommodate persons with disabilities.

- 4) When a significant number of Spanish speaking citizens are expected to attend, a translator will be provided.

Availability

The Consolidated Plan, substantial amendments, and performance reports will be available; upon request to the public for viewing at the Town of Cicero Department of Housing, the Town of Cicero's President's Office, The Town of Cicero Community Center and the Cicero Public Library, and digitally on the Town of Cicero's website. These materials will be available upon request in a form that is accessible for persons with disabilities. Records and information relating to the Town of Cicero's Consolidated Plan and the Town's use of assistance under related programs will be retained for the preceding five years. Citizens, public agencies and other interested parties will be provided viewing access to these records upon written request.

Technical Assistance

Technical assistance will be provided to persons of low and moderate income that request such assistance to develop proposals for funding under any program covered by the Consolidated Plan. The assistance may include the provision of copies of Federal Regulations pertaining to the programs covered by the Consolidated Plan. It may also include consultation to determine if a proposed project is eligible for funding by any of the programs covered by the Consolidated Plan.

Complaints

Written citizen complaints related to the Consolidated Plan, Substantial Amendments and Performance Report will be answered in writing from the Town of Cicero within 15 days of the receipt of the complaint.

Use and Responsibility

The Town of Cicero will follow this Citizen Participation Plan. The requirements for citizen participation do not restrict the responsibility or authority of the Town of Cicero for the development and execution of its Consolidated Plan.

ANTI-DISPLACEMENT POLICY

See temporary relocation policy and procedure under the Housing Rehabilitation Programs.

FINANCIAL MANAGEMENT

FINANCIAL MANAGEMENT AND RECORDING SYSTEM

The Town of Cicero Department of Housing follows HUD's Federal Requirements for Financial Management & Recording. Financial management is the process of using funds effectively, efficiently and transparently. It is accomplished through a combination of procedures, methods, rules of conduct and standards. Effective and efficient financial management systems have key characteristics in common.

The critical characteristics of good financial management include:

- Transparency and clear accountability at all levels of operation
- All parties are held accountable for making good financial decisions and following all rules and regulations.
- Expenditures are planned, then checked against the plan (e.g. an approved budget)
- Costs are reasonable, allowable and appropriately allocated to the correct source
- Funds do not sit idle and are protected from misuse
- Records are clearly understood by any accountant
- Reports generated are useful to program managers and agency leadership

HUD expects grantees and Subrecipient financial management systems to include the following key components: budgeting, internal controls, federal cost principles, accounting and record keeping, procurement, reporting and audits. Sound financial management requires that all of these components work properly and in connection to one another.

These requirements include:

- Internal Controls to safeguard cash, inventory and equipment
- A register of cash receipts and disbursements
- A record of all non-cash transactions
- A general ledger showing the status of each Grant Account
- A fixed account ledger
- A record of drawdowns, funds received, and balances of funds

The Town of Cicero Department of Housing will also never request more funds that are needed for payments.

In addition to HUD's Federal Requirements for Financial Management and Recording, the Town of Cicero has maintained the process of having an outside accounting firm that reviews all payables schedules as well as any other financial procedures. Along with the outside accounting firm, the Town of Cicero Department of Housing staff and the Town of Cicero's Treasurer's Office review the financial payables prior from checks being created and disbursed. The Town of Cicero Department of Housing also follows The Town of Cicero Grant Management Policy, and work in conjunction with the Town of Cicero Department of Financial Affairs. **(See Exhibit 17)**

The following is the financial process towards creating, paying and maintaining drawdowns:

- The Grant Administrator reviews any Request for Funds submission from the Subrecipient(s) including the Match Requirement document for eligibility.

- After the information is reviewed, the Grant Administrator creates a payable schedule with the items along with the supporting documentation.
- There are two payouts made per month.
- When the payable schedule is created, the outside accounting firm reviews the schedule as well as the supporting documentation.
- Once approved by the firm, the drawdown request is made in the IDIS system by the Grant Administrator and a copy of the drawdown request voucher is printed and filed with the payable schedule.
- The Executive Director next reviews the payable schedule and supporting documents for approval of the IDIS drawdown voucher.
- The Grant Administrator verifies after 1-2 business days with the bank that the deposit has been made.
- The Grant Administrator prepares the check(s) to be signed by the Town Supervisor.
- The Grant Administrator submits all documentation and bills payable schedule to the Town of Cicero's Accounting Department and to the Town's Grants Administrator.
- The Grant Administrator mails checks to the Subrecipients.

PROCUREMENT POLICIES

The procurement of goods and services by government entities at a minimum must follow the standards and procedures set forth in 2 CFR 200, Subpart D: Procurement Standards.

The following regulations must also be followed:

- 24 CFR Part 85: Administrative Requirements for Grants and Cooperative

Agreements to State, Local and Federally Recognized Indian Tribal Governments

- 24 CFR Part 84: Uniform Administrative Requirements for Grants and Agreements

These standards are to ensure that purchases of materials and services are obtained efficiently, economically, and in compliance with the provisions of applicable federal law.

- 1) The procurement of contractors for the Housing Rehabilitation Program shall be completed by the Homeowner, and verified by the Town of Cicero Department of Housing for eligibility.
- 2) The procurement of contractors for Public Facility and Demolition Activities shall be completed by the Town Engineer, with the assistance of the Town of Cicero Department of Housing and shall be completed by a competitive procurement process.
- 3) The selection of public service programs shall be completed through a competitive procurement process through the Community Development Department.
- 4) The procurement of other goods and services, other than office supplies shall be completed by The Town of Cicero Department of Housing with assistance from Legal Counsel as needed.

ADMINISTRATIVE COST ALLOCATIONS

In order to receive federal grant funding, The Town of Cicero must adhere to various local, state, and federal financial principles. The following OMB circulars have been incorporated into the newly adopted 2 CFR 200 and have new regulation numbers.

- A-87: Cost Principles for State, Local, and Indian Tribal Governments
- A-102: Grants and Cooperative Agreements with State and Local Governments
- A-110: Grants and Agreements with Institutions of Higher Education, Hospitals,

and other Non-Profit Organizations

- A-122: Cost Principles for Non-Profit Organizations
- A-133: Audits of States, Local Governments and Non-Profit Organizations

The following regulations must also be followed:

- 24 CFR Part 85: Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments
- 24 CFR Part 84: Uniform Administrative Requirements for Grants and Agreements

The Community Development Block Grant (CDBG) Program incurs administrative costs and must have a plan to pay for those costs.

The full cost of the following expenses is paid by the CDBG Program:

- Office Supplies
- Information Technology
- Postage
- Long Distance Telephone
- Cell Phone
- Advertising
- Legal Fees

The CDBG Program annually pays \$8,000 towards the cost of:

- Single Audit
- Comprehensive Annual Financial Report.

The full cost of the following expenses and services are paid by The Town of Cicero:

- Accounting Department (payroll, accounts payable, finance)
- Building Rent, Maintenance, and Utilities
- Any costs not previously identified
- Any cost that cannot be fully paid by the CDBG program.

The costs associated with the housing rehabilitation program will be paid from the housing rehabilitation program and not CDBG administration.

SHIPPING AND RECEIVING

The Housing Assistant/Receptionist is in charge of creating PO's for the department. Once items are needed for the department, the Housing Assistant/Receptionist is notified. After receiving the list of items needed, the Housing Assistant/Receptionist is responsible on following HUD's rule 200.320

“Methods of procurement to be followed” for purchasing equipment by performing cost comparisons. Prior to the order being placed, the list of items and comparisons are submitted to the Grant Administrator for final approval.

Once the items are approved by the Grant Administrator to be purchased, it is the responsibility of the Housing Assistant/Receptionist to place the order. The Housing Assistant/Receptionist receives all products as they arrive to the office. It is their responsibility to inspect all products prior to signing off on the delivery to ensure accuracy and no damage. The Housing Assistant/Receptionist then disperses the products to the proper recipients and submits the invoice with cost comparisons to the Grant Administrator for review and payment.

INVENTORY

The Town of Cicero Department of Housing inventory is to be used for department business only. This includes, but is not limited to computers & printers, internet access, telephones, paper and envelopes, general office equipment, and all files. Improper inventory usage will result in corrective action up to and including termination.

All property must be documented into an inventory database. Each year (in January) the Assistant Grant Administrator sends an inventory sheet to all staff in the department. Each staff member must conduct an inventory count of all its equipment. This enables the department to track all inventory and maintain accurate counts for the federal government. The inventory count will include:

- Item description
- Item model number (If available)
- Estimate cost
- Total number of the item.

Town of Cicero Department of Housing Inventory Sheet

Staff Name:					
Line	Item Description	Model Number/Color	Qty	Estimated Cost	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Total				\$0.00	

Once each staff conducts inventory of their own work area, the inventory report is submitted to the Assistant Grant Administrator for filing. The Department staff must take special care in order to have accurate inventory count. The staff must:

- Clean their own area grouping all inventory into countable groups
- Make a list of all disposable inventory
- Separate personal items from department items

It is the Town of Cicero Department of Housing Staff’s responsibility to protect all inventories. This includes protection from damage as well as protection from misuse. Protection may include: locking all computers when not in use, treating the equipment as if it were their own, maintain a neat and orderly work environment, and notify their supervisor if they have a problem with the equipment.

INVENTORY DISPOSAL

Before any office equipment is disposed of, notification to the Assistant Grant Administrator with the description or model number of the equipment needs to be made so that the equipment can be removed from the inventory database. The Town of Cicero Department of Housing recycles all old/obsolete computer equipment. Once a computer is deemed to be obsolete, the Town of Cicero IT Department is notified that the equipment is in need of recycling and they are requested to clear all the data off the computers prior to recycling.

Once computer equipment is cleared of data, the equipment is donated to schools and not-for-profit agencies. In order for the equipment to be donated, a list of items needs to be signed by both the Town of Cicero Department of Housing staff as well as the authorized individual of the receiving agency. Once the list is signed, a copy of the list is included in the final inventory report.

IDIS/DRGR SEPARATION OF DUTIES

The Town of Cicero Department of Housing staff has various privileges in the IDIS/DRGR system. The Executive Director and Grant Administrator have the majority of the privileges allowed by the IDIS/DRGR systems; however, the Executive Director is the main person with approval privileges. The Department has added privileges in the past to the Assistant Grant Administrator, Housing Program Director and the Assistant Housing Program Director. These individuals have privileges to view/edit Consolidated Plans, Annual Action Plans and CAPERS, as well as having privileges to create projects and activities. These individuals also have privileges to create drawdown vouchers, but no approval privileges. Those privileges are reserved for the Executive Director and Grant Administrator.

Whenever a staff member needs access and/or changes to their privileges, the Grant Administrator submits the required IDIS/DRGR Access Forms on behalf of the staff member to HUD. Currently these forms are submitted to Candice C. Foster – Senior Financial Analyst in the HUD Chicago Field Office. The Grant Administrator is responsible of keeping all records pertaining to IDIS/DRGR Access for each staff member.

SETTING UP PROJECTS AND ACTIVITIES

The Town of Cicero Department of Housing Grant Administrator and/or Assistant Grant Administrator sets up all projects and activities for the Town of Cicero Department of Housing in HUD's IDIS System. The information needed to properly set up all projects and activities can be located using the information from the approved 5-Year Consolidated Plan or Annual Action Plan. The Department staff sets up projects and activities referencing HUD's rule for setting up projects and activities in IDIS using the following document:

RULES FOR SETTING UP CDBG ACTIVITY AND REPORTING ACTIVITY DELIVERY COSTS

This document provides guidance on how to set up activity and report ADC in IDIS for different types of major CDBG activities.

1. Acquisition and Disposition:

When setting up acquisition and disposition activities in IDIS, grantees should set up one activity for each property assisted. Each activity must have the address of the property assisted. This is how HUD tracks properties that grantees have acquired or disposed of with CDBG funds and determines national objective compliance. ADC for acquisition and disposition activities should be included in the budgets of each activity. Grantees may not set up separate activities for ADC and may only have one property in an activity inclusive of ADC.

2. Public Facility and Improvements:

Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. This is the only way that HUD can determine national objective compliance for a facility. For instance, the grantee may NOT combine the rehabilitation of five different day care centers in one activity, even if they serve the same neighborhood and/or are managed by the same organization. Each day care center must be reported in a separate activity in order to determine national objective compliance. Activity Delivery Costs: ADC for the public facility and improvements should be included in the budgets of each activity. Grantees may not set up separate activities for ADC. Grantees may only have one public facility in an activity inclusive of ADC. For more information on different types public facility and improvements activities and appropriate matrix codes, check "Matrix Code Definitions."

3. Public Service:

Grantees may only have one public service in an activity. Grantees must set up a separate activity for each public service. This is the only way that HUD can determine national objective compliance for a particular service. For example, the grantee may NOT combine operating costs for CDBG-funded senior meals-on-wheels, child care, and youth programs that are taking place at a community center in one activity. Each program must be in a separate activity to demonstrate that each program has met a national objective. Activity Delivery Costs: ADC for the public services should be included in the budgets of each activity. Grantees may not set up separate activities for ADC. Grantees may only have one public service program in an activity inclusive of ADC. For more information on different types public services activities and available matrix codes, check "Matrix Code Definitions."

4. Housing Rehabilitation:

Single-unit rehabilitation: For single – unit housing rehabilitation activities, grantees have two options to set up activities.

Option 1 (aggregate all units for the same type of rehabilitation): For the same type of single unit housing rehabilitation funded in a program year, all the units can be aggregated and allocated as one activity in IDIS under appropriate matrix code 14A, 14D, 14F, 14G, or 14I. However, grantees are required to enter an address for each assisted unit. (Note: The grantee cannot combine units for different types of rehabilitation. For example, 14A and 14G are two different types of rehabilitation, the grantee must set up two separate activities in IDIS, one for all 14A units, one for all 14G units.)

Activity Delivery Costs: Single-unit administrative rehabilitation costs, deemed as "activity delivery costs." If the grantee used the Option 1 method, then housing administrative costs can be reported in an aggregate amount for expenditures as one activity for a single program year in one of two ways:

- a. 14* series Single-unit rehabilitation: CDBG funds expended for the same type of singleunit rehabilitation administration costs in a program year can be included in the aggregate amount and combined with hard costs in IDIS under appropriate matrix code 14A, 14D, 14F, 14G, or 14I. This means that IDIS does not differentiate between hard costs and activity delivery costs for single-unit rehabilitation. or

- b. 14H Rehabilitation Administration: CDBG funds spent for the same type of single-unit rehabilitation administration costs in a program year can be allocated as one activity under IDIS matrix code 14H. (For example, the grantee funded two types of rehabilitation activities, emergency repairs under matrix code 14A and energy Efficiency Improvements under 14F. The grantee will need to set up two 14H activities, one for the 14A units and one for the 14F units.) The 14H activity should be correlated to those activities entered in IDIS under 14* as hard costs. Under this option, the grantee will only need to report accomplishments under the activities for hard costs. For the 14H activity, the grantee will answer "Yes" to the question "Will accomplishments be reported at another activity?" on the "CDBG Setup Detail" page and enter the correlated 14* IDIS Activity ID. If more than one 14* activities are associated with the 14H activity, the grantee will need to report all the correlated 14* activity IDs in the activity description field. View detailed guidance on how to report accomplishments.

Option 2 (separate each unit): The grantee may set up a separate activity for each housing unit that has been rehabilitated under appropriate matrix code 14A, 14D, 14F, 14G, or 14I.

Activity Delivery Costs: Under Option 2, grantees may report rehabilitation administrative costs in one of two ways:

- a. 14* series Single-unit rehabilitation: The grantee may allocate the rehabilitation administrative costs and combine them with the individual 14* activities. or
- b. 14H Rehabilitation Administration: CDBG funds spent for the same type of single-unit rehabilitation administration costs in a program year can be allocated as one activity under IDIS matrix code 14H. (For example, the grantee funded two types of rehabilitation activities, emergency repairs under matrix code 14A and energy Efficiency Improvements under 14F. The grantee will need to set up two 14H activities, one for the 14A units and one for the 14F units.) The 14H activity ties to the 14* activities for the hard costs. Under this option, the grantee will only need to report accomplishments under the activities for hard costs. For the 14H activity, the grantee will answer "Yes" to the question "Will accomplishments be reported at another activity?" on the "CDBG Setup Detail" page and enter the correlated 14* IDIS Activity ID. If more than one 14* activities are associated with the 14H activity, the grantee will need to report all the correlated 14* activity IDs in the activity description field. View detailed guidance on how to report CDBG accomplishments. Multi-unit Rehabilitation – For multi-unit housing rehabilitation activities, a separate activity needs to be set up for each building under appropriate matrix code 14B-D, 14F, 14G or 14I, unless the buildings are or will be located on the same or contiguous properties under common ownership and management. Activity Delivery Costs: Administrative rehabilitation costs for multi-unit rehabilitation activities can be reported one of two ways: a. 14* series multi-unit rehabilitation: The grantees may combine the rehabilitation administrative costs with hard costs and report them under each individual 14B-D, 14F, 14G, or 14I

activity. or b. 14H rehabilitation administration: Administrative rehabilitation costs for multi-unit housing must be set up as a separate IDIS activity that corresponds with each 14B-D, 14F, 14G, or 14I multi-unit rehabilitation activity. When the grantee sets up a separate activity for activity delivery costs, the grantee will only need to report accomplishments under the activities for hard costs. For the 14H activity, the grantee will answer "Yes" to the question "Will accomplishments be reported at another activity?" on the "CDBG Setup Detail" page and enter the correlated 14B-D, 14F, 14G, or 14I IDIS Activity ID. View detailed guidance on how to report accomplishments.

5. Economic Development Activities:

Each assisted business shall be a separate activity for the purpose of determining national objective compliance. Grantees should set up a separate activity for each business receiving direct economic development assistance under 24 CFR 570.203(b) or 42 USC 5305(a)(17) [use matrix code 18A] or 24 CFR 570.201(o), 42 USC 5305(a)(22) or 24 CFR 570.482(c) [use matrix code 18C]. If the assisted activity is one identified at 570.208(a)(4)(vi) or 570.483(b)(4)(vi), then job aggregation is allowed. Grantees may aggregate jobs created or retained by all businesses for which CDBG assistance is received during each program year under one IDIS activity.

Activity Delivery Costs (ADC):

ADC for the economic development activities should be included in the budgets of each activity. Grantees may not set up separate activities for ADC. Grantees may only have one activity for each business inclusive of ADC, unless the assisted activity is one identified at 570.208(a)(4)(vi)(B) or 570.483(b)(4)(vi)(B). When a grantee uses CDBG funds to Release date: October 2019 pay for the activity delivery but the actual loans to for-profit businesses are exclusively made with non-CDBG funds, then the grantee may aggregate jobs created by all the businesses receiving loans during each program year under one IDIS activity [use matrix code 18A].

6. Homeownership Assistance:

For homeownership assistance, grantees have two options to set up activities.

Option 1 (aggregate all units): The grantee may choose to enter all homeownership activities funded in a program year under one IDIS activity. However, the grantee will need to enter all the addresses for every CDBG-assisted unit.

Option 2 (separate each unit): The grantee may enter each homeowner under a separate IDIS activity.

Activity Delivery Costs: If referral services, homeownership education programs, or general budget/financial counseling is provided to homebuyers in conjunction with homeownership assistance, the services are considered activity delivery costs. ADC for the homeownership assistance activities should be included in the budgets of each activity. The grantee should not set up a separate activity for ADC. However, if Housing Counseling, under 24 CFR 5.100, is provided in conjunction with direct

homeownership assistance, report Housing Counseling under matrix code 13A or 05Y, as a separate activity. For example, Mr. Smith received \$5,000 of downpayment assistance. He also received Housing Counseling service (as defined at 24 CFR 5.100) from a HUD-approved Housing Counseling Agency. The grantee paid \$200 to the Housing Counseling Agency for its service. In IDIS, the grantee should set up an activity with matrix code 13B or 05R for \$5,000 downpayment assistance and a separate activity for the Housing Counseling service with matrix code 13A or 05Y for \$200.

PAYABLE PROCEDURE

The Town of Cicero Department of Housing has in place a 3-step verification process prior to funds being dispersed. The 3-step verification process is 1) an outside accountant, 2) the Department of Housing staff, and 3) the Town of Cicero Treasurer's Office. The following is a step-by-step payable procedure the Department takes:

- Invoices or Request for Funds from Subrecipients are submitted to the department for reimbursement.
- The Grant Administrator reviews the items for accuracy. Once reviewed, the Grant Administrator provides copies of the documentation along with any financial documents to the outside accountant for further review and approval.
- If the documents are deemed accurate for approval by the outside accountant, the accountant signs off on the payable schedule and returns it to the Grant Administrator.
- The Grant Administrator begins the process of requesting the voucher drawdown in the IDIS system.
- Once the drawdown is requested, the payable schedule along with the supporting documentation is provided to the Executive Director for signature and voucher approval.
- Once approved, the Grant Administrator verifies that funds have been deposited in the appropriate account within 1-2 business days.
- Once funds are in the account, the Grant Administrator prepares checks utilizing QuickBooks.
- After checks have been printed, the payable schedule, supporting documentation and the checks are submitted to the Town Treasurer for signature and approval.
- After checks have been signed, the Grant Administrator makes copies of the payable schedule, checks and voucher information and sends it to the Town of Cicero Financial Affairs Department.
- Finally, the Grant Administrator mails out the checks to the respective parties.

WIRE TRANSFERS

Once drawdowns are approved by the Executive Director or Grant Administrator, the Town of Cicero Department of Housing draws down needed funds from IDIS, which wires the money into the Department of Housing CDBG Bank Account. Drawdowns are made on Thursdays, giving time over the weekend for the money to be wired into the account.

Monday morning, the Grant Administrator calls the bank to verify the funds have been wired into the account. Once verified, checks are written out utilizing Quick Books. Checks and the payable schedule are then brought to Town Hall to be verified and signed by the Town Supervisor/Treasurer.

Once checks are signed, copies are made for the Town of Cicero Accounting Department and the Department of Housing internal Check Register. Signed checks are then sent to all necessary parties.

SUBRECIPIENT MAINTENANCE

- Throughout the year, Subrecipients are monitored by the Grant Administrator to ensure compliance with HUD regulations and to ensure timely use of funds. The Grant Administrator contacts the Subrecipients to schedule a date and time for the monitoring session. At the monitoring, the Grant Administrator/Assistant Grant Administrator review the Subrecipients files as well as performs a monitoring checklist to address any findings or concerns during the monitoring session. If concerns or findings are discovered, appropriate corrected action needs to be submitted to the Town within 45 days of the date of the monitoring.
- Subrecipients are required to submit quarterly status reports and an annual status report to the Department of Housing. These status reports contain necessary information to be tracked in the IDIS system.
- When the Subrecipients submit their final request for funds by expending their entire grant, the Grant Administrator “completes” the activity in IDIS to ensure no more drawdowns are allowed for the activity.
- If a Subrecipient does not expend their entire grant in the program year, a letter is sent to the Subrecipient informing them of the money they have lost by not expending their funds in the contracted time period. The Grant Administrator then “completes” the activity in IDIS to ensure no more drawdowns are allowed for the activity.
- The Executive Director then drafts an Annual Action Plan amendment notifying the public of the difference from funds allocated and funds spent. The remaining funds may then be reallocated to a future activity in which another amendment would be made available.

PREPARATION OF FINANCIAL STATUS REPORT

The Town of Cicero Department of Housing is required to submit to HUD Form SF-425, Federal Cash Transaction Report on a quarterly basis. These reports are due by January 15, April 15, July 15, and October 15 of each year. The reports are used to monitor the receipt and disbursement of federal funds only. Grantees must submit these forms when due, whether or not any funds were requested or expended during the reporting period.

All active CDBG or CDBG-CV grants must be listed on the continuation page of the Federal Financial Report. The outside accounting firm for the department is tasked on completing the form on behalf of the department. Once the form has been completed, the Grant Administrator submits all the required information from the report in the IDIS system for HUD’s review and approval.

Below is a sample of the Federal Financial Report used to submit information to HUD.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of pages		
3. Recipient Organization (Name and complete address including Zip code)							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year)			To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)		
10. Transactions					Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, flouting, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
				d. Email address			
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)			
				14. Agency use only:			

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

PROGRAM INCOME

Program Income received and retained by the Town of Cicero or any Subrecipient before close-out of the grant is treated as additional CDBG funds and is subject to the requirements described by HUD under 200.307.

(a) *General.* Non-Federal entities are encouraged to earn income to defray program costs where appropriate.

(b) *Cost of generating program income.* If authorized by Federal regulations or the Federal award, costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the Federal award.

(c) *Governmental revenues.* Taxes, special assessments, levies, fines, and other such revenues raised by a non-Federal entity are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income.

(d) *Property.* Proceeds from the sale of real property, equipment, or supplies are not program income; such proceeds will be handled in accordance with the requirements of the Property Standards §§200.311, 200.313, and 200.314, or as specifically identified in Federal statutes, regulations, or the terms and conditions of the Federal award.

(e) *Use of program income.* If the Federal awarding agency does not specify in its regulations or the terms and conditions of the Federal award, or give prior approval for how program income is to be used, paragraph (e)(1) of this section must apply. For Federal awards made to IHEs and nonprofit research institutions, if the Federal awarding agency does not specify in its regulations or the terms and conditions of the Federal award how program income is to be used, paragraph (e)(2) of this section must apply. In specifying alternatives to paragraphs (e)(1) and (2) of this section, the Federal awarding agency may distinguish between income earned by the recipient and income earned by subrecipients and between the sources, kinds, or amounts of income. When the Federal awarding agency authorizes the approaches in paragraphs (e)(2) and (3) of this section, program income in excess of any amounts specified must also be deducted from expenditures.

(1) *Deduction.* Ordinarily program income must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Program income that the non-Federal entity did not anticipate at the time of the Federal award must be used to reduce the Federal award and non-Federal entity contributions rather than to increase the funds committed to the project.

(2) *Addition.* With prior approval of the Federal awarding agency (except for IHEs and nonprofit research institutions, as described in this paragraph (e)) program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must be used for the purposes and under the conditions of the Federal award.

(3) *Cost sharing or matching.* With prior approval of the Federal awarding agency, program income may be used to meet the cost sharing or matching requirement of the Federal award. The amount of the Federal award remains the same.

(f) *Income after the period of performance.* There are no Federal requirements governing the disposition of income earned after the end of the period of performance for the Federal award, unless the Federal awarding agency regulations or the terms and conditions of the Federal award provide otherwise. The Federal awarding agency may negotiate agreements with recipients regarding appropriate uses of income earned after the period of performance as part of the grant closeout process. See also §200.344.

(g) *License fees and royalties.* Unless the Federal statute, regulations, or terms and conditions for the Federal award provide otherwise, the non-Federal entity is not accountable to the Federal awarding agency with respect to program income earned from license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under a Federal award to which 37 CFR part 401 is applicable.

The process of receipting program income in IDIS is:

- The Grant Administrator identifies the program income from a specific activity and information about the program income is provided in the Annual Action Plan and/or any amendments made to the Annual Action Plan.
- Once the Annual Action Plan and/or Amendment processes are approved, the Grant Administrator documents the program income in the CDBG account and draws on those funds prior to the drawdown of funds from the Entitlement Grant.
- Program Income funds are tracked and used in accordance with program requirements.

AUDITS

Audit reports are critical for determining whether the Town and the Subrecipients have met financial management requirements. Audits should be conducted annually and should be filed for both the Town of Cicero and all Subrecipients. Subrecipients need to submit copies of their agency's annual audits to the Department of Housing for review. The Department of Housing will be required to review said audits for any findings or concerns that would pertain to the Town of Cicero's CDBG funding. Any findings or concerns should be addressed by the agency and a copy of corrected action should be submitted to the Town of Cicero for review and approval.

The Town of Cicero will also contract an auditing firm to perform a single-audit for the Town for all HUD grants. The auditor will follow HUD procedures required under the 2 CFR 200 rules and regulations. Once audits are concluded, any findings will be addressed by the Town prior to the submission of said audit to the Federal Audit Clearinghouse.

ENVIRONMENTAL REVIEW



No project or activity will be initiated until The Town of Cicero Department of Housing completes an environmental review and all necessary approvals have been secured.

Federal regulations require the preparation of a project Environmental Review Record (ERR) and environmental clearance before funds are expended or costs incurred. The Town of Cicero currently administers the Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG), but this policy and procedure will apply all to HUD programming the town may receive. The ERR contains all the environmental review documents, public notices and written determinations or environment findings required by 24 CFR Part 58.

Federal regulations require that Housing and Community Development agencies (HCD) determine if project activities will cause adverse impacts to the human environment. The human environment is defined as the natural and physical environment and the relationship of people with that environment. The overall governing legislation is the National Environmental Policy Act (NEPA). The town must also determine whether the project meets other applicable statutory and regulatory requirements such as those of the Advisory Council on Historic Preservation and the Environmental Protection Agency.

The Town of Cicero Department of Housing staff is responsible for the completion of the Environmental Review, and will notify all applicants, contractors, or others of this responsibility, and the requirement of completion prior to any contracts or agreements being executed. Notification is included in all applications and agreements.

No HUD Funds may be committed to a project until the Environmental Review Process has been completed.

The environmental review process covers all phases of a project, whether the project is funded in whole or in part with HUD funds. The Town of Cicero must prepare and maintain a written record of the environmental review undertaken for each project. This written record or file is called the Environmental Review Record (ERR), and it must be available for public review upon request.

The ERR shall contain all of the environmental review documents, public notices (and proof of their publication if necessary), and written determinations or environmental findings required by 24 CFR Part 58 as evidence of review, decision making and actions pertaining to a particular project.

The document shall:

- Describe the project and each of the activities comprising the project, regardless of individual activity funding source; and
- Evaluate the effects of the project or the activities on the human environment; and
- Document compliance with applicable statutes and authorities; and
- Record the written determinations and other review findings required by 24 CFR Part 58.

The ERR will vary in length and content depending upon the classification level of review required for the classification of activities. The four environmental classification levels are:

- Exempt Activities,
- Categorically Excluded Activities,
- Activities Requiring an Environmental Assessment, or
- Activities Requiring an Environmental Impact Statement.

All activities' ERR must be completed prior to entering into an agreement or contract.

- For public service grant activities, the environmental review record must be completed and placed in the file before a grant agreement may be signed.
- For projects that require the solicitation of bids, the environmental review record must be completed and placed in the file before the bid document(s) are released.

Environmental review records are created through HUD's Environmental Review Online System (HEROS), which is a part of HUD's Integrated Disbursement & Information System (IDIS). All users of HEROS must obtain a user identification and initial password from HUD's Region V Environmental Officer.

All Department of Housing Employees will receive this policy, read this policy, and sign off on acknowledgment of the policy and procedures.

All new Department of Housing Employees will participate in Environmental Review Training as provided on the HUD Exchange. <https://www.hudexchange.info/programs/environmental-review/environmental-review-training/#environmental-review-procedures-and-resources>

All current employees will refresh their training as new guidance is released, or at a minimum once every three (3) years.

If Environmental Review is a documented concern or finding identified through HUD monitoring, all employees will be required to refresh their training.

ENVIRONMENTAL REVIEW RECORD PROCESS

1. The Grant Administrator and/or Assistant Grant Administrator are responsible for creating an Environmental Review for both Subrecipient and Public Facilities Projects.
2. The Housing Program Director and/or the Assistant Housing Program Director are responsible for creating Environmental Reviews for Housing Projects.
3. All Environmental Reviews are recorded and monitored throughout the process by the respective Environmental Review Officers using an Environmental Review Spreadsheet.

IMPLEMENTING THE ENVIRONMENTAL REVIEW PROCESS.

1. Once projects are approved by HUD via the Annual Action Plan (AAP), the Grant Administrator creates the projects and activities in IDIS for the Program Year. (These projects and activities are **NOT** obligated at this point, until an Environmental Review Record is processed and completed for each project and activity.)
2. For Subrecipient and Public Facility projects,
 - a. The Grant Administrator and/or Assistant Grant Administrator perform said Environmental Review prior to any agreement and/or contracts are signed accepted.
 - b. Subrecipients and/or contractors are notified that bidding can take place after receipt of the SHPO clearance and completion of HEROS Environmental Review.
3. For Housing projects,
 - a. Once a homeowner submits an application to the Town of Cicero Department of Housing, the Assistant Housing Director enters information in a spreadsheet shared by all staff of the Department of Housing. All environmental review projects are monitored and recorded from initiation to completion in the spreadsheet. Below is an example of the Spreadsheet:
 - b. The Housing Program Director and/or Assistant Housing Program Director perform the Environmental Review prior to any agreement and/or contracts are signed accepted.
 - c. Owners and/or Contractors are notified that bidding can take place after receipt of the SHPO clearance and completion of HEROS Environmental Review.

4. Bids are awarded and agreements and/or contracts are signed and put on file. Subrecipients and/or contractors can begin providing services or construction respectively.
5. Construction is completed.
6. Payouts are submitted to the Grant Administrator.
7. Grant Administrator obligates the project on IDIS.
8. Grant Administrator makes the drawdown request on IDIS.
9. Project is paid out.

ENVIRONMENTAL ASSESSMENTS

For any activity that is NOT exempt or categorically excluded through the completion of the Statutory Checklist, an Environmental Assessment will be required (24 CFR 58.40).

In preparing an EA for a particular proposed project or other action, the responsible entity must:

- a. Determine existing conditions and describe the character, features and resources of the project area and its surroundings; identify the trends that are likely to continue in the absence of the project.
- b. Identify all potential environmental impacts, whether beneficial or adverse, and the conditions that would change as a result of the project.
- c. Identify, analyze and evaluate all impacts to determine the significance of their effects on the human environment and whether the project will require further compliance under related laws and authorities cited in [§ 58.5](#) and [§ 58.6](#).
- d. Examine and recommend feasible ways in which the project or external factors relating to the project could be modified in order to eliminate or minimize adverse environmental impacts.
- e. Discuss the need for the proposal, appropriate alternatives where the proposal involves unresolved conflicts concerning alternative uses of available resources, the environmental impacts of the proposed action and alternatives, and a listing of agencies and persons consulted.
- f. Complete all environmental review requirements necessary for the project's compliance with applicable authorities cited in [§§ 58.5](#) and [58.6](#).
- g. Based on steps set forth in [paragraph \(a\)](#) through [\(f\)](#) of this section, make one of the following findings:
 - a. A Finding of No Significant Impact (FONSI), in which the responsible entity determines that the project is not an action that will result in a significant impact on the quality of the human environment. The responsible entity may then proceed to [§ 58.43](#).
 - b. A finding of significant impact, in which the project is deemed to be an action which may significantly affect the quality of the human environment. The responsible entity must then proceed with its environmental review under [subpart F](#) or [G of this part](#).
- h. If there is a FONSI, the Grant Administrator or Housing Director will prepare the FONSI Notice, using the current HUD-recommended format, or equivalent.
- i. The Executive Director will review the FONSI and ERR, and if approved, will publish a combined FONSI and Request for Release of Funds (RROF) on the Town of Cicero Website and in a local newspaper, and allow for Public Comment for 15 days.

- j. After the 15-day comment period, the Executive Director will submit to HUD an Authority to Use Grant Funds request (AUGF).
- k. Once the AUGF has been issued, the town will work to obligate funds for the specific activity/project.

Case #	Household Name	Address	Program Type	Heros Entered	SHPO Due Date	CONTRIBUTIONS/MITIGATIONS	SHPO Clearance Date	SHPO DATE >30 DAYS	HEROS completion date	Copy of Environmental Clearance Form to Grant Signature Page signed by Date Due Date
992010	W3-5-5000000	ENR/SHPO ACCE	99/2010	9/2010	NA	9/2010	NA	9/2010		

Figure 1 ERR Tracking Spreadsheet

The information entered in each column includes:

- A., case #,
- B. household name,
- C. address of property,
- D. program type,
- E. date of when HEROS was initiated,
- F. SHPO submission date,
- G. if applicable, information pertaining to conditions/ and or mitigation,
- H. SHPO clearance date,
- I. Date if SHPO exceeded more than 30 days, J. HEROS completion date.

The Housing Program Director holds a copy of a detailed manual with the step-by-step process in performing Environmental Review Records including what websites to access in order to obtain the required information for each Related Federal Laws and Authorities Compliance Factor

SUBRECIPIENTS



APPLICATION AND EVALUATION CRITERIA

The Town of Cicero Department of Housing reviews Applications for the following:

- a. Program Eligibility
- b. Meeting a National Objective
- c. Total Budget of Program
- d. Total outside funding received
- e. Past success with CDBG (if applicable),
- f. Project description,
- g. Proposed beneficiaries (amount and type),
- h. Applicability to Consolidated Plan

Within the application, all applicants must provide their Data Universal Numbering System (DUNS) number, which is assigned by Dun and Bradstreet, Inc.

SUBRECIPIENT AGREEMENTS & REPORTING PROCESS

1. Environmental reviews for each program will be completed before Agreements are signed.
2. Draft Subrecipient agreements will be completed each September.
3. After Action Plan approval, Subrecipients must submit 2 original signed copies of the agreement.
4. Executive Director obtains the Town President's signature on the approved agreements.
5. A Subrecipient Packet is sent to the Subrecipient including:
 - a. One original Agreement
 - b. REQUEST FOR FUNDS SHEET
 - c. Reporting forms (QUARTERLY STATUS REPORTS/ANNUAL STATUS REPORT
 - d. Notice to Proceed
6. One Original Agreement is maintained in the Project File created by the Grant Administrator and/or Assistant Grant Administrator.

MONITORING

As a recipient of federal CDBG funds, The Town of Cicero is responsible for managing the day-to-day operations of all CDBG funded activities and ensuring that CDBG funds are used within all applicable requirements. Monitoring is the primary tool to ensure that this happens.

The three primary goals of monitoring are:

1. Ensure production and accountability.
2. Ensure compliance with CDBG and other federal requirements.
3. Evaluate organizational and project performance.

At the end of every grant year, an outside agency completes an audit of the Town's financial system. As part of the auditing process, a "single audit" is completed per 2 CFR 200 (formerly OMB Circular A-133), for the federal funds that the Town received during the previous fiscal year.

Any outside agency that receives funds through a subrecipient agreement will also be subject to periodic monitoring.

Each social service agency must submit periodic progress reports along with their reimbursement request for a desk-top review before any reimbursement will occur.

Community Development Department staff also conducts an on-site monitoring visit to all social service agencies receiving CDBG funding. This monitoring occurs after the agency submits their first progress report.

SUSPENSION/PROBATION AND TERMINATION

The Town of Cicero may place a subrecipient on probation, suspend, or terminate the agreement as accorded by 24 CFR 85.43 and 24 CFR 85.44.

When minor compliance issues exist, an informal approach via telephone calls and e-mail may occur first and funds may be held until compliance is met. If compliance of the minor issue is not met within ten business days or if another compliance issue exists, a certified letter requiring a Corrective Action Plan will be sent to the Executive Director and/or other contact person shown in the contract. In the case of suspension or probation, depending upon the severity of the compliance problem, town staff shall provide not less than two and not more than ten business days to submit a Corrective Action Plan. If the agency does not implement the Corrective Action Plan according to the approved schedule, that will be grounds for termination.

If a subrecipient fails to fulfill its obligations, the Town President may terminate the contract, in whole or part, by providing written notice of the termination and specifying the effective date, at least five days before the effective date of such termination. If funds were used in a non-eligible manner, the staff liaison will include written documentation of the determination and the sum due for repayment or deduction from undisbursed funds as appropriate.

The subrecipient and the Executive Director may terminate the contract for any reason upon giving at least thirty days written notice prior to the effective date. In the case of partial termination, the portion to be terminated must be specified in the notice. If the Grant Administrator determines that the partial termination will prevent the program from accomplishing the purpose of the contract, the Executive Director may completely terminate the contract.

Subrecipients are required to submit periodic progress reports. The frequency of report submissions will be in the subrecipient agreement.

Subrecipient agencies must be current with their periodic progress reports in order to receive reimbursement of expenses.

An on-site monitoring visit will be completed after the first periodic report is submitted. All major violations must be corrected before the reimbursement is made. A monitoring visit will be based upon HUD's Monitoring Workbook.

REPORTING ACCOMPLISHMENTS

At least 70% of the CDBG funds spent must benefit low-moderate income persons and families. The Town of Cicero and any agency receiving CDBG funds through a subrecipient agreement are required to maintain a system that accurately accounts for and/or fully documents all program activities undertaken with CDBG funds.

Agencies receiving CDBG funds shall submit the reports to The Town of Cicero at the times indicated, and in the format prescribed by the Community Development Department. Deviations from this requirement must be approved by the Community Development Director.

At a minimum, all reporting should be completed quarterly. Data and information from the periodic reporting shall be entered into IDIS by the Community Development Department upon review and acceptance of reports.

Agencies that provide direct individual client services shall keep records on each client served by the project under the agreement. The actual design of the project data system is at the discretion of the Agency. However, the project data system shall include the following at the minimum and be reported to The Town of Cicero as described in the agreement.

PRIMARY RECORDS

Records shall be maintained by the project to record services provided directly to, or on behalf of, the project client. Primary records are typically the client case files. All client case files maintained by the project shall be clearly identified as “CDBG Files” and must not be reported to any other funding source with regard to the services listed in the Town Agreement. All projects providing direct services shall have primary records containing the following information on all clients receiving services:

- Client’s name and identification number assigned by the project
- Referring agency when applicable
- Client’s family size
- Client’s head of household status
- Client’s gender
- Client’s race and ethnic origin
- Client’s parent’s name when applicable
- Client’s address
- Client’s phone number and message number if available
- Client’s age or date of birth
- Client’s annual or monthly income, or that of the family if client is a dependent
- Problem statement
- Proposed description of services to be provided
- Proposed frequency and length of services to be rendered
- Description of actual services rendered
- Date, type and method of all client contacts and contacts made on behalf of the client
- Approximately length of each contact
- Reassessment of client’s problem (halfway through services) to determine how well client is responding to services
- Termination date
- Reason for termination
- Planned follow-up date(s)

- Actual follow-up date(s) and outcomes of follow-up contact (Follow-up shall be attempted on all clients after termination of client services, unless otherwise stipulated in the Scope of Services.)

SECONDARY RECORDS

Examples are project logs, sign-in/attendance sheets, appointment book, etc. Agencies who do not provide direct services to individual clients shall maintain secondary records to document the services provided to the targeted population. Agencies providing services in group settings shall also maintain secondary records. In addition, written records documenting project volunteer activities shall be maintained as secondary records.

DOCUMENTING INCOME

HUD requires documentation to verify income of households served. Different activities and status of income require different documentation standards.

- The Census Long Form income verification method will be used to determine income for the housing rehabilitation programs. Income is based on current income projected for a period of 12 months (annual income).

Census Long Form

Inclusions	Exclusions
<p>Wages, salary, commissions, bonuses and tips from all jobs before deductions for taxes, bonds, dues, or other items. (For minors over the age of 15 and adults.)</p> <p>Self-employment net income (after business expenses) from own non-farm business or farm business, including proprietorship and partnership.</p> <p>Any of the following:</p> <ul style="list-style-type: none"> • Interest received or credited to checking and savings accounts, money market funds, certificates of deposit, mutual funds, individual retirement accounts (IRAs), 401(K) plans, KEOGH retirement plans, and government bonds. • Dividends received, credited, or reinvested from ownership of stocks or mutual funds. • Profit (or loss) from royalties or rental of land, buildings or real estate, or roomers or boarders. (Income received from selfemployed persons whose primary source of income is renting properties or from royalties should be included in number 2, above.) • Income from regular payments from an 	<p>In-kind pay such as food, free rent, etc.</p> <p>Profit (or loss) of incorporated businesses owned by the applicant.</p> <p>Profit (or loss) of incorporated farm businesses owned by the applicant and amounts from land rented for cash.</p> <p>Any of the following:</p> <ul style="list-style-type: none"> • Refunds or rebates of any kind. • Withdrawals from savings of any kind. • Capital gains (or losses) from the sale of homes, shares of stock, etc. • Inheritances or insurance settlements. • Any type of loan. <p>Assistance to pay for heating or cooling costs.</p>

<p>estate and or trust fund.</p> <p>Social security or railroad retirement (before Medicare deductions).</p> <p>Supplemental Security Income (SSI).</p> <p>Any public assistance or welfare payments from the state or local welfare office.</p> <p>Retirement, survivor, or disability pensions from companies and unions; Federal, state and local governments; and the U.S. military. Includes regular income from annuities, IRAs, 401(K)s, or KEOGH retirement plans.</p> <p>Other sources of income received regularly, including Veterans Administration (VA) payments, unemployment compensation, child support or alimony, and all other regular payments (e.g., Armed Forces transfer payments, assistance from private charities, and regular contributions from persons not living in the household)</p>	
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- Public service programs are allowed to have their clients self-certify their income or use the “Section 8” method of verifying income.

DEMOLITION AND AREA BENEFITS

For the purposes of Area Wide Benefits, The Town documents income-eligibility based on Census Block Group Data. Over 50% of the residents in a block group of the activity must be low to moderate income.

OTHER POLICIES AND INFORMATION



DEBARRED CONTRACTOR SEARCH

The U.S. Government provides a list of Parties Excluded from Federal Procurement or Non-Procurement Programs (aka Debarred List) at the following website: www.sam.gov.

Each bidder should be searched and reviewed prior to bid opening. If a bidder is found to be on the debarment list, The Town of Cicero will not open the bid; will not do business with that person or company; and The Town of Cicero will not reimburse the bidder for any costs.

Another search of the debarment list will be conducted before signing the contract.

A copy of each individual search must be printed and saved.

SECTION 3 – WOMEN AND MINORITY OWNED BUSINESSES

It is a national policy to award a fair share of contracts to small, women and minority business firms. Accordingly, affirmative steps must be taken to assure that small and minority/women businesses are utilized when possible as sources of supplies, equipment, construction and services. Affirmative steps shall include the following:

- Including qualified small and minority/women businesses on solicitation lists.
- Assuring that small and minority/women businesses are solicited whenever they are potential sources.
- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority/women business participation.
- Using the services and assistance of the Small Business Administration, Illinois Department of Central Management Services' Business Enterprise Program, Illinois Black Chamber of Commerce, and Illinois Hispanic Chamber of Commerce.
- Establish a project schedule, where the requirement permits, which encourages participation by small and minority business, and women's business enterprises.
- If any subcontracts are to be let, requiring the prime contractor to take affirmative steps 1 through 5 above.

DAVIS-BACON WAGE RATES

The Davis-Bacon Act requires the payment of prevailing wage rates, which are determined by the U.S. Department of Labor, to all laborers and mechanics on Federal government construction projects in excess of \$2,000. Construction includes alterations and/or repair, including painting and decorating of public buildings or public works.

The Davis-Bacon Act applies to CDBG funded housing rehabilitation only if the number of units rehabbed is 8 or more.

1. Obtain wage decision and place in bid documents.
2. If a work classification is needed and is not on the wage decision, it needs to be requested from HUD and/or the US Dept. of Labor.

3. Forward any updates to wage decisions to potential bidders.
4. Award Bid.
5. Wage decision on date of contract signing is final wage rate the contractor must pay.
6. Contractor posts a copy of wage decision and other Davis-Bacon related notices at job site.
7. Contractor must submit weekly certified payrolls to CDD on Department of Labor form WH-347 or equivalent form.
8. Throughout the construction, CDD will conduct on-site interviews with employees.

“No Work” payrolls may be submitted whenever there is a temporary break in the work. If work will not be taking place for an extended period of time, then a short letter can be sent to The Town of Cicero Department of Housing stating when work will halt and when work will resume. The Prime/General Contractor is responsible for subcontractors on the contract and will be held responsible for any wage restitution that may be found due.

All payroll reports and any basic records such as, but not limited to time cards, tax records, fringe benefit payments must be retained for at least 5 years after the project is completed. These records must be made available for review to any authorized representative of HUD or the Department of Labor.

All Davis-Bacon Act requirements must be met before a project can be classified as “completed” and final payments made to the Contractor.

PRECONSTRUCTION MEETINGS

It is the Town of Cicero’s policy to hold pre-construction meetings with all contractors that have been awarded CDBG funding. The following is a list of items needed for the pre-construction checklist:

1. [Contractors Guide to Davis-Bacon](#)

The attached guide fully outlines each step in meeting labor standards responsibilities. First time HUD assisted project contractors will benefit by reading and using this guide to review payrolls.

2. [Summary of Labor Statutes & Rules](#)

An outline of the Davis-Bacon Act, Contractor Work Hours and Safety Standards Act (not applicable on all projects) and the Copeland Act (Anti-Kickback Law) including a summary regarding approved apprenticeship programs is attached.

3. **Labor Standards Provisions**

These labor standards provisions are a part of the construction contract, and by signing the contract the Prime Contractor agrees to abide by them. Be sure to read carefully and ask for an explanation of any parts you do not understand. All contracts between the Prime Contractor and Subcontractors, or Subcontractors and Lower-tier Subcontractors, must contain these provisions together with a copy of the wage rates.

4. **Wage Decision**

All Subcontractors must have a copy of the wage rates as well as the Federal Labor Standards Provisions. These should be a part of all contracts between the Prime Contractor, Subcontractors and Lower-tier Subcontractors.

5. Additional Classifications

Residential wage decisions usually contain only the most commonly used classifications (i.e., Carpenter, Laborer, Electrician, etc.). The criteria for establishing additional classifications and rates are outlined in the attached copy of 29 CFR, Part 5.5(a)(1)(ii). Generally, rates at least equal to the lowest craft rate on the wage decision will be approved for craft additional classifications.

Please submit a signed letter listing additional classifications and rates you will require. Upon review these will be submitted to the U.S. Department of Labor (DOL) for approval. Additional Classification rates are not official until approval is received from DOL. This process takes 30 to 45 days.

6. Subcontractors

The Prime Contractor must furnish a list of all Subcontractors and update it as necessary (form attached). Also attached are guidelines for owner-operator (self-employed) Subcontractors. All Subcontractors and Lower-tier Subcontractors must furnish weekly payrolls.

7. Sample Payrolls and Instructions for Completion

A sample WH-347 and WH-348 and two instructional aids for filling out payrolls and the Statement of Compliance forms are attached.

8. Permissible Payroll Deductions

A memorandum outlining permissible deductions is attached. All other deductions are not acceptable unless approved by U.S. DOL. Voluntary deductions (health insurance, retirement, etc) must be documented with the workers written authorization.

9. Authorization To Sign Payrolls

Unless the owner/corporate officer signs payrolls, all contractors must submit a letter stating who in the firm is authorized to sign the certified payrolls. More than one person in a firm may be authorized. A new letter must be submitted when the authorization changes from one individual to another.

10. [WH-347 Payroll Form](#) and No Work Performed Statement

All original payrolls are to be submitted within seven days of the reporting period to the Prime Contractor. The Prime Contractor submits all payrolls to the agency representative.

Include full name, address, and social security number on the first payroll on which the employee appears. After that, unless there is an address change, only the name and social security number is necessary.

"Work Classification" must be one that is shown on the wage decision or additional classification form.

Show hourly wage paid, daily and total weekly number of hours worked and allowable deductions (FICA, state taxes) on every payroll. If "other" deduction box is used, be sure to describe the deduction in detail on the face of the payroll. (Refer to previous attachment for allowable deductions and INSTRUCTIONS FOR COMPLETING PAYROLL FORM, WH-347, Column 8 & 9.)

Depending on whether fringe benefits are paid into a third-party trust or in cash, check box "a" or "b" on the back of the form. If a combination of "a" and "b" is used, explain in detail in box "c." If these are not checked, we will assume they are paid in cash.

Payrolls must be submitted weekly as employees must be paid weekly. If payrolls are numbered consecutively, "no work" payrolls or letters are not required. Where there are gaps between non-consecutively numbered payrolls, contractors should either state on the first payroll following such a gap that to the best of his/her knowledge, no employee worked on the project during the gap or submit the attached "No Work Performed" statement for each gap. Indicate "initial" on the first payroll and "final" on the last one.

The payroll form may be copied with the repeating information (name of project, names and addresses of employees, name of firm, etc.) entered on the "master." All payrolls submitted must have an **original ink** signature. The signature may **not** be copied or stamped.

For computerized payrolls, make sure all data on the WH-347 is shown on the printout. Often, the trades and days and hours worked are entered by hand. Attach a completed WH-348 or the reverse side of the WH-347, to the computer printout.

11. [Employee Interview Form \(HUD-11\)](#)

This is the form used by the project inspector to make on-the-job interviews. Interviews are compared to payrolls to ensure they match the payroll data. Please alert employees that they may be interviewed. All interviews are confidential.

12. [Poster\(s\)](#)

Post the attached poster(s) on the job site in a conspicuous place along with the wage rates, including any additional classification rates.

13. **Authority Ladder**

The Prime Contractor is responsible for reviewing all payrolls before submitting them to the agency representative. Feel free to use this sample as a guide for reviewing payrolls submitted by Subcontractors and Lower-tier Subcontractors. Please try to submit as correct as possible payrolls by requesting corrections from Subcontractors before submitting to the agency representative. This process may delay submittal to the agency representative; however, late, corrected payrolls are better than timely submitted incorrect ones that will have to be returned for correction. If it becomes apparent to the agency representative that the Prime Contractor is not reviewing payrolls, they may be returned to the Prime Contractor for review and resubmission prior to further scrutiny.

The agency representative contract is with the Prime Contractor. Therefore, Subcontractors should address the agency representative through the Prime Contractor and Lower-tier Subcontractors should go through the respective Subcontractor with whom they have a contractual agreement. Normally, Subcontractors and Lower-tier Subcontractors should not contact the agency representative directly.

AGENCY

Monitor all labor standards
Review payrolls as required
Provide training & assistance
General enforcement

PRIME CONTRACTOR	Distribute all forms Submit all payrolls to HUD Review all payrolls Request additional classifications from the Local Agency Post wage decision on job site Post all required posters General compliance of employees
SUBCONTRACTORS (Including Lower Tier)	Submit weekly payrolls to Prime Request additional classifications through Prime General compliance of employees

Once the pre-construction meeting has been held, it is the contractor’s responsibility to provide all needed documents to the Department of Housing prior to any work starting. If work is started prior to the submission of the required documents, the contract will be terminated and the contractor can be fined. It is the responsibility of the department staff to oversee that the contractor is submitting all required documentation for reimbursement payments. Any discrepancies need to be corrected prior to funds being dispersed to the contractor.

CONFLICT OF INTEREST

All Town of Cicero Department of Housing staff needs to ensure that a conflict of interest does not exist. A conflict would arise when any of the following has a financial or other interest in a firm selected for a contract:

- An employee, agent or officer of The Town of Cicero;
- Any member of an employee’s, agents or officers immediate family;
- Any employee’s, agent’s or officer’s partner; or
- An organization that employs or is about to employ an employee, agent, or officer of The Town of Cicero.

The Town of Cicero Department of Housing will not hire or do business with a person or firm where a conflict of interest exists. Department Legal Counsel can assist whether a conflict of interest exists.

DAVIS-BACON SEMI-ANNUAL REPORT

The U.S. Department of Labor regulations 29 CFR 5.7(b) require Federal agencies administering programs subject to Davis-Bacon and Related Acts (DBRA) and Contract Work Hours and Safety Standards Act (CWHSSA) labor standards to furnish a Semi-Annual Labor Standards Enforcement Report to the Administrator of the Wage and Hour Division. As a HUD entitlement community that completes construction projects over \$2,000 in cost, The Town of Cicero is required so semi-annually submit this report on HUD Form 4710, to HUD’s Labor Relations Specialist.

The current specialist is Ms. Deborah Diez, who may be contacted at 312-913-8438 or via e-mail at Deborah.A.Diez@hud.gov.

CONTRACTOR/SUBCONTRACTOR REPORT

This report is to be completed by the Town of Cicero Department of Housing for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multifamily Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance. This report is submitted on a semi-annual basis to HUD for all contractor/subcontractor who have performed work and received funding through the Town of Cicero’s CDBG grant. The Grant Administrator is responsible on submitting said reports to HUD by April 1 and October 1 of each program year.

Form HUD-2516													
U.S. Department of Housing and Urban Development													
Contract and Subcontract Activity													
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.													
Executive Orders 12432 and 11625 requires Federal agencies to promote Minority Business Enterprise (MBE) participation in their programs and prescribes additional arrangements for developing and coordinating a National Program for MBE. Pursuant to Executive Order 12432, the Department of Commerce requires an annual report on MBE achievements, the information provided on Public and Indian Housing Programs will be used to monitor and evaluate HS performance and to develop and submit the Annual Report to the President. Responses to the collection of information requested does not lend itself to confidentiality.													
Check if:													
1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency GRANTEE NAME (City/County)							PHA IHA CPD	2. Location (City, State, ZIP Code) LOCATION OF GRANTEE					
3a. Name of Contact person NAME			3b. Phone number NUMBER		4. Reporting Period			5. Prog. Code (Not applicable for CPD Programs) See explanation of codes below. Use a separate sheet for each program code.			6. Date submitted DATE		
7a Grant/Project Number or HUD Case Number or other identification of property subdivision, dwelling unit, etc.	7b Amount of Contract or Subcontract	7c Type of Trade Code (see below)	7d Contractor or Subcontractor Business Racial/Ethnic Code (see below)	7e Women owned Business (yes/no)	7f Prime Contractor Identification (ID) Number	7g Sec 3	7h Subcontractor Identification (ID) Number	7i Sec 3	Contractor/Subcontract Name and Address Name Street City St Zip				
GRANT NUMBER	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		\$0.00											
CPD:		7c: Type of Trade Codes: Housing/Public Housing			7d: Racial/Ethnic Codes:			5. Program Codes (complete for Housing and Public and Indian Housing programs only):					
1= New Construction	1= New Construction	6= Professional		1= White Americans			1= All insured, including Section 8			5= Section 202			
2= Education/Training	2= Substantial Rehab.	7= Tenant Services		2= Black Americans			2= Flexible Subsidy			6= HUD-Held (Management)			
3= Other	3= Repair	8= Educational/Training		3= Native Americans			3= Section 8 Noninsurance, Non-HFDA			7= Public/Indian Housing			
	4= Service	9= Arc/Engrg. Appraisal		4= Hispanic Americans			4= Insured (Management)						
	5= Project Mangt.	0= Other		5 Asian Pacific American									
				6= Hasidic Jews									

SECTION 3 ANNUAL REPORT

Pursuant to 24 CFR Part 135.90, direct recipients of HUD financial assistance should submit reports to HUD for the purpose of determining the effectiveness of Section 3. Direct recipients include public housing authorities, entitlement communities, states, and certain NOFA grantees that utilize HUD funding for construction and rehabilitation activities.

Within 3 months of the end of a fiscal year, The Town of Cicero must annually submit HUD Form 60002 through HUD's on-line system Section 3 – Performance Evaluation and Registry System (SPEARS). A copy of this report must also be included and submitted to HUD CPD with the CAPER.

SPEARS can be access on the following webpage:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3/spears

RETENTION OF RECORDS

As a general rule, records are to be retained for at least 5 years after the last expenditure report is submitted (i.e., 5 years after the submission of the CAPER in which activity is reported as complete.

This applies to administrative records, financial records and project records. Records must also be accurate, complete and orderly.

An application for record disposal must be made to the State of Illinois through the Town of Cicero Clerk's Office.

Each activity should have a project or case file that includes:

7. A full description of the activity; including the location; and amount of CDBG funds budgeted, obligated and expended.
8. The provision under which the activity is eligible.
9. Records demonstrating compliance with a national objective.
10. Characteristics and numbers of beneficiaries.
11. Determinations required for eligibility.
12. The amount budgeted for the activities.
13. Compliance with other program requirements, i.e., lead-based paint, fair housing, equal opportunity, etc.
14. Status of case/project.

SECTION 133 AUDIT REQUIREMENTS

The federal government requires entitlement communities to determine if subgrantees are compliant with 2 CFR 200 Subpart F (formerly A-133 Audit requirements).

In order to assess compliance, the following review procedure should be performed before a contract can be executed.

- The Town of Cicero requires a copy of a subrecipient's most recent audit. This document will be reviewed to see if more than \$750,000 in federal funds was expended.
- If the agency did expend more than \$750,000 in federal funds, then the audit will be reviewed to see if it complies with 2 CFR 200 Subpart F (formerly A-133 audit requirements).

PROGRAM INCOME

The Town of Cicero has and can use its CDBG entitlement to fund programs that generate income. Typically, program income is generated from issuing loans, but sale of real property and rental income are also considered program income.

When income is generated from activities that are only partially funded with CDBG funds, the income must be pro-rated to reflect the percentage of CDBG funds used.

Any activity that will generate program income must stipulate in a written agreement how the program income will be returned to The Town of Cicero or designated representative.

Any income received will be placed back into the CDBG Account. The Town of Cicero Department of Housing will receipt the program income in IDIS. Program income on hand must be used for any authorized activity before drawing down additional grant funds.

FEDERAL CASH TRANSACTION REPORT

The Community Development Department is required to submit HUD Form SF-425, Federal Cash Transaction Report on a quarterly basis.

January 15th – April 15th – July 15th – October 15th



Town of Cicero Department of Housing

Policy and Procedure Manual

Larry Dominick – Town President

Tom M. Tomschin, MPA – Executive Director

HOUSING REHABILITATION PROGRAMS



EXECUTIVE SUMMARY

The Town of Cicero Department of Housing places increased emphasis on housing rehabilitation programs. The Town understands there is a need for decent affordable housing, and by assisting low to moderate income residents maintain their homes, the American Dream can be achieved and avoid nightmares for low to moderate income residents. Homeownership has financial gains and losses, and by improving the chance of success for Cicero’s low to moderate income population, social justice is a step closer.

The Town has designed and offers five (5) rehabilitation programs, each designed to target specific housing-related issues. Each program alleviates the financial burden that is felt by many homeowners when properties fall into disrepair or code violations are present. The goal of each program is to ensure homeowners stay in their homes, have the resources needed to maintain decent housing and a suitable living environment, and to be productive members of Cicero’s community.

Below is a summary chart of all the Housing Rehabilitation Programs the Town offers:

Program	Common Projects	Conditions
Emergency Assistance Program (EAP)	Roof Repair/Replacement	Single Family/2 unit Owner Occupied Only Applicant can participate once Every three (3) years.
	HVAC Repair/Replacement	
	Electrical Hazard Repairs/Plumbing	
Weatherization and Energy Efficiency Program (WEE)	Air Sealing	Single Family/2 unit Owner Occupied Only Minimum \$1,999.00 must Be allocated to Energy Efficiency Maximum \$3,000.00 can be Allocated to Weatherization Applicant can participate once.
	Attic and Wall insulation	
	Door and Window Replacement	
	HVAC Replacement	
	Water Heater Replacement	
	Exterior Insulation and Siding	
	Electric base load reduction	
	Roof Replacement and Ice/Water shield	
	Sewer Check Valve installation	
Emergency	Chair Lift/Ramp Installation	Single Family/2 unit

Access Grant for People with Disabilities (EAG)	Repair/Replacement of Porches and Exterior Stairs	Owner Occupied Only
	Accessibility improvements to interior/exterior.	
Home Repair Program (HRP)	Front Porch/Steps	Single Family/2 unit Owner Occupied Only
	Window Replacements/LEAD Hazard Reduction	
	General Interior Rehabilitation (Kitchen cabinets/flooring/bathroom)	Single Family/2 unit Owner Occupied Only
	Masonry/Tuck-pointing/Siding/Concrete	Applicant can participate once Every three (3) years.
	Roofing/gutters & downspouts	
Home Improvement Program (HIP)	Exterior Rehabilitation Masonry/Siding/Roofing	Single Family/2 unit Owner Occupied Only
	Plumbing	Lien recorded against property For 5 years – released if owner Maintains residency for 5 years.
	Carpentry/Concrete	
	Electrical	Applicant can participate once, and Ineligible for other programs.
	Lead Hazard Reduction	

GENERAL POLICIES AND PROCEDURES FOR ALL REHABILITATION PROGRAMS

While each Town of Cicero Rehabilitation Program is designed to target specific property issues, with different eligible activities and different conditions attached, all Town of Cicero Department of Housing Rehabilitation Programs follow some standard policies and procedures to ensure consistent and accurate homeowner eligibility and performance outcomes.

These policies and procedures are designed to ensure fairness for both homeowners and contractors.

The policies also ensure full information and compliance with CDBG rules and regulations.

RESTRICTIONS/CONDITIONS

- EAP – Applicant can only participate once every three (3) years.
- WEE – Applicant can only participate once.
- HRP – Applicant can only participate once every three (3) years.
- HIP – Applicant can only participate once
 - Conditional Grant. Lien will be recorded against property
 - Lien will be released if owner maintains occupancy and residency in unit for 5 years

ADVERTISEMENT

The Town of Cicero’s Department of Housing advertises for possible applicants through the Town of Cicero webpage and Town of Cicero news in order to inform grant eligible to one (1) or two (2) unit owner-occupied properties where the applicant(s) current total household income is considered to be low to moderate as defined by the United States Department of Housing & Urban Development (HUD).

APPLICATION PROCEDURES

All requests for assistance shall be made on application forms provided by the Department of Housing (DH). A request for assistance will be made effective on the date of receipt of a completed application on a first-come first-serve basis. Applications will be reviewed in accordance with the eligibility criteria. Recommendations from the President’s Office for People with Disabilities will be considered, however, final approval will be made by the DH. The DH will review all applications, determine applicant eligibility and approve or deny financial assistance. Applicants will be notified in writing by the Housing Director of the acceptance or denial of their application within 14 days of receipt of verifications.

ELIGIBILITY CRITERIA

Applicant Eligibility

To be eligible for the Program, the applicant must:

Demonstrate ownership (contract sales are not eligible) and occupancy of the property to be repaired. The applicant must have owned and resided at subject property prior to application submission.

Note: A property where one (or more) owners live in the property and one/or more owners live off the

property, income verification will only be made for residents of the property. However, all owners both on and off property must sign all applicable forms.

The applicant must have a low-to-moderate income household as defined by the Federal Department of Housing and Urban Development. Income and employment will be verified by the Housing Department. This shall include all payments from all sources received by any member of the household who is fifteen years of age or older. Documentation supporting the income of the applicant household will be required, i.e. paycheck stubs, IRS 1040 and W-2 forms, copies of Social Security checks, etc. The Housing Department will verify financial information along with employment.

"Household" consists of all the persons who occupy the dwelling unit. The occupants may be single family, one person living alone, two or more families living together or any group of related or unrelated persons who share living arrangements. Households should include all persons, even if the income of some would not be considered in determining the income status of household.

Applicants must submit the following documentation along with their completed applications

- Copy of Deed (certified trust agreement if in a trust)
- Copy of death or divorce certificate if name is on title
- Copy of recent IRS 1040 form and W-2 (for ALL household members)
- Two recent paycheck stubs (for ALL household members)
- Stubs/receipts from all other income received for ALL household members 15 years of age and older:
- Bank statements for last three (3) months
- Proof of any current income received such as:
 - ✓ social security
 - ✓ pensions
 - ✓ union benefit
 - ✓ veteran benefits
 - ✓ unemployment
 - ✓ worker's comp
 - ✓ public aid
 - ✓ alimony
 - ✓ child support
 - ✓ rents from rental property
 - ✓ part time employment
 - ✓ net income from operation business
 - ✓ interest income
 - ✓ dividends
 - ✓ welfare

Applicants must submit the following documentation along with their completed applications:

- ✓ Temporary Relocation Policy signed by all title holders
- ✓ Disclosure Statement signed by all title holders
- ✓ Indemnification signed by all title holders
- ✓ General Release signed by all title holders

- ✓ Lead Based Paint Pamphlet notification form signed by all title holders
- ✓ Lead Based Paint Pamphlet given to **tenant** & notification signed by tenant (if 2 unit property)
- ✓ Tenant Survey (if 2 unit property)
- ✓ Financial Privacy Notice form (all over 15 must sign)
- ✓ IRS form #4506T (all over 15 must sign)
- ✓ Zero Income Affidavit (all over 15 must sign)

Property Eligibility

- The property must be located in the Town of Cicero.
- The structure must comply with the property zoning standards.
- Properties that are in the process of being sold, that have been identified by the Town for public acquisition, or that have been cited by the Town as being dilapidated, unsuitable for occupancy or not in conformance with zoning are ineligible.
- Property repairs that have funds allocated in a sales escrow account are not eligible.
- The structure must not be scheduled for demolition in the near future.
- All existing citations must be remedied with The Town of Cicero before assistance is granted for citations not pertaining to current assistance requested. If a property owner has been cited by the Town for blight on another property, the violation must be remedied prior to grant approval.
- Properties are eligible to receive assistance once

FUNDING

Lead Hazard Reduction will be in the form of a grant at no cost to the homeowner.

Lead hazard reduction costs are not counted as hard costs for the purposes of determining the level of assistance under 24 CFR Part 35 (the Lead Safe Housing Rule).

PROCEDURES

Client Inquiry

Staff member takes name, phone number, email, and address of interested party and refers them to the Assistant Housing Program Director.

If the Assistant Housing Program Director is available, he/she should take caller to discuss specific questions and needs. Assistant Housing Program Director pre-qualifies the client by obtaining the following information over the phone:

- Address.
- Number of legal units.
- Basic information of work to be done.
- Review Program
- Applicant's income.
- Personal data: # in household, elderly, race.
- Assistant Housing Program Director evaluates information and advises on potential eligibility.. If client is still interested, application is mailed, and or emailed.

First Meeting

1. Applicant contacts Assistant Housing Program Director to schedule application submission & interview.
2. Complete interview.
3. Completed application is submitted.
4. Assign case number.*
5. Heroes process is initiated (See Environmental Policies and Procedures)
6. Project notice sent to building, blight, and legal
7. Assistant Housing Program Director completes all forms where applicable.
8. Verifications are mailed, if verifications are not received in two weeks, a second request is sent. Assign case number (a.k.a. Spec Write-Up#)
9. The date the application is submitted, a case # is assigned to the project with program's initials and program year as follows:

Example: "HIGP2021.00 Home Improvement Grant Program, and 1st application.

PROJECT FINANCIAL ANALYSIS

Within 14 days of *receipt* of verifications, the Town reviews application and verifications

If applicant is ineligible:

- Placed in inactive file and notice of rejection sent to applicant.
- If applicant is eligible: (Once Environmental process is also completed in HEROES)
- Notice of eligibility sent to applicant,
- All applicable inspections are scheduled.

LEAD HAZARD INSPECTION

A State Licensed Paint Inspector/Risk Assessor may conduct a Lead Based Paint Hazard Evaluation of the painted surfaces to be disturbed during rehab. Also, at the completion of the work a Clearance Test will be conducted to certify that no Lead Based Paint Hazards remain as a result of the work completed under the Program.

NOTICE OF LEAD HAZARD ASSESSMENT OR PRESUMPTION

This Notice must be placed in a public area where occupants can read no later than 15 days after the lead hazard assessment/presumption report has been received and lead and lead-based paint or lead-based paint hazards found. A notice of presumption is required if the option of presuming lead-based paint exists is chosen. The Notice must be in primary language of the dwelling.

TEMPORARY RELOCATION POLICY

This policy provides assistance to tenants who must move temporarily while lead-based paint hazards are being reduced as a part of HUD-funded rehabilitation. This policy also covers temporary relocation when other rehabilitation work makes it unsafe or impractical for tenants to remain in their unit.

Note: Under the Uniform Relocation Act the department is not required to provide benefits pertaining to temporary relocation to the owner-occupant who voluntarily applies for rehabilitation assistance.

Temporary relocation is required when it is necessary to protect the health and safety of the occupants and if one (1) of the following situations exist:

- Utilities such as water, electricity, and gas are turned off for periods exceeding eight (8) hours.
- Rehabilitation takes place in the kitchen or available bathroom(s).
- Extensive rehabilitation in several rooms requiring work over several days.
- A child under the age of six (6) occupies the unit.
- Occupants cannot be prevented from entering the work site after hours
- Debris and dust cannot be contained in the worksite and may spread to occupied areas.
- Relocation may last one (1) night to two (2) months.

Owner-Tenant Notification

The occupants will receive the following information prior to and during the relocation period:

Application Stage: When the owner applies for rehabilitation assistance the owner and tenants will receive a “General Information Notice” from the Housing Department. The notice will inform tenants of the potential project and advise them of their protection under the Uniform Relocation Act. The tenant will be advised not to move at this time but may be required to move temporarily when rehabilitation begins. The owner will be informed that they are not protected by the Uniform Relocation Act because they are willing and voluntarily participating in the housing rehabilitation program.

Project Approval: After the project has been approved, and temporary relocation of the occupants will be required and the existing tenants will be able to return to the completed project the owner and tenants will be given a Notice of Non-displacement and Temporary Relocation. This will be sent thirty days prior to the time they will be required to leave.

Unit Clearance: When the unit passes clearance for lead hazards or when rehabilitation is complete the owner and tenant will be sent a Notice of Re-Occupancy within ten (10) working days.

Seniors: HUD has advised that relocation of elderly occupants is not typically required, so long as complete disclosure of the nature of the work is provided and informed consent of the elderly occupant(s) is obtained before commencement of the work.

Temporary Housing

Every attempt will be made to identify temporary housing that is convenient for the tenant regarding employment, school, and transportation. The relocation unit will be identified in the following manner:

- The Housing Department will lease a motel unit that was built after 1978, or
- The tenant may identify a unit. If the tenant locates temporary housing, the Housing Department will inspect the unit to determine if it is decent, safe and sanitary and lead-safe. If the unit passes the inspection, the tenant may live there during the term of the temporary relocation. If the tenant chooses housing that fails to meet temporary housing requirements, only moving and storage expenses will be reimbursed and the tenant must sign a release of liability for the Town of Cicero and owner of the property under rehabilitation.

Reimbursable Expenses

The following is a list of costs that will be reimbursed to the tenants, provided there is appropriate documentation.

Eligible Housing Costs:

- Rent and utilities of the relocation unit. The tenant will be responsible for paying their usual amount of rent to the owner during temporary relocation.
 - Relocation with family or friends, tenant must provide reasonable documentation of expenses that were charged.
 - Documentation could include copies of cancelled checks or receipts from the person receiving payment from the temporarily-relocated tenant.
 - If unit selected has no cooking facilities, there will be an allowance made of \$20 a day for every adult and \$10 for each child under the age of 12.
 - Out-of-pocket costs, including rent or utilities that exceed what was normally the tenant's responsibility will be included in the total project cost.
 - On a project-by-project basis, the Housing Department will set upper limit maximums on what is appropriate to pay under the circumstances for decent, modest housing on a temporary basis.

Eligible Transportation Costs

If there is no temporary housing available near the tenant's permanent address, the program will pay current IRS calculation for reimbursement for documented increased transportation expenses.

Telephone and Cable Costs

If tenant has a telephone or cable television at their permanent unit, costs to connect services during the period of temporary relocation will be paid by the Housing Department. Any re-connection costs after rehabilitation is complete will also be paid on the tenant's behalf.

Moving Expenses and Storage

Moving costs, including packing and unpacking, storage and insurance, will be paid by the Housing Department. These amounts will be based on actual costs, rather than on a fixed per-room rate. The Housing Department must receive at least one bid from a professional moving and Storage Company to establish a basis for paying moving costs based on a low bid. Payment will be made directly to the moving company.

Returning To the Unit

Only when the unit has been cleaned to the federally-mandated standards and passed a clearance examination is it safe and permissible to return to their unit. The Housing Inspector will notify the tenants with an Authorization for Re-occupancy. Sometimes the jobs are completed in stages, with the lead hazard reduction work occurring first and the normal renovation work following. In these cases interim dust lead clearance must be obtained prior to re-occupancy by the tenant and other non-lead related rehabilitation workers. Final lead dust clearance must be repeated following the rehabilitation work to verify that the residence is free of lead hazards.

- Temporary Relocation funding will be in the form of a grant.

BIDDING

If the application is approved a specification write-up and bid package will be prepared. The owner will review and approve these documents. The owner will then call contractors of their choice to bid on the job. A minimum of three sealed bids must be submitted by the contractors to the Housing Department by the due date.

It is the responsibility of the homeowner to obtain a minimum of three bids on their rehabilitation project. The lowest most reasonable and responsible bid chosen must be within 15% of the Department of Housing Inspector's cost estimate.

1. Obtaining Bids

- If one bid is received and it is within 15% of the cost estimate, the contract may be awarded.
- If one bid is received and it is not within 15% of the cost estimate, the homeowner will be allowed:
 - ✓ a two-week time period to rebid the job
 - ✓ to pay the cost difference between the cost estimate and the bid.
- If the homeowner does not receive any bids by the due date, they will be given a two-week extension and then terminated if no more bids are received by the new due date.
- If, after the rebid of the work, three bids are not received and the homeowner is not willing to pay the cost difference, (if applicable) the application will be terminated.

2. Receipt of Bids

Housing Assistant:

- Date stamps envelope.
- Enters it on Log Sheet.
- Gives bid envelope to Housing Director.
- Housing Director keeps all bid envelopes.

3. Bid Opening

At prescribed time and date bid opening takes place.

- Three people must be present.
- Public is welcome.
- Minutes are taken.
- Housing Program Director brings bid envelopes to bid opening.
- Name of contractor is announced.
- Bid is opened.
- Amount of bid is announced
- Bid is date stamped.
- Construction check list is attached.
- Name & amount recorded in minutes.
- After all bids are opened:
- Minutes are signed.
- Bids are given to the Housing Department Rehabilitation Specification Specialist for review.

4. Bid Review/Bid Award

- Department of Housing Rehabilitation Specification Specialist reviews all bids.
- Department of Housing Rehabilitation Specification Specialist indicates on each bid on Construction Checklist accepted or rejected with reason for rejection.
- The job will be awarded to the lowest, most responsive bidder
 - ✓ Under the Home Repair Program, the owner may choose a contractor whose bid is not the lowest, as long as it is within the cost estimate. Per Frank Slezak, HUD 2-23-92.
 - ✓ Under HRP, if the homeowner does not choose the lowest bidder, there must be a valid reason and the homeowner must pay the cost difference between the lowest, most responsible bid and his selected contractor's bid.
 - ✓ Under any program, if a job is to be awarded to a contractor who is not the lowest bidder, written approval of the Housing Program Director or Executive Director will be required prior to award.
 - ✓ If applicant elects not to choose lowest bidder, to obtain approval, applicant must submit written explanation of why the decision was made not to award to the lowest bidder.
- The Housing Department reserves the right to accept or reject any bid.
- Awarded Bid is then given to the Housing Assistant to verify debarred clearance for the contractor and to enclose a copy of the completed Contractor Information Form to the applicants' file.

PRE-CONSTRUCTION

All phases of project will be discussed by the Department of Housing, owner and contractor, i.e. construction schedule, inspections and payouts.

CONTRACTOR QUALIFICATION CRITERIA

The Town of Cicero's Department of Housing has the following standards for the qualification of Contractors:

- The Contractor must provide the Housing Assistant with information by completing the Contractor Information Form (CIF) and attaching all required documentation. If applicable, copies of all Lead Based Paint Certifications.
- The Contractor must provide proof of adequate liability insurance and worker's compensation coverage in the form of a Certificate of Insurance to the limits required by the Department of Housing as listed in the Department of Housing Contractor Manual. All Contractors, prior to doing work in the Town of Cicero must be licensed and bonded with the Town.
- The Contractor must be capable of securing permits as are required.
- The Contractor must be in good standing with all federal, state and local agencies

CONSTRUCTION PHASE

Construction will begin after the following steps have been performed:

- Pre-Construction Conference.
- Assessment/Presumption Notice posted.

- The Department of Housing issues a Notice to Proceed to the Contractor.
- Contractor applies for Building Permit and starts the job.
- Construction begins using Lead Based Paint Safe Work Practices.
- Construction ends.
- Lead Based Paint Clearance Testing.
- Reduction Completion Notice.
- Contractor submits invoice, lien waivers, guarantees/warranties and copy of permit.
- The Rehabilitation Specification Specialist inspects the work.
- The Department of Housing/Owner approve work.

PAYOUTS

One (1) payout will be allowed unless prior approval is given by the Department of Housing. When the contractor requires a payout, the following takes place:

- The contractor contacts Risk Assessor to perform lead-based paint clearance testing. Test results must pass before construction payout is scheduled.
- Test results are forwarded to the Department of Housing.
- The Assistant Housing Program Director contacts the homeowner to schedule a payout inspection. Payout inspections take place approximately on the 10th and the 25th of every month. Notarized final lien waivers, Safe Work Practices Certification, warranty/guarantee's and copy of building permit must be submitted directly to the Department of Housing. If the lien waiver, warranty/guarantee's and building permit are not received prior to the inspection, it will be cancelled and rescheduled after these are received.
- Reduction Completion Notice is posted 15 days after work is completed.
- An inspection is made by the Department of Housing Rehabilitation Specification Specialist and Town Departments, if applicable.
- The homeowner and the Department of Housing approve the work and sign off on the Certification of Payout Inspection Form.
- Payment is sent directly to the contractor within 30 days and escrow if applicable is returned to homeowner.
- Homeowner must personally pickup Escrow return check at the Department of Housing. Owner must provide proof of current ID and sign escrow return receipt documentation.
- Job is complete and closed out.

GRIEVANCE PROCEDURE

If a dispute (related to the work) arises between the homeowner and the contractor, it shall be handled according to the following steps:

- Contractor and owner must attempt to resolve dispute on their own.
- If not resolved contractor and owner meet with the Department of Housing to resolve dispute. (The Department Housing will make an effort to resolve the dispute in a timely fashion.)
- If both parties are still uncooperative, the contractor and owner shall submit all disputes or claims, regardless of the extent of the works progress to an arbitrator from the American Arbitration Association. The award rendered by the arbitrator shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

INELIBIBILITY DEFINITIONS AND APPEALS PROCESS

If the applicant is denied, he may appeal the denial by requesting a meeting with the Housing Director. At this meeting the following will occur:

Low to Moderate Income Ineligibility

If household income is above HUD low to moderate income allowances applicant is denied. The only situation where an applicant can appeal ineligibility is if applicant feels income documentation is in error. If applicant believes documentation to be in error and that with correction, he would be eligible, he will be instructed to provide corrected verifiable documentation. Once received and verified, eligibility and application process will be reinstated and/or applicant will once again be placed in inactive file.

NOTE: Verification Forms may be verbally reviewed with applicant. No viewing or copying of these forms will be allowed.

Project Ineligibility-Cost Prohibitive

If amount of grant is insufficient to bring property up to minimum health & safety standards, applicant may be denied. If applicant desires, cost estimates and grant amount affordability calculations will be reviewed with applicant.

If applicant believes cost estimates are in error, they will be reviewed with inspector. If error occurred, it will be corrected and applicant will resume process and/or once again be placed in an inactive file.

Situational Changes

If applicant is determined ineligible, and his situation which caused ineligibility changes, he will be allowed to reapply to the housing programs and begin the process anew.

HOME REPAIR PROGRAM

PROGRAM DESCRIPTION

The Home Repair Program (HRP) is administered by the Housing Department. These guidelines as set forth in the following manual provide the eligibility criteria, program design, rules and policies which govern the HRP. The HRP will provide assistance to correct substandard living conditions, address health and safety hazards, and alleviate deficiencies in the structure, heating equipment, plumbing, and electricity.

This assistance will be in the form of a grant with a maximum funding amount of \$4,999.00 and is eligible to one (1) and two (2) unit owner-occupied properties where the current *total* household income is considered to be low-to-moderate as defined by HUD.

ELIGIBILITY CRITERIA

Applicants must submit the following additional documentation along with their completed applications:

- Copy of current homeowner's insurance coverage.
- Copy of mortgage payment book
- Copy of recent tax bill (second installment which lists homeowners' exemption and all other itemizations).
- Copy of current utility bills
- Two recent rent receipts for rental units if 2 unit.

PROPERTY ELIGIBILITY

- One and two unit, owner-occupied homes are eligible.

FUNDING

The funding for the remedy of the situation will be in the form of a grant, with a maximum amount of \$4,999.00 per project. There is no repayment on the grant. Payment will be made directly to the Contractor once the job is complete. If the rehabilitation costs exceed \$4,999.00, the project may be approved if the excess cost is absorbed by the homeowner with a 20% contingency.

For example: If rehabilitation costs plus 20% contingency exceed grant amount of \$4,999.00; The homeowner will have to submit an Escrow in the form of a money order/certified check payable to ***Community Development Block Grant Fund*** submitted to DH *prior* to the project starting. The escrow amount is calculated by the difference between \$4,999.00 grant amount and the total estimated rehabilitation cost. The total estimated rehabilitation cost is the rehabilitation cost plus 20%. Lead Hazard Reduction will be in the form of a grant at no cost to the homeowner.

WORK ALLOWED

The Home Repair Program provides grants to qualified low-to-moderate income homeowners to rehabilitate their homes. The purpose of the program is to correct substandard living conditions, address health or safety hazards and alleviate deficiencies in the structure, heating equipment, plumbing, and electricity. Grants may be used for the following:

- Make essential improvements including energy related repairs and costs to repair or replacing housing systems in danger of failure.
- Incipient Code Violations - An element of the structure which is not in violation of the Housing Code, but which will likely deteriorate into a code violation in the near future.
- Code violations
- Lead hazard evaluation and reduction activities

Carpentry

- Porch or stairway repairs necessary to stabilize and/or repair conditions to sound, safe condition for egress purposes.
- Interior structural members such as floor joists, beams and posts shall be replaced if found in a condition of rot.
- Window Panes and Exterior Doors – Broken window panes and sashes which pose a hazard to children or permit moisture infiltration shall be replaced. Exterior doors are to be replaced only if the door is broken beyond repair or, in some other fashion, presents a hazard to the security of occupants.

Flooring

- The flooring or sections of flooring shall be replaced if found to be in hazardous condition. Floor shall be readily observable in a state of rot, weak or extremely spongy.

Masonry/Concrete

- Chimney in a state of disrepair, which may be considered dangerous, shall be rebuilt from the adjacent solid portion.
- A newly defective section of concrete which supports a structural member may be repaired or replaced.
- Tuckpointing of non-cosmetic nature.

Plaster/Painting

- Repair of broken or deteriorated plaster surfaces and scraping of peeling and flaking paint if poses a Lead Based Paint Hazard.

Note: Lead Hazard Reduction Activities apply if applicable.

SAMPLE LISTING OF WORK NOT ALLOWED

- Incidental costs such as interior redecorating-drywall repairs, paint, carpet and flooring
- Decorative exterior plantings (bushes, trees, plants) and landscape.

ELECTRICAL

- Additional ceiling or wall fixtures
- Outlets

PLUMBING

- Unvented plumbing fixtures (*must be approved by The Department of Housing*)
- Hose bibbs
- Chipped enamel on fixtures
- Air chambers

HEATING

- Replacement of functional units
- Servicing heating unit without due cause
- Fireplace repairs

ROOFING

- Repair/replacement of decorative items
- Replace gutter/downspout (if not broken/missing)
- Garage roofs

MASONRY

- Basement floor defects
- Foundation leakage (*must be approved by the Department of Housing*)
- Foundation repairs (*must be approved by the Department of Housing*)
- Repair or replace public sidewalks (town 50/50 program to fund)
- Driveways/aprons
- Cosmetic tuck pointing
- Cornice repairs
- Decorative/ornamental stone work

CARPENTRY

- Floor covering-decorative
- Worn stair tread that do not present hazard
- Decorating of every type (unless lead hazard reduction)
- General cracked or missing plaster/drywall (unless lead hazard reduction)
- Window repairs- frames, sash, sills, etc. (unless lead hazard reduction)
- Canopy replacement
- Garage repairs
- Kitchen cabinets (starter set only)
- Soffit/Fascia (unless lead hazard reduction)
- Garage repairs
- Interior/exterior paint (unless lead hazard reduction)
- Illegal conversions (de-convert illegal apartments)
- Enclosure of boiler rooms

EMERGENCY ASSISTANCE PROGRAM

PROGRAM DESCRIPTION AND PURPOSE

The Emergency Assistance Program (EAP) is administered by the Department of Housing. These guidelines as set forth in the following manual, provide the eligibility criteria, program design, rules and policies which govern the EAP. The EAP is aimed at providing financial assistance to low income homeowners of the Town of Cicero for the purpose of repairing/replacing an emergency/hazardous housing condition such as a defective heating unit which requires immediate action to restore heat for occupants of the structure, restore air conditioning, plumbing (burst piping), roofing (collapsed), or electrical emergencies. An emergency/hazardous condition is one that requires immediate action to protect the health and safety of the occupants of the structure, thus preventing their homeowner occupied dwelling from being inhabitable (allowable projects dependent upon available pre-qualified trade providers).

The program will provide financial assistance for heating emergencies between October 1st and May 1st, Central air conditioning emergencies between May 1st and September 30th, and for plumbing, roofing, and electrical emergencies between October 1st, and September 30, of each program year. The program will provide financial assistance to owner-occupants of one (1) and two (2) unit residential properties in the form of a grant.

APPLICATION PROCEDURES

The applicant will be pre-qualified by the Department of Housing (DH) and be required to sign an “Emergency Assistance Authorization Form.” DH will then immediately contact the approved contractor to repair if possible or replace defective, heating unit, plumbing, roofing, or electrical deficiency. The homeowner will be given an EAP application to be completed within seven (7) days. All requests for emergency assistance shall be made on application forms provided by the Department of Housing. A request for emergency assistance will be made effective on the date of receipt of a completed application on a first-come first-serve basis. The Department of Housing will review all applications, determine applicant eligibility criteria and approve or deny financial assistance.

PROPERTY ELIGIBILITY

One to two unit owner-occupied residential dwellings will be eligible for emergency assistance. Prior to being approved for repair, the property must be inspected by the Department of Housing Rehabilitation Specification Specialist to determine the general nature of the problem, i.e., plumbing, heating, electrical, or roofing emergency.

FUNDING

The funding for the remedy of the emergency situation will be in the form of a grant, maximum of \$4,999.00 per project, once in a twelve (12) month period. . If they need subsequent assistance, the

repair will be funded through the Home Repair Program or the Home Improvement Grant Program.

If the rehabilitation costs exceed \$4,999.00, the project may be approved if the excess cost is absorbed by the homeowner with a 20% contingency.

For example: If rehabilitation costs plus 20% contingency exceed grant amount of \$4,999.00; The homeowner will have to submit an Escrow in the form of a money order/certified check payable to ***Community Development Block Grant Fund*** submitted to the Department of Housing *prior* to the project starting. The escrow amount is calculated by the difference between \$4,999.00 grant amount and the total estimated rehabilitation cost. The total estimated rehabilitation cost is the rehabilitation cost plus 20%.

Discretionary decisions are to be made on case by case basis. There is no repayment on the grant. Payment will be made directly to the Contractor once the job is complete.

EMERGENCY REPAIRS/REPLACEMENT

The Department of Housing inspector's report will be the principal basis for determining emergency assistance work as listed in the EAP Standards. At the completion of the emergency assistance work specified by the Department of Housing, the building should comply with Minimum Health & Safety Standards. Emergency financial assistance is intended for repair of basically sound residential structures and will be approved only if the repairs will result in the dwelling being safe and livable once the work is completed. The extent of the repair work will be confined to eliminating the direct cause of the hazard, and if possible, the damage resulting from the emergency/hazardous condition.

BIDDING

Emergency Heat Assistance Contract”, Emergency Plumbing Contract, Emergency Electrical Contract, Emergency Roofing Contract

A heating, plumbing, electrical, and roofing contractor, under a separate contract with the Department of Housing, will service emergency heat, plumbing, electrical, and roofing situations. The applicant will be pre-qualified by DH and be required to sign an “Emergency Authorization Form” DH will then immediately contact the approved heating, plumbing, electrical, or roofing contractor to repair if possible or replace defective heating unit, plumbing, roof, or electrical deficiency.

Bidding Process

The DH publishes through the Lawndale News (local news) and The Town of Cicero webpage the “Notice for Bid for the Emergency Assistance Program indicating that The Department of Housing is currently seeking bids for “Emergency Assistance Program”.

The contractor will be required to provide “on call”, 24 hours/7 days per week, emergency service within two (2) hours of notification. Included in the bid must be an hourly rate that will be charged per service call, and a generalized work description.

Contractor shall provide all labor, materials, tools, and equipment to perform repairs if possible or replacements. The work shall include furnishing and installing all materials needed to make the appropriate repairs/replacement.

All work, materials and manner of placing materials are to be in strict accordance with the Department of Housing Contractor Manual (available upon request) and all local, state, and federal laws and ordinances.

Contractor shall be compensated on a time and material basis, in accordance with the rates set forth in the contract. Date of when bids are due is included in the “Notice for Bid”. Bids must be submitted in a sealed envelope by the time and date indicated by DH.

Bid Review/Bid Award

- DH Rehabilitation Specification Specialist reviews all bids.
- DH Rehabilitation Specification Specialist indicates on each bid on the construction checklist accepted or rejected with reason for rejection.
- The trade/jobs will be awarded to the lowest, most responsible bidder one contractor for each specific trade : heating, plumbing, electrical, and roofing contractor
- DH reserves the right to accept or reject any bids
- DH Attorney is contacted to prepare Emergency Assistance Program Contract
- Contractors sign agreement/contract.

CONSTRUCTION PHASE

Construction will begin after the following steps have been performed:

- Contractor is notified of the emergency situation by DH.
- Contractor informs DH of approximate total cost for repairs/replacements and submits a proposal to DH.
- DH reviews proposal and requests Escrow money from applicant (if applicable). (work can not begin unless Escrow money is received).
- Contractor applies for Building Permit, if required.
- Construction begins using Lead Based Paint Safe Work Practices, if painted surface are to be disturbed.
- Construction ends
- Lead Based Paint Clearance Testing. (if applicable)
- Contractor submits invoice, lien waivers, guarantees/warranties and copy of permit application to the DH.
- The DH reviews lien waivers, etc. and inspects the work.
- The DH/Owner approve work.
- Payment is sent to Contractor, and or owner for escrow return if applicable and job is closed out.

STANDARDS

An emergency/hazardous condition is defined as a condition which requires immediate action to protect the health and safety of the occupants of the structure. **See Minimum Health & Safety Standards.**

If the emergency visual inspection of the property reveals numerous code violations and deteriorated conditions, the owner will be referred to the Home Repair Program or the Home Improvement Grant Program. This would address the entire structure and bring the home into compliance with Minimum Health & Safety Standards.

Roofing

- Patch or replacement of roofs that have collapsed, or where visible holes exist.

Plumbing

- Leaking water piping, which requires the disabling water service at the property which if left unattended would substantially add to the deterioration, must be repaired or replaced.
- A missing water closet or non-functional water closet must be repaired or replaced. It is imperative to note that emphasis is placed on missing/non-functional water closets.
- Defective hot water tanks shall be repaired or replaced; age of the tank is not a consideration, and sole criteria for replacement shall be the emergency condition.
- A clogged main sewer from the house to the Town sewer is considered an emergency item. In the event this condition is found, the sewer shall be rodded.
- Collapsed sewer will be replaced with new sewer pipe.
- Improper or defective gas supply piping to heating units, appliances and hot water heaters, leading to disabling appliances to avoid explosion or carbon monoxide poisoning. Gas supply lines will be replaced.

Electrical

- An electrical condition that requires the disconnect of electricity at the main which results in an immediate and serious hazardous condition, all defective circuits, lines, devices, and fixtures shall be replaced.

Heating and Air Conditioning

- An inoperative heating system is considered an emergency. The heating unit may require repair or replacement.
- Flue pipes shall be inspected for pitch and deterioration. Replacement of flues if deficiency is observed
- Removal or encapsulation of broken, loose and flaking pipe insulation where asbestos material may be suspected.
- An inoperative cooling system is considered an emergency during periods of extreme heat. The cooling unit may require repair or replacement.

SAMPLE LISTINGS OF WORK NOT ALLOWED

ELECTRICAL

- Air conditioning circuits
- Blowing fuses because of appliance use
- Distribution of circuits
- New public lighting
- Upgrade existing 60 amp services
- Insufficient receptacles
- 20 amp circuit to kitchen
- Replace pull chains with switches
- Additional ceiling or wall fixtures

PLUMBING

- Inoperative downspout sewers/floor drains
- Iron water service
- Plastic plumbing
- Unvented plumbing fixtures
- Laundry tray (sink)
- Undersized water lines
- Submerged ball cocks/faucet spouts
- Hose bibbs
- Rusted metal sink cabinets (unless lead hazard reduction)
- Chipped enamel on fixtures
- Anti-flood control
- Replace lavatory and bathtubs

HEATING and Cooling

- Steam air vent/replacement
- Additional radiation
- Replacement of functional units
- Inadequate heat ducts/returns
- Furnace filter replacement
- Conversion of fuel source
- Servicing heating unit without due cause
- Installation of fuel saver equipment
- Insulation of heating lines
- Fireplace repairs
- Installation of new, not pre-existing AC Units.

ROOFING

- Exhaust fan replacement (attic ventilation)
- Repair/replacement of decorative items
- Gutter/downspout (if not broken/missing)
- Garage roofs

EMERGENCY ACCESS GRANT FOR PEOPLE WITH DISABILITIES

PROGRAM DESCRIPTION AND PURPOSE

Emergency Access Grant for People with Disabilities (EAG) is administered by the Department of Housing (DH). These guidelines as set forth provide the eligibility criteria, program design, rules and policies which govern the EAG. The EAG is aimed at providing financial assistance to low income homeowners, in order to eliminate physical barriers which inhibit the use of the dwelling unit by a Person with Disabilities. The program will provide financial assistance to owner-occupants of one (1) unit residential properties in the form of a grant.

ELIGIBILITY CRITERIA

Applicants must submit the following additional documentation along with their completed applications:

- Copy of current homeowner's insurance coverage.

Properties are eligible to receive assistance once with a maximum amount of \$24,999.00.

PROPERTY ELIGIBILITY

One (1) unit owner-occupied residential properties will be eligible for assistance. Prior to being approved, the property must be inspected by the DH to determine if general improvements will remove barriers for accessibility by persons with disabilities.

FUNDING

The funding for the remedy of the situation will be in the form of a grant, with a maximum amount of \$24,999.00 per project. There is no repayment on the grant. Payment will be made directly to the Contractor once the job is complete. If the rehabilitation costs exceed \$24,999.00, the project may be approved if the excess cost is absorbed by the homeowner with a 20% contingency.

For example: If rehabilitation costs plus 20% contingency exceed grant amount of \$24,999.00; The homeowner will have to submit an Escrow in the form of a money order/certified check payable to ***Community Development Block Grant Fund*** submitted to DH *prior* to the project starting. The escrow amount is calculated by the difference between \$24,999.00 grant amount and the total estimated rehabilitation cost. The total estimated rehabilitation cost is the rehabilitation cost plus 20%. Lead Hazard Reduction will be in the form of a grant at no cost to the homeowner.

EMERGENCY ACCESSIBILITY

The DH inspector's report will be the principal basis for determining assistance. Financial assistance is intended for basically sound residential structures and will be approved only if the assistance will result in the dwelling being safe and livable once the work is completed. The extent of the work will be confined to eliminating the barriers for accessibility by persons with disabilities.

LEAD HAZARD REDUCTION GRANT

MISSION

The mission of the Department of Housing Lead Hazard Reduction Grant is to reduce lead exposure to children under the age of six and improve homeowner occupant properties. The Lead Hazard Reduction grant is available to owner-occupants of one (1) or (2) two units residential properties in a form of a grant from the U.S. Department of Housing and Urban Development (HUD), Community Development Block Grant Fund (CDBG). This grant is administered by the Town of Cicero, through our rehabilitation programs such as: Home Repair Program, Emergency Access Grant for People with Disabilities, Home Improvement Program, Emergency Assistance Program, and the Weatherization Energy Efficient Program. Eligibility requirements for enrollment of a property include: pre-1978 construction and low-to-moderate income households. Any homeowner occupant who applies for any of our 5 programs may also be eligible to receive the Lead Hazard Reduction Grant if applicable to the work for which they are applying for where lead is being disturbed or presumed. If homeowners are applying due to a child with elevated lead blood results, or a pregnant women; lead blood testing results are mandatory for participation in the programs. It is the only sure way to determine if a child/pregnant woman is being exposed to too much lead.

IMPORTANCE OF LEAD AWARENESS

Lead safe practices could protect children from becoming lead poisoned. Childhood lead poisoning is the most common environmental disease of children and is entirely preventable. Lead is a metal commonly found in many products in industrialized countries and serves no known function in the human body. Although it is toxic to all systems of the body, the greatest concern is for its effects on the nervous systems of young children, even when levels are low. Young children are particularly vulnerable because they ingest more lead than adults through normal hand-to-mouth and exploratory behaviors, and because their bodies absorb higher rates of the ingested lead than an adult's. In addition, their rapidly-developing nervous systems are more sensitive to adverse effects. Symptoms of lead poisoning, which may not be apparent and may also have other causes, include delayed speech development, hyperactivity, fatigue, restlessness, hearing loss, irritability, poor large and small muscle coordination, poor spacial and conceptual ability and other nervous system manifestations that adversely effect intellectual and behavioral capacity.

HOMEOWNER EDUCATION/INFORMATION

The Department of Housing provides homeowners with “Protect Your Family From Lead In Your Home”, and “Renovate Right” HUD/EPA brochure. Homeowners learn how to identify and control many other non-housing related lead sources in their environment or child's environment including cookware, toys, plastic mini-blinds, traditional remedies and parent occupational exposures. They also learn what constitutes a healthy diet that will help prevent lead poisoning and how to maintain lead painted surfaces in a safe manner.

WORK PLAN PREPARATION

Housing rehabilitation staff, trained to develop lead remediation plans and certified by the IDPH, prepare a plan to make the home lead safe. The goal is not to make the home lead-free but to make the lead inaccessible to children in a cost-effective manner, and perform lead hazard reduction rehabilitations which will improve the homes of our applicants. The plan is specific for that property, based on the risk assessment results or presumption notices.

A Lead Inspection is performed in accordance with the Illinois Department of Public Health Lead Poisoning Prevention Code (Title 77 Part 845) by a Risk Assessor Contractor. The Risk Assessment/Lead Inspection is performed within any of our programs where funding amount will be >\$5,000.00. Please reference to Chart 3 Rehabilitation, and Summary of Lead Based Paint by Activity chart below regarding processes.

A Risk Assessment is performed by a Risk Assessment Contractor and most every surface is tested for the presence or absence of lead. The Risk Assessment includes a summary report displaying all components that tested at or above the current Illinois Department of Public Health (IDPH) regulatory level for Paint, via X-Ray Fluorescence (XRF), of 1.0 mg/cm². A soil sample may also be performed. The Risk Assessor Contractor will recommend at least one preferred Mitigation and Abatement Control Option for each potential hazard identified. The Rehabilitation Specification Specialist/Department of Housing and owner will select hazard control measures all acceptable based on Illinois Department of Public Health Lead Poisoning Prevention Code (Title 77 Part 845).

After the specific work and cleaning activities have been completed, a compliance investigation with dust samples must be conducted IDPH licensed Lead Inspector or Risk Assessor to ensure that the work areas are safe before the family reoccupies the designated work areas.

The project is assigned to a private sector lead contractor, also certified by the IDPH, who enters into a contract with the owner of the property through a bidding process within the specific program for Lead Hazard Reduction activities, and or other work if applicable.

LEAD HAZARD REDUCTION

Lead hazard reduction must be conducted by a contractor who is Lead certified and licensed and bonded by the Town of Cicero. The contractor must monitor work quality and lead safe work practices on site. Examples of work items are stabilization and repainting of lead paint on stable surfaces, replacement of lead-painted components that cannot be stabilized, and protection of friction or impact surfaces that can create lead dust.

When doing a Risk Assessment, the final report will contain a workable lead hazard control plan. The plan will include a list of all the lead hazards found in the dwelling (if any) and the control options that can be used for that specific property.

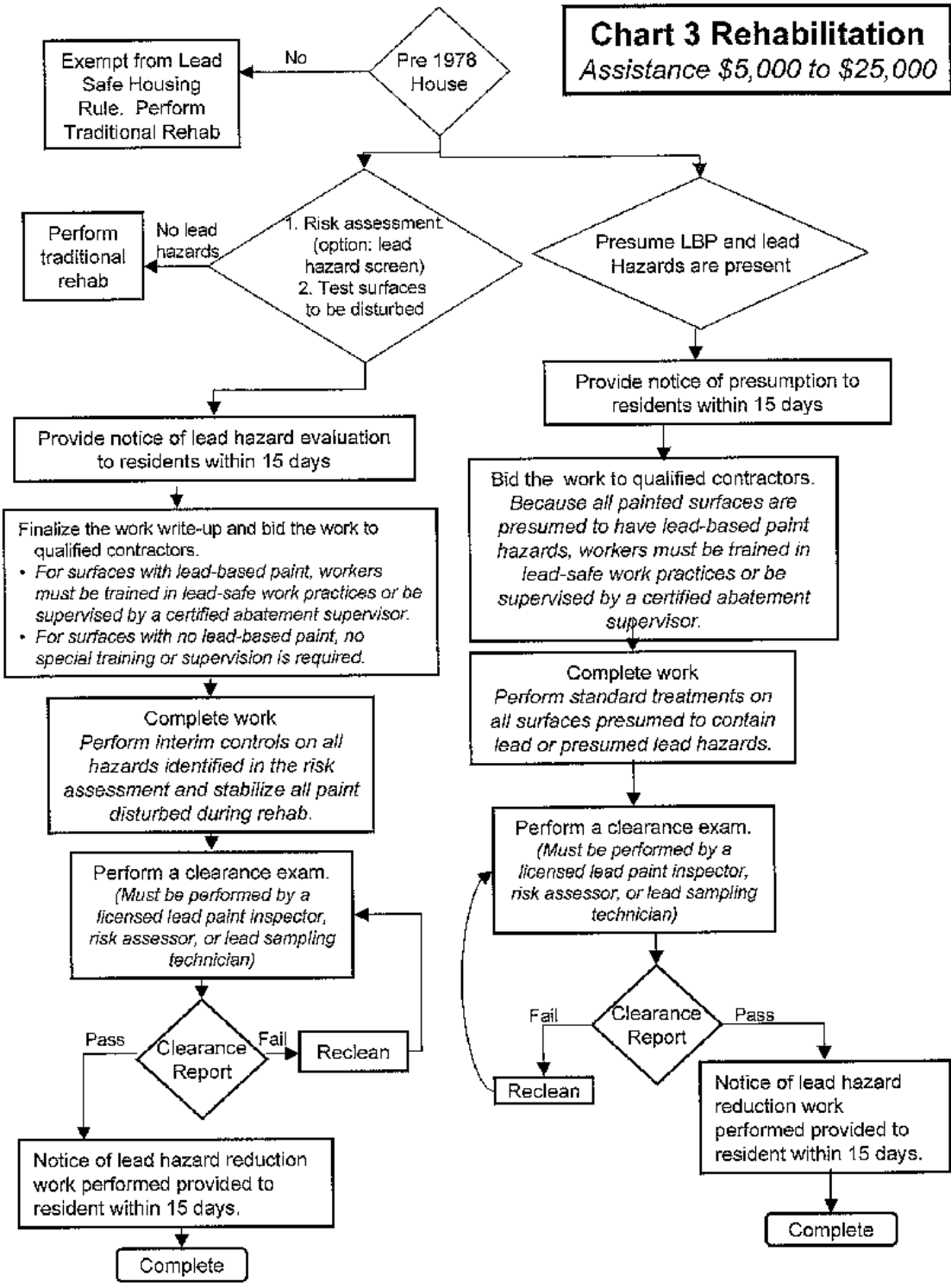
Interim controls are measures designed to temporarily reduce human exposure or possible exposure to lead-based paint hazards. These measures include specialized cleaning, repairs, maintenance, paint film stabilization, temporary containment, friction and impact reduction treatments, dust removal, and

educational programs for management and residents. Interim controls also include all preparation, cleanup, disposal, and post-abatement clearance testing activities associated with such measures.

Note: Clearance is always required after abatement, interim controls, paint stabilization, or standard treatments unless the area is below de minimis levels.

According to Federal (24 CFR Part 35 and 40 CFR Part 745) and State of Illinois (845.25), the Town of Cicero and Current/Future Homeowners shall share the results of this report and any clearance sampling with the family which occupies and/or owns the residence.

Chart 3 Rehabilitation
Assistance \$5,000 to \$25,000



SUMMARY OF LEAD BASED-PAINT REQUIREMENTS BY ACTIVITY

	≤ \$5,000	\$5,000 - \$25,000
Approach to Lead Hazard Evaluation and Reduction	Do no harm	Identify and control lead hazards
Notification	Yes	Yes
Lead Hazard Evaluation	Paint Testing	Paint Testing and Risk Assessment
Lead Hazard Reduction	Repair surfaces disturbed during rehabilitation	Interim Controls
	Safe work Practices Clearance of work site	Safe work practices Clearance of unit
Ongoing Maintenance	For HOME rental only	For HOME rental only
EIBLL Requirements	No	No
Options	Presumed lead-based Use safe work practices on all surfaces	Presume lead Based paint and/or hazards Use standards treatments

WEATHERIZATION AND ENERGY EFFICIENCY PROGRAM (NEW)

The Town of Cicero Weatherization and Energy Efficiency Program (WEE) helps low to moderate income residents and households:

- Conserve fuel,
- Reduce energy costs
- Increase health and safety through renovations designed to keep elements out of homes.

Weatherization and Energy Efficiency services that can be funded through WEE include:

- Air sealing
 - Attic and wall insulation
 - HVAC replacement with High Efficiency Unit
 - Water heater replacement with High Efficiency Unit
 - Electric base load reduction
 - Health and Safety/Moisture Control
 - Roof Replacements/Ice and Water Shield
 - Sewer Check Valve Installation
- **Minimum of \$2,000.00 of assistance must be directed toward Energy Efficiency upgrades.**
 - **Maximum of \$3,000.00 of assistance can be directed toward Health and Safety Measures.**

GOALS OF PROGRAM

- The purpose of the Weatherization Energy Efficiency Program (WEE) is to correct substandard living conditions, address health or safety hazards, and alleviate deficiencies in the structure, heating equipment; plumbing, electrical and sewage systems (flood control).
- Through the Weatherization and Energy Efficiency Program homeowner occupants can apply for flood control assistance, which will help reduce basement backups and property loss. Improve public health protection from mold, bring homes up to code with overhead plumbing, reduce volumes of inflow/infiltration, and improve property value and potentially reduce the likelihood/impacts of future flooding.
- The purpose of providing energy efficiency interventions, weatherization improvements, and general home improvements improving both housing quality and the safety and/or comfort of occupants, through better temperature control and improved ventilation especially for vulnerable populations such as the elderly, disabled, and children.
- This assistance will be in the form of a grant with a maximum funding amount of \$4,999.00 and is eligible to one (1) and two (2) unit owner-occupied properties where the current *total* household income is considered to be low-to-moderate as defined by HUD.

FUNDING

- The funding for the remedy of the situation will be in the form of a grant, with a maximum amount of \$4,999.00 per project. There is no repayment on the grant. Payment will be made directly to the Contractor once the job is complete. If the rehabilitation costs exceed \$4,999.00, the project may be approved if the excess cost is absorbed by the homeowner with a 20% contingency.
- For example: If rehabilitation costs plus 20% contingency exceed grant amount of \$4,999.00; The homeowner will have to submit an Escrow in the form of a money order/certified check payable to **Community Development Block Grant Fund** submitted to DH *prior* to the project starting. The escrow amount is calculated by the difference between \$4,999.00 grant amount and the total estimated rehabilitation cost. The total estimated rehabilitation cost is the rehabilitation cost plus 20%. Lead Hazard Reduction will be in the form of a grant at no cost to the homeowner.

WORK ALLOWED

- Make essential improvements including energy related repairs and costs to repair or replace housing systems in danger of failure.
- Incipient Code Violations - An element of the structure which is not in violation of the Housing Code, but which will likely deteriorate into a code violation in the near future. All improvements necessary to bring the property up to Town code
- Code violations.
- Flood control systems
- Window Panes and Exterior Doors – Broken window panes and sashes which pose a hazard to children or permit moisture infiltration shall be replaced. Exterior doors are to be replaced only if the door is broken beyond repair or, in some other fashion, presents a hazard to the security of occupants.
- Chimney in a state of disrepair, which may be considered dangerous, shall be rebuilt from the adjacent solid portions
- Exterior property improvements
- Installation of storm windows : preference of types of windows may include:
 - ✓ Anodized frames (treated with a protective oxide coating)
 - ✓ Baked enamel finish

Please note: Some windows (ex., casements) cannot readily be equipped with storm windows. Applicant should ensure to recaulk storm windows every few years to ensure a good seal, and the tracks should be cleaned occasionally to ensure proper operation.

- Installation of storm doors; preference types
 - ✓ Anodized (treated with a protective oxide coating)
 - ✓ Baked enamel finish
 - ✓ With latches or locks for security
 - ✓ Not installed over primary doors that have foam cores or plastic trim

- Installation/Increase attic insulation (building with attics and/or attics that currently have less than 12 inches of insulation)
- Installation of wall insulation
 - ✓ buildings with uninsulated walls
 - ✓ Buildings located in heating degree day zones 1.5 and above
 - ✓ Sprayed or brown insulation
 - ✓ Rigid Board
 - ✓ Installer must meet all legal and professional standards
 - ✓ Cavity-filled insulation must be compatible with building materials
 - ✓ Cavity-fill insulation should be blown in under pressure or expanded within to insure even distribution and to avoid future settling.
 - ✓ All materials must meet local building and fire codes.
 - ✓ Exterior or interior insulating panels should be protected from impacts, vandalism, and abrasions that could damage them.
 - ✓ Exterior insulation panels should be protected from weather and ultraviolet radiation.
 - ✓ Finish and detailing around doors, windows, and other openings should be considered so as not to detract from building appearance and operation equipment.
- Control air leakage
 - ✓ Weatherstripping
 - ✓ Air sealing
 - ✓ Air sealing performed in conjunction with an assessment of the building's ventilation system to ensure adequate air quality.
 - ✓ Contractor must inspect combustion appliances (such as gas-fired heaters and hot water heaters) before and after air sealing to ensure venting properly
- Installation of roof insulation (Flat or nearly flat, no attics, and buildings with no roof insulation)
 - ✓ All insulation must comply with fire codes
 - ✓ Adding insulation might increase snow build-up in winter because the relatively warm roofs of uninsulated buildings provide for some melting of accumulated snow. The ability of the building structure to accommodate this increased snow load should be analyzed.
- Insulate hot water or steam pipes
 - ✓ Pipes that are designed to provide heat to a space, such as radiators, should not be insulated.
 - ✓ Pipe insulation should be heat resistant and should be able to withstand the maximum temperature of the pipe.
- Seal and insulate ducts
 - ✓ Applicant must change air filters frequently during heating (or cooling) season to maintain adequate air flows.
 - ✓ Done by trained technician, to ensure pressure balances
 - ✓ Ducts sealed with mastic, insulation sealed over the ducts to prevent condensation

- Replacement of inefficient hot water heater
 - ✓ Appropriately sized to ensure both adequate hot water and minimal energy waste

Plaster/Painting

- Repair of broken or deteriorated plaster surfaces and scraping of peeling and flaking paint if poses a Lead Based Paint Hazard.

Note: Lead Hazard Reduction Activities apply if applicable.

SAMPLE LISTING OF WORK NOT ALLOWED

- Incidental costs such as interior redecorating-drywall repairs, paint, carpet and flooring
- Decorative exterior plantings (bushes, trees, plants) and landscape.

ELECTRICAL

- Additional ceiling or wall fixtures
- Outlets

PLUMBING

- Unvented plumbing fixtures (*must be approved by The Department of Housing*)
- Hose bibbs
- Chipped enamel on fixtures
- Air chambers

HEATING

- Servicing heating unit without due cause
- Fireplace repairs

ROOFING

- Repair/replacement of decorative items
- Replace gutter/downspout (if not broken/missing)
- Garage roofs

MASONRY

- Basement floor defects
- Foundation leakage (*must be approved by the Department of Housing*)
- Foundation repairs (*must be approved by the Department of Housing*)
- Repair or replace public sidewalks (town 50/50 program to fund)
- Driveways/aprons

- Cosmetic tuck pointing
- Cornice repairs
- Decorative/ornamental stone work

CARPENTRY

- Floor covering-decorative
- Worn stair tread that do not present hazard
- Decorating of every type (unless lead hazard reduction)
- General cracked or missing plaster/drywall (unless lead hazard reduction)
- Window repairs- frames, sash, sills, etc. (unless lead hazard reduction)
- Canopy replacement
- Garage repairs
- Kitchen cabinets (*starter set only*)
- Soffit/Fascia (unless lead hazard reduction)
- Garage repairs
- Interior/exterior paint (unless lead hazard reduction)
- Illegal conversions (de-convert illegal apartments)
- Enclosure of boiler rooms

ALL ALLOWANCES WILL BE PROVIDED FOR STANDARD CONSTRUCTION GRADE SUPPLIES AND EQUIPMENT

HOME IMPROVEMENT PROGRAM (NEW)

PROGRAM DESCRIPTION AND PURPOSE

The goal of the Home Improvement Program (HIP) is to revitalize and upgrade neighborhoods and make decent, safe and sanitary living conditions. This is achieved by bringing the entire property into code compliance. The HIP is administered by the Housing Department. These guidelines as set forth in the following manual provide the eligibility criteria, program design, rules and policies which govern the HIP. The HIP will provide assistance to correct substandard living conditions, address health and safety hazards, and alleviate deficiencies in the structure, heating equipment, plumbing and electrical systems.

The HIP may be used

- for improvements to bring the property up to code,
- energy conservation improvements,
- code violations,
- incipient code violations,
- weatherization items (including storm windows and doors, weather stripping & insulation),
- non-code violation items that are considered standard in nature i.e., medium grade cabinets, tile, fixtures etc, as based industry standards, and
- Lead hazard evaluation and reduction activities.

Delivery of services achieves cost-effectiveness and better outcomes in improving the safety and energy efficiency of homes. The Home Improvement Program combines distinctly different missions, that target low to moderate income housing for the purpose of providing energy efficiency interventions, weatherization improvements, and general home improvements improving both housing quality and the safety and/or comfort of occupants, through better temperature control and improved ventilation especially for vulnerable populations such as the elderly, disabled, and children. This assistance will be in the form of a conditional grant with a maximum funding amount of \$24,999.00 and is eligible to one (1) and two (2) unit owner-occupied properties where the current *total* household income is considered to be low-to-moderate as defined by HUD, and up to \$24,999.00 in Lead Hazard Reduction funds. Lead Hazard work is qualified separately from renovation work.

ADDITIONAL ELIGIBILITY CRITERIA

A. Applicant Eligibility

The applicant must agree to own/occupy the building for the duration of 5 years after completion of the rehabilitation work. A duly recorded Lien placed on property with a 5 year term period. Payment in full

required if a transfer of Deed or Title occurs prior to the completion of the term.

The applicant's mortgage, utility bills, and tax bills installment payments must be current. If applicant does not have paid-to-date mortgage, taxes, or utilities, application will be denied. If applicant brings bills up to date, and or has made arrangements applicant will be allowed to resubmit application and start process anew.

The applicant must agree to maintain property up to code and allow periodic inspections by the Town of Cicero.

The applicant must demonstrate a need for grant and be able to provide proof of property damage and need, such as pictures.

Applicants must submit the following additional documentation along with their completed applications:

- Copy of current homeowner's insurance coverage.
- Copy of Mortgage payment book.
- Two recent rent receipts for rental units if 2 unit.
- Copy of recent tax bill (Second Installment, which lists homeowners exemption and all other itemizations.
- Copy of current utility bills

Assets are not verified unless it appears on the 1040 that there is a substantial amount of interest that would result in a non-prudent use of CDBG funds.

Excessive Assets: If applicant has assets which are deemed excessive and he/she can rehabilitate the property without CDBG assistance, applicant will be denied, he/she may discuss with the Assistant Housing Program Director. If Assistant Housing Program Director feels applicant may be eligible, she/he will discuss situation with Housing Program Director who will make the final determination.

ADDITIONAL PROPERTY ELIGIBILITY

One and two unit, owner-occupied homes are eligible.

Properties are eligible to receive assistance once with a maximum amount of \$24,999.00 (**subsequent assistance to be approved by The Department of Housing**).

If the grant does not bring the property up to codes, the property is not eligible.

Ineligible Uses

- Conversion to multi-unit properties
- Luxury items
- Items that are considered above standard including whirlpools
- Custom or designer colors

- High grade cabinets, tile, and fixtures
- Renovations started and/or items purchased prior to grant application are not eligible for reimbursement.

Assumability: No loan assumption will be allowed

Priorities: Grant may be used for the following:

- (a). All improvements necessary to bring the property up to Town code, including incipient code items.
- (b). Energy conservation improvements such as insulation, storm windows and doors. Exterior property improvements and general property improvements such as kitchen cabinets, floor & wall finishes (standard grade), etc.

It is mandatory that the grant satisfy priority “a” improvements first. Grant for priority “b” items is dependent upon the amount of funds available. In addition, the Town of Cicero may require other renovations.

FUNDING

Funding for HIGP will be in the form of a grant, maximum of \$24,999.00 per project. There is no repayment on the grant. Payment will be made directly to the Contractor once the job is complete. If the rehabilitation costs exceed \$24,999.00, the project may be approved if the excess cost is absorbed by the homeowner with a 20% contingency.

For example: If rehabilitation costs plus 20% contingency exceed grant amount of \$24,999.00; The homeowner will have to submit an Escrow in the form of a money order/certified check payable to **Community Development Block Grant Fund** submitted to DH *prior* to the project starting. The escrow amount is calculated by the difference between \$24,999.00 grant amount and the total estimated rehabilitation cost. The total estimated rehabilitation cost is the rehabilitation cost plus 20%. Lead Hazard Reduction will be in the form of a grant at no cost to the homeowner.

Prepayment: Prepayment is allowed with no penalty if Deed/Title transfer occurs prior to 5 year term completion. Processing fees for Lien removal will apply and be the sole responsibility of applicant.

PROCEDURES

If client is still interested, a Code Advisory Inspection is scheduled.

During the Code Advisory Inspection, the Rehabilitation Specification Specialist determines feasibility. If feasible, the Rehabilitation Specification Specialist gives owner application packet and advises to call the Assistant Program Director to schedule a meeting to have interview and submit application.

PROJECT FINANCIAL ANALYSIS

First Meeting

Applicant contacts Assistant Housing Program Director to schedule Spec Write-up inspection.
Spec write-up completed

Second Meeting

Owner meets with Assistant Housing Program Director and Rehabilitation Specification Specialist .

- a. The Spec Write-up is reviewed and signed.
- b. Bidding process explained.
- c. Closing process explained.

BIDDING

Rehabilitation Grant Agreement: An agreement will be executed between the Town of Cicero & the recipient. A lien will be placed on property for the whole assistance amount received. Owner must maintain owner-occupied status for 5 years, or the amount of assistance must be repaid to the Town of Cicero Department of Housing. The Town will perform compliance checks annually.

Contract: The rehabilitation contract will be executed between the homeowner and the contractor.

WORK ALLOWED

- Make essential improvements including energy related repairs and costs to repair or replace housing systems in danger of failure.
- Incipient Code Violations - An element of the structure which is not in violation of the Housing Code, but which will likely deteriorate into a code violation in the near future.
- Code violations.
- Exterior property improvements
- General interior property improvements such as kitchen cabinets, floor and wall finishes (standard grade)
- Installation of storm windows : preference of types of windows may include:
 - ✓ Anodized frames (treated with a protective oxide coating)
 - ✓ Baked enamel finish

Please note: Some windows (ex., casements) cannot readily be equipped with storm windows. Applicant should ensure to recaulk storm windows every few years to ensure a good seal, and the tracks should be cleaned occasionally to ensure proper operation.

- Installation of storm doors; preference types
 - ✓ Anodized (treated with a protective oxide coating)
 - ✓ Baked enamel finish
 - ✓ With latches or locks for security
 - ✓ Not installed over primary doors that have foam cores or plastic trim
- Installation/Increase attic insulation (building with attics and/or attics that currently have less

than 12 inches of insulation)

- Installation of wall insulation
 - ✓ buildings with uninsulated walls
 - ✓ Buildings located in heating degree day zones 1.5 and above
 - ✓ Sprayed or brown insulation
 - ✓ Rigid Board
 - ✓ Installer must meet all legal and professional standards
 - ✓ Cavity-filled insulation must be compatible with building materials
 - ✓ Cavity-fill insulation should be blown in under pressure or expanded within to insure even distribution and to avoid future settling.
 - ✓ All materials must meet local building and fire codes.
 - ✓ Exterior or interior insulating panels should be protected from impacts, vandalism, and abrasions that could damage them.
 - ✓ Exterior insulation panels should be protected from weather and ultraviolet radiation.
 - ✓ Finish and detailing around doors, windows, and other openings should be considered so as not to detract from building appearance and operation equipment.
- Control air leakage
 - ✓ Weatherstripping
 - ✓ Air sealing
 - ✓ Air sealing performed in conjunction with an assessment of the building's ventilation system to ensure adequate air quality.
 - ✓ Contractor must inspect combustion appliances (such as gas-fired heaters and hot water heaters) before and after air sealing to ensure venting properly
- Installation of roof insulation (Flat or nearly flat, no attics, and buildings with no roof insulation)
 - ✓ All insulation must comply with fire codes
 - ✓ Adding insulation might increase snow build-up in winter because the relatively warm roofs of uninsulated buildings provide for some melting of accumulated snow. The ability of the building structure to accommodate this increased snow load should be analyzed.
- Insulate hot water or steam pipes
 - ✓ Pipes that are designed to provide heat to a space, such as radiators, should not be insulated.
 - ✓ Pipe insulation should be heat resistant and should be able to withstand the maximum temperature of the pipe.
- Seal and insulate ducts
 - ✓ Applicant must change air filters frequently during heating (or cooling) season to maintain adequate air flows.
 - ✓ Done by trained technician, to ensure pressure balances
 - ✓ Ducts sealed with mastic, insulation sealed over the ducts to prevent condensation
- Replacement of inefficient hot water heater
 - ✓ Appropriately sized to ensure both adequate hot water and minimal energy waste
- Lead hazard evaluation and reduction activities.

ALL ALLOWANCES WILL BE PROVIDED FOR STANDARD CONSTRUCTION GRADE SUPPLIES AND EQUIPMENT

SAMPLE LISTING OF WORK NOT ALLOWED

ELECTRICAL

- Additional ceiling or wall fixtures
- Increased electrical service to building to legalize an additional apartment (new or existing)
- Install additional circuit panel box to legalize an additional apartment (new or existing)
- Designer electrical light fixture

PLUMBING

- Unvented plumbing fixtures (must be approved by The Department of Housing)
- Whirlpool bathtubs
- Custom color bathroom/kitchen fixtures
- Hose bibbs
- Chipped enamel on fixtures
- Air chambers
- Anti-flood control (overhead sewers)

APPLIANCES

- Window air conditioner
- Kitchen stove, dishwasher/refrigerator
- Clothes washer-dryer

HEATING

- Replacement of functional units (unless more energy efficient)
- Servicing heating unit without due cause
- Fireplace repairs

ROOFING

- Repair/replacement of decorative items
- Replace gutter/downspout (if not broken/missing)
- Garage roofs

MASONRY

- Basement floor defects
- Foundation leakage (must be approved by the Department of Housing)
- Foundation repairs (must be approved by the Department of Housing)
- Repair or replace public sidewalks (town 50/50 program to fund)
- Driveways/aprons
- Cosmetic tuck pointing
- Repair or replace public sidewalks (town 50/50 program to fund)

CARPENTRY

- Construct second exit to legalize an additional apartment (new or existing)
- Construct new garage
- Pool decking
- Marble floor tile
- Ceramic floor tile
- Floor covering-decorative
- Worn stair tread that do not present hazard
- Decorating of every type (unless lead hazard reduction)
- Premium kitchen cabinets/countertops (starter set only)
- medicine cabinets/ premium bathroom vanities
- Soffit/Fascia (unless lead hazard reduction)
- Garage repairs
- Interior/exterior paint (unless lead hazard reduction)

MINIMUM HEALTH AND SAFETY STANDARDS

GENERAL

- Dwelling must have a living room, kitchen and bath.
- One-room efficiency with kitchen is acceptable.
- Must be one bedroom for every two family members.
- Ceiling, no large cracks or holes, no flaking and peeling paint.
- Walls, no large cracks or holes, no flaking and peeling paint.
- Electrical:
 - ✓ Living room - At least two outlets or one outlet and one permanent overhead light fixture. In good/safe condition.
 - ✓ Kitchen - At least one outlet and one permanent light fixture.
 - ✓ Bath - At least one permanent overhead or wall light fixture.
 - ✓ Bedrooms - same as living room.
- Floors, in good condition, no large cracks or holes, missing/loose floor coverings.
- Windows, at least one window in working condition in each room.
- Kitchen, if window is present must be in working order.
- Bath, window that opens or exhaust fan.
- Bedroom, at least one window.
- Dwelling is free of immediate lead-based paint hazards.
- Locks, windows and doors in good condition.
- Kitchen, space to prepare food, stove/refrigerator in good condition, sink with hot and cold water.
- Bath, flush toilet, lavatory, tub or shower with hot and cold water (kitchen sink will not satisfy this requirement).

BUILDING - EXTERIOR

- Roof, good condition no leaks, with gutter and down spouts, if present in good condition and securely attached to building.
- Handrails, four or more steps, porches, decks 30" above ground.
- Walls, good condition, no large cracks or holes.
- Foundation, no serious leaks.
- Water supply, an approved public supply system.
- Sewage, approved public sewage disposal system.
- Chimneys, no serious defects or missing bricks.
- Free of immediate lead-based paint hazards.

PLUMBING/HEATING

- Cooling, windows that operate.
- Plumbing, good condition, no leaks and no serious rust.
- Water Heater, good condition installed in safe manner.
- Heat, the heating system shall be able to maintain a temperature of 70 degrees Fahrenheit at minus 10 degrees exterior temp.
- Space heaters, no space heaters not vented to the outside.
- Insulation, removal or encapsulation of broken, loose and flaking.
- Pipe insulation where asbestos material may be suspected.

HEALTH/SAFETY

- Two unobstructed exits from each unit.
- No dangerous places, nearby buildings that are condemned or abandoned, which pose a fire or safety hazard to children.
- Place to store garbage (until pickup).
- Stairs/halls to have light, good condition.
- No sign of rodents and vermin.
- Install check valves on water supply line, hose bib and boiler water inlet.
- Smoke detectors should be located in each living unit within 15' of all rooms used for sleeping, uppermost ceiling of all interior stairwells.

CDBG-CV PROGRAMS

BACKGROUND

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136), signed into law on March 27, 2020, made available \$5 billion in supplemental Community Development Block Grant (CDBG-CV) funding to prevent, prepare for and respond to the coronavirus.

The Town of Cicero performed an initial amendment to their PY2019 Annual Action Plan to fund Town of Cicero Coronavirus Prevention Activities. These activities included:

1. Emergency Operations Committee (EOC)
2. Vaccination Site Conversion
3. Vaccination Site Staffing
4. PPE for Vaccination Site/Town Facilities/First Responders

As time went on, and the fluctuations of the pandemic and infection rates, it was determined to perform another amendment, to open up funding opportunities for other departments, agencies, and the public to apply for assistance through the CDBG-CV Program.

Several Priorities were identified through consultation with town employees and service providers. Some of these priorities include but are not limited to:

1. Emergency Utility Payments,
2. Public Service Activities – Food Distribution Activities,
3. Public Facility Improvements – HVAC and Sanitation Facility Improvements,
4. Any CDBG-CV Eligible Activity.

The policies, programs, and administration of CDBG-CV will be in effect as long as CDBG-CV funding is available.

The Town will follow all CDBG policies and procedures to administer the CDBG-CV program, and add the following:

1. Duplication of benefits verification,
2. Verification all activities are to prevent, prepare for, and respond to the Covid-19 Pandemic,
3. Ensure all activities are CDBG eligible
4. Create CDBG-CV specific applications, agreements, forms, and other documents,
5. Monitor CDBG-CV Subrecipients a minimum of once during their grant agreement.

DUPLICATION OF BENEFITS

Duplication of benefits requirements apply to all CDBG-CV allocations as well as to FY2019 and FY2020 formula CDBG allocations used to prevent, prepare for, and respond to coronavirus.

- Any person or entity receiving CDBG-CV assistance (including subrecipients and direct beneficiaries) must agree to repay assistance that is determined to be duplicative.

- This will be documented through the Subrecipient Agreement for agencies.
- This will be documented through Signed Certification on Application for Individuals

The Town will evaluate the need and the resources available to meet that need.

The Town will evaluate current programs available at the local, county, state, and federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing duplication of benefits. The Town will utilize the HUD-prepared list of active Federal CARES Act and coronavirus response programs and funding sources to help evaluate potential risk for duplication for each activity and applicant.

DETERMINING DUPLICATION OF BENEFITS

- Assess Need: Determine the amount of need (total cost)
- Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost
- Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum CDBG-CV award (unmet need)
- Document analysis: Document calculation and maintain adequate documentation justifying determination of maximum award

CDBG-CV UTILITY ASSISTANCE PROGRAM

PROGRAM DESCRIPTION AND PURPOSE

The Town of Cicero will utilize a portion of their allocation of CDBG-CV funds to make Emergency Payments for Public Utilities for Cicero residents of home-owner occupied single family dwelling units that fell behind on payments. In order to qualify for Emergency Payments, the applicant must:

1. Apply for assistance through Town-provided application forms,
2. Document ownership of the property,
3. Document residency in the property,
4. Document low to moderate income of the household,
5. Document they (the household) were financially impacted by the Covid-19 Pandemic,
6. Be delinquent in their utility (water) bill,
7. Document need for the Emergency Payment, and
8. Provide other information they may feel is relevant.

The CDBG-CV Utility Assistance Program will be administered by the Department of Housing Staff in conjunction with the Town of Cicero Water Department.

- Housing Staff and Assistant Grant Administrator process applications, perform Environmental Review, and Prepare Request for Funds once approved.
- Housing Staff will create and maintain a file for each application received.

- CDBG-CV _ADDRESS
- File contains: Application, Supporting Documentation, Environmental Review, Calculations, Award/Rejection Letter(s), Request For Funds.
- Grant Administration Staff Process Payments through normal CDBG Drawdown Protocols.

This program is designed for low-income households impacted by LOSS OF INCOME DUE TO THE COVID-19 PANDEMIC to assist with water bill payments. These funds may only be used to prevent, prepare for, and respond to coronavirus.

TYPE AND USE OF ASSISTANCE AVAILABLE

The following assistance is available through this program:

1. The funds may only be used for up to six (6) months public utility assistance (Three (3) billing cycles).
2. Assistance is available beginning with April 1, 2020 Utility Bill and nothing prior.
3. Payments will only be made for Water and Sewer Charges on the utility bill.
4. The amount of assistance provided will not exceed the actual amount needed.
5. Applicant(s) will be responsible for any mortgage, rent, and/or utility payments that exceed the time frame. Applicants will need to provide proof that the additional amount has been paid, show proof that other funds are committed, or that a payment plan has been established with the Town of Cicero Water Department.
6. The funds cannot include payments for late fees related to the months during which assistance is received.
7. No utility assistance will be paid out if the amount is under \$100.00.
8. Maximum utility assistance will be \$500.00.

PROCESS FOR ACCEPTING APPLICATIONS

COMPLETE applications will be processed on a first-come, first-served basis, based on the date and time received. Funds will NOT be held for incomplete applications.

APPLICANT REQUIREMENTS

To be considered for assistance under this program the following guidelines shall be met:

ELIGIBILITY DETERMINATION

- Applicant(s) must have experienced/are experiencing a loss of income directly related to COVID-19
 - Qualifying Income reductions attributable to the coronavirus pandemic shall include, but are not limited to:
 - Hours and/or commission/salary reduced, or
 - Position furloughed/laid off or terminated by the employer as a direct result of the corona virus pandemic,

- Losses due to unavailable childcare requiring a parent or guardian to reduce work hours;
 - Individual or family health conditions requiring isolation or a change in working conditions or frequency of work or requiring an individual to otherwise isolate at home;
 - Circumstances that necessitate a reduction or termination of work due to family illness requiring an individual to serve as a caretaker.
 - Other situations will be evaluated and approved on a case by case basis.
- Gross household income shall not exceed, at the initial application, 80% of Area Median Income.
 - Applicant(s) must be a United States citizen or a non-citizen who has Eligible Immigration Status as a Permanent Resident under §249 of INA.
 - Applicant(s) must be a current Town of Cicero resident, and reside in the property requesting assistance

INELIGIBILITY DETERMINATION

The applicant(s) can be denied participation in this program for any of the following reasons:

- Does not meet any of the qualifications listed above.
- Has given false, misleading, or inaccurate statements or information.
- Has changes in circumstances affecting eligibility that occur between the time of application and prior to receiving assistance.

PROPERTY REQUIREMENTS

- The property must be located within the Town of Cicero.
- The residential structure must be a single-family dwelling unit or Owner-Occupied Two Flat.

APPLICATION/ELIGIBILITY DETERMINATION AND VERIFICATION PROCESS

The following steps will be used in the acceptance and processing of applications for participation in these programs:

All applicants will be required to complete an application packet with the Town of Cicero Department of Housing to determine if they meet the requirements of the programs. The application will not be considered complete until the applicant has submitted all the necessary documents needed to complete verification.

The following information will be needed by the household in order to complete the application packet:

INCOME QUALIFICATION

- Copy of recent IRS 1040 form and W-2 (for ALL household members)
- Two recent paycheck stubs (for ALL household members)
- Stubs/receipts from all other income received for ALL household members 15 years of age and older:

- Bank statements for last three (3) months
- Proof of any current income received such as:
 - ✓ social security
 - ✓ pensions
 - ✓ union benefit
 - ✓ veteran benefits
 - ✓ unemployment
 - ✓ worker's comp
 - ✓ public aid
 - ✓ alimony
 - ✓ child support
 - ✓ rents from rental property
 - ✓ part time employment
 - ✓ net income from operation business
 - ✓ interest income
 - ✓ dividends
 - ✓ welfare
 - ✓ Other pandemic-related assistance programs

UTILITY RELIEF QUALIFICATION

- ✓ Copy of Deed (certified trust agreement if in a trust)
- ✓ Copy of death or divorce certificate if name is on title
- ✓ Current Town of Cicero Water Bill in applicant's name.
- ✓ Payment agreement with the Town of Cicero for past due utility bills, if applicable.
- ✓ Copy of Disconnect notice, if applicable.

ELIGIBILITY QUALIFICATIONS

- ✓ Documentation of being negatively affected by the Pandemic
 - Hours and/or commission/salary reduced, or
 - Position furloughed/laid off or terminated by the employer as a direct result of the corona virus pandemic,
 - Losses due to unavailable childcare requiring a parent or guardian to reduce work hours;
 - Individual or family health conditions requiring isolation or a change in working conditions or frequency of work or requiring an individual to otherwise isolate at home;
 - Circumstances that necessitate a reduction or termination of work due to family illness requiring an individual to serve as a caretaker.

BENEFIT CALCULATION

Once an applicant and property have been qualified for the program, the following calculations will be performed to determine Emergency Payment:

- Total Billed Water and Sewer Charges since April 2020 (verify with Water Department)

- Minus Total Payments made since April 2020
- Minus any late Fees
- Minus Garbage Fees
 - **Equals amount in arrears.**
- Determine any outside resources received for same benefit.
- Total Amount in arrears minus other resources = Total Need
- Determine amount to be paid is no greater than three (3) billing cycles (6 months).
- If greater than \$500 – process payment of \$500
- If less than \$500 but greater than \$100 Process payment for amount of need.
- Maintain all documents in applicant file.
- If unmet need is under \$500 no payment can be processed.

Applicant(s) will be notified in writing whether they are determined to be eligible or ineligible. Any changes to the application during the eligibility phase must be reported immediately to the City.

The emergency payment will be made by the Town of Cicero Department of Housing directly to the Bureau of Water and Sewer.



Town of Cicero Department of Housing

Policy and Procedure Manual

Larry Dominick – Town President

Tom M. Tomschin, MPA – Executive Director

EMERGENCY SOLUTIONS GRANT (ESG)

I. GENERAL INFORMATION

A. WHAT IS THE EMERGENCY SOLUTIONS GRANT (ESG)?

The Emergency Solutions Grant (ESG) renames the Emergency Shelter Grant and broadens existing emergency shelter and homelessness prevention activities and adds short and medium-term rental assistance and services to rapidly re-house homeless people. This program places a greater focus on homelessness prevention for persons at risk of homelessness and rapid re-housing assistance for homeless persons.

The intent of ESG is to continue the grant funding for the Emergency Shelter Grant and to implement the expanded program that was temporarily funded as the Homeless Prevention Rapid Re-Housing program whose mission was to provide homelessness prevention assistance to households who would otherwise become homeless— many due to the economic crisis—and to provide assistance to rapidly re-house persons who are homeless.

Program components include (§ 576.100):

- Street Outreach
- Emergency Shelter (including supportive services)
- Homeless Prevention
- Rapid Re-Housing
- HMIS Component
- Administrative Costs

B. PURPOSE OF THIS DOCUMENT

The Emergency Solutions Grant Program Policies and Procedures Manual serves as a guide to the Town of Cicero Department of Housing staff, which is the department in charge of administering HUD's Emergency Solutions Grant (ESG) Program.

This Manual describes the:

- ESG program.
- Requirements of Subrecipients to manage programs using these funds.
- Town of Cicero policies and procedures for administering the program.
- Town of Cicero policies and procedures for financial management of the program.

The Emergency Solutions Grant Program Policies and Procedures Manual will assist the Town of Cicero Department of Housing staff to implement efficient and compliant ESG programs.

The Emergency Solutions Grant Program Policies and Procedures Manual does not replace the regulations contained in 24 CFR Part 576, and subsequent amendments, or any other applicable Federal, State and local laws, ordinances and regulations pertaining to the Emergency Solutions Grant Program. However, it highlights and emphasizes grant requirements. Subrecipients must always refer to the regulations and the grant agreement in determining what is allowable under the ESG program.

Local Continuums of Care and ESG Subrecipients need to work together and need to establish and meet performance standards such as:

- Reducing the average length of time, a person is homeless
- Reducing return to homelessness
- Increasing access to permanent housing
- Reducing the number of homeless individuals and families
- Improving employment rate and income amounts of program participants
- Reducing first time homelessness
- Preventing homelessness and achieving independent living in permanent housing for families and youth defined as homeless under other Federal programs.

C. RESPONSIBILITY FOR GRANT ADMINISTRATION AND OVERSIGHT

In all cases, recipients have responsibility to HUD for the grant, and HUD ultimately holds the recipient accountable if a Subrecipient uses funds in violation of program requirements. Therefore, the recipient is prohibited from assigning certain administrative responsibilities and functions to the Subrecipients. For example:

- The recipient must be the entity that signs the grant agreement with HUD; and
- The recipient must maintain oversight over the funds and activities.

CHARACTERISTICS INDICATIVE OF A SUBRECIPIENT

In general, characteristics whose presence supports the classification of an entity as a Subrecipient are when the entity:

1. Makes determinations about who is eligible to receive what assistance;
2. Has its performance measured in relation to whether objectives of the program were met (e.g. is accountable for meeting HUD-established performance measures);
3. Has responsibility for programmatic decision making;
4. Is responsible for adherence to applicable requirements in the program regulations and HUD's grant agreement with the recipient.

D. USE OF RAPID REHOUSING AND HOMELESSNESS PREVENTION RESOURCES

Although the Town of Cicero understands many Subrecipients have chosen to provide a one-time emergency rent or utility assistance to prevent homelessness in the past, Subrecipients receiving ESG funds should implement activities that will ensure the ongoing housing stability of program participants. The Town of Cicero strongly encourages each Subrecipient to focus ESG funding on rapidly rehousing individuals and families living on the streets or in emergency shelters into permanent housing. While both rapid rehousing and homelessness prevention are eligible activities, only rapid rehousing assistance targets those individuals and families living on the streets or in emergency shelters. Effective rapid

rehousing programs help participants to transition out of the homeless assistance system as quickly as possible, decreasing the number of persons who are homeless within a community.

Rapid rehousing also ensures that emergency shelter resources are used to serve individuals and families with the most urgent housing crisis. In contrast, the success of homelessness prevention activities is much more difficult to measure and the prevention assistance is harder to strategically target. These difficulties increase the risk that the use of ESG funds for homelessness prevention assistance will be inefficient at preventing people from going to the streets or shelters. As public and nonprofit resources become increasingly strained, rapid rehousing should be given the highest priority under ESG to help ensure that existing resources-both within and outside the homeless assistance system- are used as efficiently as possible to help those most in need. To help the Town of Cicero achieve the goals and priorities reflected above, Subrecipients should use ESG funds to design and implement programs that will:

- Broaden existing homelessness prevention activities
- Emphasize Rapid Rehousing programs
- Help program participants to quickly regain or obtain stability in permanent housing after experiencing homelessness

E. PLANNING PROCESS

The Town of Cicero Administers the ESG Program with the same timeline as the Consolidated Plan and Annual Action Plan processes. The Town of Cicero also follows the Citizen Participation Plan with specific elements pertaining to ESG (Homeless Participation).

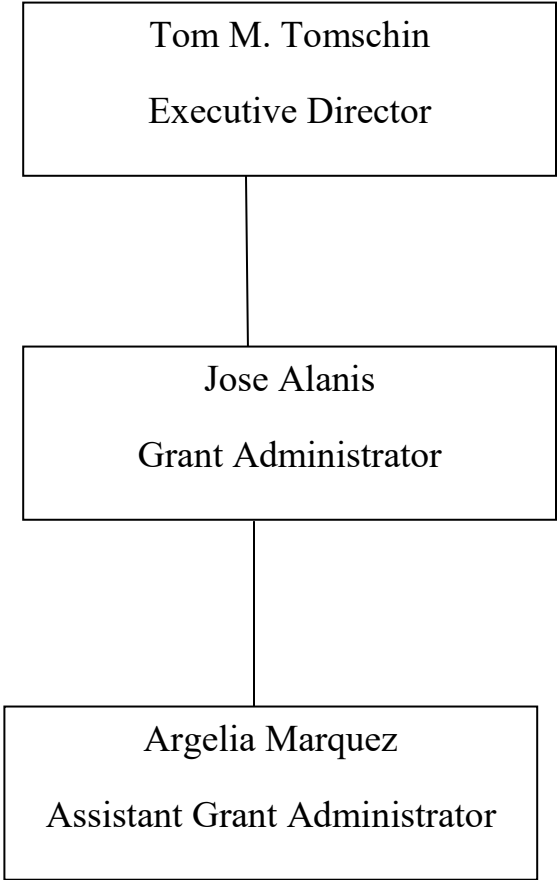
(See Citizen Participation Plan pg. 30-35)

F. TOWN OF CICERO ESG CONTACT INFORMATION

If you have specific program questions, please contact:

Tom M. Tomschin
Executive Director
1634 S Laramie Avenue
Cicero, IL 60804

ORGANIZATIONAL CHART



GRANT ADMINISTRATION, ASSISTANT GRANT ADMINISTRATOR & OTHER REQUIREMENTS

A. JOB DESCRIPTION

Grant Administrator

Administrative

- Compliance of United States Department of Housing and Urban Development (HUD) rules and regulations
- Lead Administrator in the composition/acceptance and mailing of correspondence, answering inquiries, coordination of ESG activities, and communication with the public
- Maintain ESG files
- Prepare documentation of Annual Action Plan(s) (AAP)
- Prepare documentation for Consolidated Annual Performance Evaluation Report (CAPER)
- Prepare documentation for 5-Year Consolidated Plan(s)
- Assist HUD Representative(s) with audits/monitoring
- Attend meetings with management
- Supervise office staff
- Maintain logistics
- Oversee Environmental Review Officer
- Review and prepare payroll authorization
- Prepare purchase requests and acquire price quotes per United States Department of Housing and Urban Development (HUD) procurement requirements
- Document procurement in accordance with HUD guidelines
- Maintain and submit Activity Reports per HUD
- Other duties as deemed necessary by the Executive Director

Financial Records Management

- Extensive Record Keeping
- Maintain monthly and yearly financial files
- Manage accounts payables and receivables, monitor and pay invoices, prepare bills payable schedule, prepare checks, prepare Integrated Disbursement Information System (IDIS) voucher(s)
- Prepare and execute drawdowns on-line using HUD's IDIS system
- Extensive bookkeeping
- Prepare all reports (monthly, quarterly, and yearly) to HUD, Town of Cicero's Treasurer's Office and any other government entity requiring fiscal reporting

- Reconcile monthly accounts with the Town’s Treasurer’s Office
- Maintain, record, and reconcile all files with HUD, the Town of Cicero’s Treasurer’s Office, contracted Accountant, and Department Attorney.

Subrecipient Project Management

- Prepare applications for ESG funding
- Prepare Subrecipient cooperative agreements
- Process requests for funds
- Conduct semi-annual monitoring sessions for ESG

Assistant Grant Administrator

Administrative

- Compliance of United States Department of Housing and Urban Development (HUD) rules and regulations
- Assist in administering the composition/acceptance and mailing of correspondence, answering inquiries, coordination of Emergency Solutions Grant (ESG) activities and communication with the public
- Maintain ESG files
- Meeting Management – Prepare meeting minutes, assemble discussion materials, agendas, post public notices, and any other required documentation
- Prepare correspondence as needed for ESG activities
- Maintain and submit Employee Activity Reports per HUD
- Other duties as deemed necessary by the Executive Director, Grant Administrator, and Housing Program Director

Financial Records Management

- Extensive Record Keeping
- Maintain monthly and yearly financial files
- Prepare and execute drawdowns on-line using HUD’s IDIS system
- Assist in the preparation of all reports (monthly, quarterly, and yearly)

Subrecipient Project Management

- Prepare applications for ESG funding
- Assist in the preparation of Subrecipient cooperative agreements
- Assist in the preparation of the processing of requests for funds
- Conduct semi-annual monitoring sessions for ESG

B. RECORD KEEPING RESPONSIBILITIES

Section 576.500 describes the record keeping and reporting requirements governing ESG grants. Generally, records including supporting documentation shall be retained for five years from close-out of the grant, unless there are other statutory/regulatory provisions requiring a longer retention period. The Town of Cicero Department of Housing has an internal department policy of retaining record, files, etc. for a period of five years. In addition, sufficient records must be established and maintained to enable the Town of Cicero and HUD to determine whether ESG requirements are being met.

The Town of Cicero's policy for Access to records is in compliance with 2 CFR 200.336. The Town of Cicero also recognizes public rights and reasonable access to records. Any request for records must be processed through the Town of Cicero's Freedom of Information process.

C. FILES AND RECORD MAINTENANCE

The Town of Cicero Department of Housing Administrative staff has a procedure for maintaining files.

- Files are placed in a fire-proof cabinet, which is locked and holds each ESG grant files.
- The Executive Director, Grant Administrator and the Assistant Grant Administrator have access to these files.
- The files contained in the cabinet holds folders for each drawdown.
- Included in the folders will be: the original invoices, the ESG request for funds and the original payable schedule generated by the Grant Administrator.
- The Drawdown vouchers will also be included in the file folders.
- Copies of checks will be kept in the ESG check Register Binder.
- The Grant Administrator maintains the payable file cabinets.

D. SUBRECIPIENT FILE CABINET

- Each Subrecipient needs their own file record for each Program Year
- These files include the following:
 1. Environmental Review
 2. Eligibility Checklist
 3. Annual & Closeout Reporting/Audit
 4. Monitoring
 5. Correspondence
 6. Requests for Funds
 7. Application/Agreement
- As Subrecipients submit information to the Grant Administrator, this information is filed
- The Subrecipient file cabinet is maintained by the Grant Administrator.

E. RECORD RETENTION AND STORAGE

The Town of Cicero Department of Housing has adopted 24 CFR 576.500 as the Record Retention and Storage policy for the ESG Program, as well as requirements of 2 CFR 200.

<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576>

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

- HUD requires record retention for a minimum of 5 years; the Town of Cicero Department of Housing retains records for a minimum of 5 years, depending on the requirements of 24 CFR 576.500
- Storage of files is in a lockable fire-proof cabinet.
- Access to cabinets is limited to specific personnel, based on job description.
- Files that are retained that will not fit in the lockable file cabinets will be boxed up and stored.

Records to be maintained by the Town Subrecipients include (if applicable):

- a. Policies and Procedures – including Confidentiality
- b. Homeless Status
- c. At risk of homeless status
- d. Determinations of ineligibility
- e. Annual Income
- f. Program participant records
- g. Coordinated assessment systems and procedures
- h. Rental assistance agreements and payments
- i. Utility allowance
- j. Shelter and housing standards
- k. Emergency shelter facilities
- l. Services and assistance provided
- m. Coordination with Continuum of Care and other programs
- n. HMIS
- o. Match documentation
- p. Conflict of Interest Documentation
- q. Homeless participation
- r. Compliance with Faith-based activities
- s. Other Federal requirements
- t. Relocation documents
- u. Financial Records
- v. Procurement records
- w. Other records required by HUD

FUNDING PROCESS AND REQUIREMENTS

A. SUMMARY

The Emergency Solutions Grant (ESG) Program was created when the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act was signed into law on May 20, 2009. The Hearth Act amended and reauthorized the McKinney-Vento Homeless Assistance Act and included major revisions to the existing Emergency Shelter Grant Program. The new Emergency Solutions Grant Program is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

B. GRANT AWARDS AND SPENDING REQUIREMENTS

The amount of ESG allocation received from the U.S. Department of Housing and Urban Development (HUD) varies each year and is awarded to the Town via an annual Award Notice. Annually the Town of Cicero notifies the Continuum of Care (CoC) of the award amount and requests recommendations on what agencies and/or components should be considered for funding during the program year. Once the information has been received from the CoC, the Town reaches out to potential agencies to be awarded funding. Each potential Subrecipient must complete and return an Application for Funding, along with any required documentation. The Town of Cicero Department of Housing staff has the right to deny funding considerations if all appropriate documentation is not submitted or not submitted in a timely fashion.

The Town of Cicero follows the Consolidated Plan/Annual Action Plan process to solicit ESG projects and ESG Subrecipients (see page 24-28)

DEPARTMENT OF HOUSING CALENDAR

Management Schedule					
Program Year Start Date and Orientation	Public Hearing on CAPER	Caper due to HUD	1st Quarter Status Reports Due	Program Year Applications made available	2nd Quarter Status Reports Due
October 1st	December	January 1st	January 15th	March 1st	April 15th
Program Year Applications Deadline	Annual Action Plan Published for Public Comment	3rd Quarter Status Reports Due	Public Hearing on Action Plan	Annual Action Plan Due to HUD	4th Quarter/Annual Status Reports Due
April 30th	June 15th	July 15th	July 15th	August 15th	October 15th

The Town of Cicero Department of Housing staff reviews the Applications for Funding in order to make a final decision on whom to award the funding and at what amount. Agreements are made between the Subrecipients and the Town of Cicero. The CoC does not contract with the Town of Cicero, unless they are delivering services directly. The Town of Cicero's grant period for the Emergency Solutions Grants Program is 12 months; any funds not expended by the end of contract period will be rolled over into the next fiscal year at the discretion of the Town of Cicero. Since ESG has a 24-month expenditure requirement, the Town of Cicero uses the Grants Administrator Tracking Form, to ensure any rolled over funds are expended within 24-months of the date HUD signs the Grant Agreement. The Town of Cicero reserves the right to recapture and/or reallocate ESG funds when Subrecipients do not meet the requirements under the:

1. Contractual Agreement
2. Policies and Procedures Manual (this document)
3. Subsequent instruction, guidance, and Memos from the Town of Cicero and HUD, and
4. ESG regulations outlined in 24 CFR Part 576

C. ELIGIBLE SUBRECIPIENTS

The following entities are eligible to submit an application for funding under ESG:

- 1) Metropolitan City (MC) /Urban County (UC) Agencies
- 2) Private Non-Profit Organizations

D. INITIAL BUDGET AND MODIFICATIONS TO BUDGET/MATCH

The Town of Cicero will forward the recommended budget amounts to their respective Subrecipients. At any time that this budget needs to be modified, a Modification Request must be approved by the Town of Cicero Department of Housing. The Town of Cicero reserves the right to approve or deny Modification Requests.

The Town of Cicero will follow the Citizen Participation Policy when considering any budget modifications and/or amendments and will comply with the Substantial Amendment process if applicable (Pages 30-35).

E. MATCH REQUIREMENTS & ELIGIBLE TYPES OF MATCHING CONTRIBUTIONS

An award of ESG funding requires a match with an equal amount of cash or in-kind funds to supplement the ESG program. Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local and private sources. The Town of Cicero passes match requirements to the Subrecipient of an ESG Award. In the event the Town is performing eligible ESG activities, the Town of Cicero is required to provide the required match.

When determining match eligibility, the Town follows 24 CFR § 576.201 and also incorporates this into any Subrecipient Agreement. Subrecipients must provide the Town with a projection of the sources and uses of match prior to executing a Subrecipient Agreement. The Town will review sources and uses of match during subrecipient monitoring.

However, the following requirements apply:

1. The Town and the Subrecipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds.
2. If ESG funds are used to satisfy the matching requirements of another Federal program then funding from that program may not be used to satisfy the matching requirements under this ESG Grant.
3. The matching contributions must meet all requirements that apply to the ESG program, found at 24 CFR 576, including participant eligibility and cost eligibility.
4. Non-cash contributions must be made within the same period.
5. Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.
6. Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of the ESG allocation.

Eligible types of matching contributions may be met by one or both of the following:

1. Cash contributions: Cash expended for allowable costs under the ESG program, may be considered. When the source is cash, written documentation should be provided on the source agency's letterhead, signed and dated by an authorized representative, and, at a minimum, should include the following:

1. Amount of cash to be provided to the recipient for the project;
2. Specific date the cash will be made available;
3. The actual grant and fiscal year to which the cash match will be contributed;
4. Time period during which funding will be available; and
5. Allowable activities to be funded by the cash match.

Recipients/Subrecipients must provide HUD with match documentation prior to grant agreement execution.

2. Non-cash contributions: The value of any real property, equipment, goods, or services contributed to the Subrecipient's ESG program, provided that if the Subrecipient had to pay for them with grant funds, the costs would have been allowable. Noncash contributions may also include the purchase value of any donated building. When the source of match is in-kind goods and/or equipment, written documentation must conform to 2 CFR Part 200 and the standards described below.

Written documentation of the donation of in-kind goods and/or equipment must be provided on the source agency's letterhead, signed, and dated by an authorized representative of the source agency, and must, at a minimum, include the following:

1. Value of donated goods to be provided to the recipient for the project
2. Specific date the goods will be made available
3. The actual grant and fiscal year to which the match will be contributed

4. Time period during which the donation will be available
5. Allowable activities to be provided by the donation
6. Value of commitments of land, buildings, and equipment – the value of these items is one-time only and cannot be claimed by more than one project or by the same project in another year

Documentation of match must be provided to The Town of Cicero Department of Housing with Quarterly Status reports and when requesting funds (if applicable), and prior to grant close out. Town of Cicero Department of Housing must verify Match Calculations.

Ineligible types of matching contributions:

1. Examples of ineligible cash match include:

- Mainstream benefits paid directly to program participants
- CoC Program funds
- Match funds already designated for another project
- Program participant savings (belong to participant, not program)
- Funds from other sources that are spent on ineligible CoC activities

2. In-kind match must directly contribute to the project. Examples of ineligible in-kind match include:

- Routine volunteer contributions that would occur whether or not your project existed (e.g., ongoing volunteer gardeners that visit agency weekly)
- Routine operations and activities of program partners (e.g., volunteer contributions for a food pantry that does not provide food for the CoC funded project)
- “Potential” or “estimated” services and donations. The in-kind donation must have been made.
- Services that would otherwise not be eligible costs with CoC program funds such as bed linens or furniture that would become the property of the program participant.
- Services funded by funds that are disallowed from being used as match.

CONTINUUM OF CARE (COC) & SERVICE COORDINATION REQUIREMENTS

A. CONTINUUM OF CARE (COC)

The Continuum of Care (CoC) is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness. The US Department of Housing and Urban Development (HUD) initiated the Continuum of Care process in 1994 to encourage a coordinated, strategic approach to planning for programs that assist homeless individuals and families.

This change encouraged communities to develop comprehensive systems to address the range of needs of different homeless populations. To apply for these funds, jurisdictions must submit a Continuum of Care Plan that demonstrates broad participation of community stakeholders and that identifies the

resources and gaps in the community’s approach to providing the range of homeless services. These services include: homelessness prevention; outreach; emergency, transitional, and permanent housing; and related services for people who are homeless. Community stakeholders determine local priorities for funding.

B. AREA-WIDE SYSTEMS OF COORDINATION REQUIREMENTS

The Town of Cicero consults with the Alliance to End Homelessness in Suburban Cook County (CoC) to develop:

1. How to allocate ESG funding.
2. Project performance standards, including outcome measures for projects and activities.
3. Funding policies and procedures for administration and operation of HMIS.

Subrecipients requesting ESG funding must demonstrate collaboration and document that proposed activities will assist the CoC in meeting identified outcomes. All Subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the CoC or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness in that area. Subrecipients must document how these and other programs will be used in collaboration with proposed ESG-funded activities.

C. COORDINATED ENTRY SYSTEMS

Once the CoC has developed a centralized entry system in accordance with requirements to be established by HUD, each ESG-funded program or project within the CoC’s jurisdiction must participate in that assessment system.

Acceptance of an ESG award means the Subrecipient agrees to participate in the coordinated entry system implemented by the local CoC. All Subrecipients must work with the CoC to ensure that screening, assessment, and referral of program participants are consistent with the written standards required in the next section. A victim service Subrecipient may choose not to use the CoC’s centralized or coordinated assessment system, but the information must still be provided using anonymous data via a secure process.

When the Town of Cicero is performing eligible ESG activities, the Town must maintain documentation to show compliance with Coordinated Entry. When Coordinated Entry is passed through a Subrecipient, the Subrecipient must maintain documentation to show compliance with Coordinated Entry (24 CFR 576.500). Town of Cicero Department of Housing staff will verify documentation maintained during monitoring visits, or through formal requests for documentation, per access to records requirements, including documentation evidencing the use of, and written intake procedures for, the centralized or coordinated assessment system(s) developed by the Continuum of Care.

The Town of Cicero will also work with the Alliance to End Homelessness to ensure that ESG recipients are trained on Coordinated Entry policies and procedures.

The Town of Cicero will seek written confirmation from the Alliance to End Homelessness in Suburban Cook County (the collaborative applicant for Suburban Cook County Continuum of Care IL-511) of a subrecipient's participation and good standing in Continuum of Care processes including HMIS and Coordinated Entry.

D. WRITTEN STANDARDS REQUIREMENTS

The Town of Cicero follows Written Standards to be compliant in all grants awarded by HUD. At a minimum, the ESG Written Standards includes:

- Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG;
- Standards for targeting and providing essential services related to street outreach;
- Policies and procedures for admission, diversion, referral and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;
- Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;
- Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers (see §576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);
- Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;
- Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;
- Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance; maximum number of months the program participant may receive assistance; or the maximum number of times the program participant may receive assistance.
- Written Standards are incorporated into this document as Exhibit 16.

The Written Standards must also include collaboration with the Continuum of Care (CoC), process of making sub-awards, homeless participation requirements and performance standards for evaluating ESG activities. These standards are explained throughout this Policy and Procedure Manual.

ELIGIBLE & INELIGIBLE ACTIVITIES

There are six major eligible activities under ESG:

1. Street Outreach,
2. Emergency Shelter (includes supportive services),
3. Rapid Rehousing,
4. Homelessness Prevention,
5. HMIS, and
6. Administration

Participant eligibility for each activity is specific, and is detailed in the chart below:

ESG Component	Eligible Categories of “Homeless” ¹	Eligible if Meet “At-Risk” Definition ²
Street Outreach	Category 1 OR Category 4; AND must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter	
Emergency Shelter	Categories, 1, 2, 3 or 4	
Rapid Re-Housing	Category 1 OR Category 4 and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition	
Homelessness Prevention	Categories 2, 3 or 4 AND have an income below 50% Area Median Income	Any category of the At-Risk definition

A. STREET OUTREACH

- Essential Services include street outreach services for:
 1. Engagement
 2. Case Management
 3. Emergency health and mental health services
 4. Transportation
 5. Services to a special population**

**Special Populations include Homeless Youth, Homeless Persons with HIV/AIDS, Homeless Victims of Domestic Violence, Sexual Violence, and Stalking.

Ineligible Costs for Street Outreach:

- Services performed in a building or not on the street.
- Motel/Hotel Vouchers
- Any activities not explicitly detailed in the regulations

¹ https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

² https://files.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf

- Any other ineligible expenses listed in the ESG regulations/manuals/program notices.

B. EMERGENCY SHELTER

- Essential Services include:
 1. Case management
 2. Child care, education, employment, and life skills services
 3. Legal services
 4. Health, mental health, and substance abuse
 5. Transportation services
 6. Services for special populations
- Shelter activities include:
 1. Renovation (including major rehab or conversion)
 2. Operations (e.g., maintenance, utilities, furniture, food)

Street outreach and emergency shelter expenditures are capped. Combined street outreach and emergency shelter expenditures from each fiscal year's ESG grant cannot exceed 60% of that fiscal year's total ESG grant award.

Ineligible Costs for Emergency Shelter:

- Services performed on the street (those should be offered under Street Outreach).
- Any activities not explicitly detailed in the regulations
- Any other ineligible expenses listed in the ESG regulations/manuals/program notices.

C. RAPID RE-HOUSING

- Can be used to help a homeless individual or family move into permanent housing and achieve housing stability
- Eligible Activities:
 1. Housing Relocation and Stabilization Services
 2. Short-and Medium-Term Rental Assistance

Ineligible Costs for Rapid Re-Housing:

- Services to program participants who are not Literally Homeless under HUD's definition.
- Motel/Hotel Vouchers
- Travel costs, car repair or transportation costs for participants
- Medical or dental care and medicines
- Clothing, grooming, or pet care
- Home furnishings
- Work or education related materials
- Payment of temporary storage fees in arrears
- Any activities not explicitly detailed in the regulations
- Any other ineligible expenses listed in the ESG regulations/manuals/program notices.

D. HOMELESS PREVENTION

- Can be used to prevent an individual or family from becoming homeless
- To help an individual or family regain stability in current housing or other permanent housing
- Eligible Activities:
 1. Housing Relocation and Stabilization Services
 2. Short and Medium Rental

Allowable activities for both Homelessness Prevention and Rapid Re-housing components includes: moving costs, housing search/placement, rent application fees, housing stability case management, security deposit, last month's rent, and mediation and legal services.

Ineligible Costs for Homeless Prevention:

- Services to program participants who are not at imminent risk or at risk of HOMELESSNESS under HUD's definition.
- Motel/Hotel Vouchers
- Travel costs, Car repair or transportation costs for Participants
- Medical or dental care and medicines
- Clothing, grooming, or Pet care
- Home furnishings
- Work or education related materials
- Payment of temporary storage fees in arrears
- Any activities not explicitly detailed in the regulations
- Any other ineligible expenses listed in the ESG regulations/manuals/program notices.

E. HMIS

Eligible costs for recipients that are HMIS Lead Agencies:

- Hosting and maintaining software or data
- Backing up, recovering, or repairing software or data
- Upgrading, customizing, and enhancing the HMIS
- Integrating and warehousing data
- Administering the HMIS Reporting
- Conducting training on using the HMIS
- Computer hardware, software, and software licenses
- Office space, utilities, and equipment
- Obtaining technical support
- Salaries for HMIS operation
- Staff travel (training and program participant intake)
- Participation fees charged by the HMIS Lead

Ineligible Costs for HMIS:

- Any activities not explicitly detailed in the regulations
- Any other ineligible expenses listed in the ESG regulations/manuals/program notices.

When the Town of Cicero is performing eligible ESG activities, the Town must maintain documentation to show compliance with HMIS, by keeping records of the participation in HMIS or a comparable database.

When HMIS is passed through a Subrecipient, the Subrecipient must maintain documentation to show compliance with HMIS (24 CFR 576.500), by keeping records of the participation in HMIS or a comparable database. Town of Cicero Department of Housing staff will verify documentation maintained during monitoring visits, or through formal requests for documentation, per access to records requirements.

LEAD-BASED REQUIREMENTS

The lead-based paint requirements exist to protect vulnerable families from potential health hazards. To prevent lead-poisoning in young children, ESG Subrecipients must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, H, J, K, M, and R.

Under ESG, the rule is that a lead-based paint visual assessment must be completed for all units that meet the three following conditions:

- The household living in the unit is being assisted with ESG financial assistance (rent assistance, utilities assistance, utility/security deposits, or arrears),
- The unit was constructed prior to 1978, AND
- A child under the age of six is or will be living in the unit.

Under ESG, the lead requirements apply regardless of whether a household is remaining in an existing unit or moving to a new unit. The visual assessment must be completed prior to ESG assistance being provided, and annually thereafter.

Subrecipients are responsible for ensuring that property owners and managers meet the lead-based paint requirements. It may be helpful for Subrecipients to think about the requirements in two categories:

DISCLOSURE REQUIREMENTS:

Disclosure requirements are triggered for ALL properties constructed prior to 1978. These requirements require that lessors (property owners or managers) provide tenants with:

- HUD's disclosure form for rental properties disclosing the presence of known and unknown lead-based paint; AND
- A copy of the "Protect Your Family from Lead in the Home" pamphlet. Both the disclosure form and pamphlet are available at:

<http://www.hud.gov/offices/lead/enforcement/disclosure.cfm>

As explained, this requirement actually relates to property owners/managers, but sharing this information with your participants (or ensuring they have received it) is an easy thing to do and will make your job easier.

THE VISUAL ASSESSMENT

A visual assessment for ESG funded units are only triggered under certain circumstances:

- The leased property was constructed before 1978; AND
- A child under the age of six will be living in the unit occupied by the household receiving ESG assistance.

Staff may become a HUD-Certified Visual Assessor by successfully completing a 20-minute online training on HUD's website at:

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>

Depending on the results of the visual assessment, additional steps may be required before assistance can be provided for that unit, as the unit needs to be brought into compliance. There are certain exceptions to the rule. Visual assessments are not triggered under the following circumstances:

- It is a zero-bedroom or single room occupancy (SRO-sized) unit;
- X-ray or laboratory testing of all painted surfaces by certified personnel has been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint;
- The property has had all lead-based paint identified and remove in accordance with HUD regulations;
- The participant is receiving Federal assistance from another program, where the unit has already undergone a visual assessment within the past 12 months – e.g., if the participant has a Section 8 voucher and is receiving ESG assistance for a security deposit or arrears (note, in such cases, ESG staff are required to obtain documentation that a visual assessment has been conducted from the Subrecipient administering the other form of assistance for the ESG case file); or
- It meets any of the other exemptions described in 24 CFR Part 35.115(a).

If any of the conditions outlined above are met, staff simply needs to document the condition and place a copy in the case file.

F. ADMINISTRATION

Salaries, wages, and related costs of the Town of Cicero Department of Housing staff, the staff of Subrecipients, or other staff engaged in program administration can be paid using ESG funds. In charging costs to this category, the Town may either include the entire salary, wages, and related costs allocable to the program of each person whose *primary* responsibilities with regard to the program

involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes *any* program administration assignments.

Eligible Administrative costs include:

- Providing management, oversight, and coordination
- Monitoring programs and evaluating performance
- Training on ESG requirements
- Preparing ESG & homelessness-related sections of the Plan
- Carrying out environmental review responsibilities
- Up to 7.5% of grant may be used for administrative costs

Ineligible Costs for Administration:

- Any activities not explicitly detailed in the regulations
- Any other ineligible expenses listed in the ESG regulations/manuals/program notices.

ADMINISTRATION OF THE ESG PROGRAM

A. FUNDING ALLOCATION PROCEDURE

Each year, the Town of Cicero Department of Housing Develops an Annual Action Plan based on the funding allocations of all Department Programs and must be submitted to HUD by August 15th. The Town of Cicero follows the Consolidated Plan/Annual Action Plan process for solicitation of projects and Subrecipients (see pages 24-28).

The following is the process the Town undertakes to comply with each ESG grant.

- To determine funding allocations for ESG Subrecipients, individual applications for each Subrecipient are reviewed by the department and consulted with the Town of Cicero's President's Office. This review process determines if the proposed activities from the Subrecipient are eligible or not, for funding.
- Review of applications includes:
 - ESG Eligibility
 - Eligible recipient
 - Eligible beneficiary
 - Eligible program components
 - Activities benefit homeless as defined in 24 CFR 576.2
 - Capacity of the applicant
 - Past experience with the applicant (if applicable)
- Once all applications have been reviewed and discussed by the department staff and the President's Office, the President of the Town of Cicero makes the final decision on the funding allocations for all Subrecipients. All applicable HUD regulations are followed, and all applicants are given an equal chance in obtaining funds.

- Once the Town of Cicero Department of Housing drafts the Annual Action Plan, it submits the plan to HUD by August 15th for review with comments received from the required Public Hearing.
- Once HUD approves the plan, the formal agreement is sent to the Town President for review and signature. The Department of Housing then sends a scanned copy of the signed agreement to HUD. This formal agreement is then filed in the Annual Action Plans binder.
- The Grant Administrator/Assistant Grant Administrator starts the environmental review process through the HEROS database.
- Once the Environmental Review is completed, an orientation meeting is set up between the Town of Cicero and the awarded Subrecipients, where they are given the required documents that will need to be used and submitted for compliance with the program. The documents include the Agreement, the Notice to Proceed, the Request for Funds sheet, the Quarterly Status Reports and the Annual Status Reports. The Subrecipients are notified of the process required to get reimbursed for their incurred costs. They must submit the Request for Funds sheet and all supporting documentation (payroll time sheets, copies of paid checks, activity sheets, copies of bills/invoices, etc.). All other documents must be submitted in a timely manner or reimbursements will not be processed.
- Once formal agreements between the Town of Cicero and the Subrecipient(s) are signed, the Grant Administrator creates all of the proposed activities in the IDIS system and obligates said activities.

B. PAYABLE PROCEDURE

- As requests for payments are submitted, the Grant Administrator begins to maintain a file for the drawdowns. The Grant Administrator will review all documents to ensure accuracy and eligibility with ESG guidelines. The Grant Administrator also ensures the accuracy of the request for funds and the accuracy of the remaining balance. Once the request is reviewed by the outside Accountant, the Grant Administrator will drawdown the requested amount from the IDIS system. The Executive Director will then review said request and approve the drawdown.
- Once the drawdown is completed, the Grant Administrator creates the checks and gets the checks signed by the Town Supervisor. Once the checks have been dispersed the Grant Administrator files the documents in their proper file cabinet. Copies of checks are made and maintained in the Department's Check Register binder. Copies of the payout are also submitted to the Town's Accounting Department.

C. SUBRECIPIENTS

Attached (Attachment 1) is the Town of Cicero's ESG Subrecipient Application. Potential ESG Subrecipients need to submit an application in order to be considered for ESG funding. Once applications are submitted, they are reviewed for accuracy and eligibility by the department staff and the President's Office. The Town President makes the final determination on the funding allocations for all Subrecipients.

After HUD approves the Annual Action Plan, the Grant Administrator/Assistant Grant Administrator starts the environmental review process through the HEROS database. ***(No projects can be bid out, no contracts can be signed and no activities can be obligated until the Environmental Review process is completed.)***

Once the Environmental Review is completed, an orientation meeting is set up between the Town of Cicero and the awarded Subrecipients, where they are given the required documents that will need to be used and submitted for compliance with the program. The documents include the Agreement, the Notice to Proceed, the Request for Funds sheet, the Quarterly Status Reports and the Annual Status Reports. The Subrecipients are notified of the process required to get reimbursed for their incurred costs. They must submit the Request for Funds sheet and all supporting documentation (payroll time sheets, copies of paid checks, activity sheets, copies of bills/invoices, etc.). All other documents must be submitted in a timely manner or reimbursements will not be processed.

Finally, the Grant Administrator creates all of the proposed activities in the IDIS system and obligates said activities.

In order for Subrecipient(s) to be compliant, the Town of Cicero Department of Housing will hold annual monitoring sessions with the Subrecipient(s) in order to determine if the Subrecipient(s) are in compliance and following HUD rules and regulation pertaining to the ESG program.

Once the monitoring session is held, the Department of Housing staff will determine if any concerns or findings were discovered. If concerns or findings are discovered, appropriate corrected action needs to be submitted to the Town within 45 days of the date of the monitoring.

In order to be compliant, Subrecipients need to:

- Submit all required documentation to comply with the ESG program guidelines. ***(Checks will not be dispersed if the required documentation is not submitted in a timely manner.)***
- Maintain their ESG files in a lockable fire-proof cabinet.
- Maintain ESG files for a period of 5 years.

D. ADMINISTRATION PROCESS

- Grant Administrator creates a file for all ESG Subrecipients.
- The Grant Administrator reviews all invoices and documentation verifying HUD guidelines.
- The Grant Administrator creates a Bills Payable Schedule form.
- The Grant Administrator submits all documentation to the outside accountant and the Executive Director for review and approval.

- The Grant Administrator creates the drawdown in the IDIS system.
- The Grant Administrator verifies after 1-2 business days with the bank that the deposit has been made.
- The Grant Administrator prepares the check(s) to be signed by the Town Supervisor.
- The Grant Administrator submits all documentation and bills payable schedule to the Town of Cicero’s Accounting Department.
- The Grant Administrator mails checks to the Subrecipients.

E. WIRE TRANSFERS

Once drawdowns are approved by the Executive Director or Grant Administrator, the Town of Cicero Department of Housing draws down needed funds from IDIS, which wires the money into the Department of Housing ESG Bank Account. Drawdowns are made on Thursdays, giving time over the weekend for the money to be wired into the account.

Monday morning, the Grant Administrator calls the bank to verify the funds have been wired into the account. Once verified, checks are written out utilizing Quick Books. Checks and the payable schedule are then brought to Town Hall to be verified and signed by the Town Supervisor/Treasurer.

Once checks are signed, copies are made for the Town of Cicero Accounting Department and the Department of Housing internal Check Register. Signed checks are then sent to all necessary parties.

F. Check Signing Authority

The Town of Cicero Department of Housing submits all checks to the Town of Cicero Treasurer for signing. The Treasurer’s Office is the only authority allowed to sign the Department of Housing checks. The Housing Director or Grant Administrator submits the checks to the Treasurer’s office.

G. Subrecipient Maintenance

- Throughout the year, Subrecipients are monitored by the Grant Administrator and Assistant Grant Administrator to ensure compliance with HUD regulations and to ensure timely use of funds. The Grant Administrator contacts the Subrecipients to schedule a date and time for the monitoring session. At the monitoring, the Grant Administrator/Assistant Grant Administrator review the Subrecipients files as well as performs a monitoring checklist to address any findings or concerns during the monitoring session. If concerns or findings are discovered, appropriate corrected action needs to be submitted to the Town within 45 days of the date of the monitoring.
- Town of Cicero Department of Housing utilizes a “monitoring checklist” to monitor all Subrecipients of ESG consistently (see Exhibit 7).
- Subrecipients are required to submit quarterly status reports and an annual status report to the Department of Housing. These status reports contain necessary information to be tracked in the IDIS and the HMIS systems.
- When the Subrecipients submit their final request for funds by expending their entire grant, the Grant Administrator “completes” the activity in IDIS to ensure no more drawdowns are allowed for the activity.

- If a Subrecipient does not expend their entire grant in the program year, a letter is sent to the Subrecipient informing them of the money they have lost by not expending their funds in the contracted time period. The Grant Administrator then “completes” the activity in IDIS to ensure no more drawdowns are allowed for the activity.
- The Executive Director then drafts an Annual Action Plan amendment notifying the public of the difference from funds allocated and funds spent. The remaining funds may then be reallocated to a future activity in which another amendment would be made available.

H. INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM (IDIS)

The Integrated Disbursement and Information System (IDIS) is an integrated financial and programmatic information system designed to provide up-to-date information for HUD and the grantees on Subrecipients and activities funded and disbursement of grant funds for these activities. HUD staff will be able to use IDIS to obtain reports on activities funded in a specific program year and funds expended for these activities.

The Town of Cicero Department of Housing follows HUD’s requirement of tracking all expenditures and benefits of our Emergency Solutions Grant (ESG) through IDIS.

Basic Knowledge required of IDIS is:

1. Setting up Programs and activities
2. Funding Activities
3. Drawing Down Funds

I. AUDITS

Audit reports are critical for determining whether the Town and the Subrecipients have met financial management requirements. Audits should be conducted annually and should be filed for both the Town of Cicero and all Subrecipients. Subrecipients need to submit copies of their agency’s annual audits to the Department of Housing for review. The Department of Housing will be required to review said audits for any findings or concerns that would pertain to the Town of Cicero’s ESG funding. Any findings or concerns should be addressed by the agency and a copy of corrected action should be submitted to the Town of Cicero for review and approval.

The Town of Cicero will also contract an auditing firm to perform a single-audit for the Town for all HUD grants. The auditor will follow HUD procedures required under the 2 CFR 200 rules and regulations. Once audits are concluded, any findings will be addressed by the Town prior to the submission of said audit to the Federal Audit Clearinghouse.

MONITORING

As a recipient of federal ESG funds, The Town of Cicero is responsible for managing the day-to-day operations of all ESG funded activities and ensuring that ESG funds are used within all applicable requirements. Monitoring is the primary tool to ensure that this happens.

The three primary goals of monitoring are:

1. Ensure production and accountability.
2. Ensure compliance with ESG and other federal requirements.
3. Evaluate organizational and project performance.

At the end of every grant year, an outside agency completes an audit of the Town's financial system. As part of the auditing process, a "single audit" is completed per 2 CFR 200 (formerly OMB Circular A-133), for the federal funds that the Town received during the previous fiscal year.

Any outside agency that receives funds through a subrecipient agreement will also be subject to periodic monitoring.

Each ESG Subrecipient must submit quarterly progress reports. When submitting reimbursement requests, supporting documentation must be submitted for review before any reimbursement will occur.

Town of Cicero Department of Housing staff also conducts an on-site monitoring visit(s) to all ESG funding. This monitoring occurs after the agency submits their first progress report. The Town of Cicero utilizes a checklist (Exhibit 7) at monitoring sessions, and also reviews documentation per 2 CFR 200 subpart D.

Monitoring will focus on, but not limited to:

1. Program Requirements
2. Financial Management Systems
3. Homeless Prevention Programs
4. Rapid Rehousing Programs
5. Participant Files
6. CoC Participation
7. HMIS
8. Homeless Activities

FINANCIAL MANAGEMENT

The Town of Cicero Department of Housing follows HUD's Federal Requirements for Financial Management & Recording. Financial management is the process of using funds effectively, efficiently and transparently. It is accomplished through a combination of procedures, methods, rules of conduct and standards. Effective and efficient financial management systems have key characteristics in common.

The critical characteristics of good financial management include:

- Transparency and clear accountability at all levels of operation
- All parties are held accountable for making good financial decisions and following all rules and regulations.
- Expenditures are planned, then checked against the plan (e.g. an approved budget)
- Costs are reasonable, allowable and appropriately allocated to the correct source
- Funds do not sit idle and are protected from misuse
- Records are clearly understood by any accountant
- Reports generated are useful to program managers and agency leadership

HUD expects grantees and Subrecipient financial management systems to include the following key components: budgeting, internal controls, federal cost principles, accounting and record keeping, procurement, reporting and audits. Sound financial management requires that all of these components work properly and in connection to one another.

These requirements include:

- Internal Controls to safeguard cash, inventory and equipment
- A register of cash receipts and disbursements
- A record of all non-cash transactions
- A general ledger showing the status of each ESG account
- A fixed account ledger
- A record of drawdowns, funds received, and balances of funds

The Town of Cicero Department of Housing will also never request more funds that are needed for payments.

In addition to HUD's Federal Requirements for Financial Management and Recording, the Town of Cicero has maintained the process of having an outside accounting firm that reviews all payables schedules as well as any other financial procedures. Along with the outside accounting firm, the Town of Cicero Department of Housing staff and the Town of Cicero's Treasurer's Office review the financial payables prior from checks being created and disbursed. The Town of Cicero Department of Housing also follows The Town of Cicero Grant Management Policy, and work in conjunction with the Town of Cicero Department of Financial Affairs. **(See Exhibit 17)**

The following is the financial process towards creating, paying and maintaining drawdowns:

- The Grant Administrator reviews any Request for Funds submission from the Subrecipient(s) including the Match Requirement document for eligibility.
 - Request for Funds must be on a Town of Cicero approved form
 - Supporting documentation must be attached for each cost requested, in a clear and concise manner, to allow for eligibility and allocability determination.
 - Supporting documentation will be determined based on cost requested, for example:
 - Salary reimbursement
 - Copies of payroll documentation
 - Signed Time Sheets
 - Signed Activity Sheets
 - Signed Time Allocation Sheets
 - Fringe Benefits (if applicable)
 - Rental payments
 - Copies of paid rents
 - Copies of lease agreement
 - Copies of intake sheets and rental calculation determination
- After the information is reviewed, the Grant Administrator creates a payable schedule with the items along with the supporting documentation.
- There are two payouts made per month.
- When the payable schedule is created, the outside accounting firm reviews the schedule as well as the supporting documentation.
- Once approved by the firm, the drawdown request is made in the IDIS system by the Grant Administrator and a copy of the drawdown request voucher is printed and filed with the payable schedule.
- The Executive Director next reviews the payable schedule and supporting documents for approval of the IDIS drawdown voucher.
- The Grant Administrator verifies after 1-2 business days with the bank that the deposit has been made.
- The Grant Administrator prepares the check(s) to be signed by the Town Supervisor.
- The Grant Administrator submits all documentation and bills payable schedule to the Town of Cicero's Accounting Department.
- The Grant Administrator mails checks to the Subrecipients.

Below is the Chapter in the Playing by the Rules handbook, which describes HUD's Record Keeping and Reporting Requirement.

<https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

VIII. ESG-CV

EMERGENCY SOLUTIONS GRANT CARES ACT

During FY 2020 the Town of Cicero was awarded Emergency Solutions Grant CARES ACT (ESG-CV) funding to prevent, prepare for and respond to the Coronavirus. To assist recipients in ensuring that an activity being paid for with ESG-CV funds is eligible, the Town and Subrecipients should consider the following:

1. Prevent...coronavirus means an activity designed to prevent the initial or further spread of the virus to people experiencing homelessness, people at risk of homelessness, recipient or subrecipient staff, or other shelter or housing residents. This includes providing Personal Protective Equipment to staff and program participants, paying for non-congregate shelter options such as hotels and motels, paying for handwashing stations and portable toilets for use by people living in unsheltered situations, and providing rapid re-housing or homelessness prevention assistance to individuals and families who are homeless or at risk of homelessness (as applicable) to reduce their risk of contracting or further spreading the virus.
2. Prepare for...coronavirus means an activity carried out by a recipient or subrecipient prior to or during a coronavirus outbreak in their jurisdiction to plan to keep people healthy and reduce the risk of exposure to coronavirus and avoid or slow the spread of the disease. This includes updating written standards to prioritize people at severe risk of contracting coronavirus for shelter and housing consistent with fair housing and nondiscrimination requirements, adapting coordinated entry policies and procedures to account for social distancing measures or increased demand, developing a strategy and recruiting landlords to provide housing to people experiencing homelessness or at risk of homelessness, training homeless providers on infectious disease prevention and mitigation, and implementing a non-congregate shelter strategy to reduce the spread of coronavirus.
3. Respond to coronavirus means an activity carried out once coronavirus has spread to people experiencing homelessness, provider staff, or once individuals and families lose or are at risk of losing their housing as a result of the economic downturn caused by coronavirus. This includes transporting individuals and families experiencing homelessness to medical appointments, paying for shelter to isolate individuals who have contracted coronavirus from other program participants and people experiencing homelessness, providing rental assistance to those who are at risk of losing their housing, have already become homeless, or continue to experience homelessness due to the economic downturn caused by coronavirus, and providing hazard pay to recipient or subrecipient staff who put their own health at risk to continue to provide necessary services to individuals and families experiencing homelessness or at risk of homelessness.

The Administration, Financial and Oversight process for the ESG-CV are based on these policies and procedures, excluding match requirements, and adding PPR requirements.

EXHIBITS

Town of Cicero Community Development Block Grant CARES Act (CDBG-CV) Funds Proposal Overview

Introduction

In response to the Coronavirus Pandemic (COVID-19), the U.S. Department of Housing and Urban Development (HUD) has allocated Community Development Block Grant CARES ACT (CDBG-CV) funding to the Town of Cicero. The Town has budgeted funds to support COVID-related expenses incurred by public services providers to prevent, prepare for, and respond to COVID-19. The CDBG-CV funds were authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES ACT) announced last year.

Per the expedited amendment process approved by HUD, the Town amended its Citizen Participation Plan, 2015-2019 Consolidated Plan, and 2019 Annual Action Plan to enable use of the CDBG-CV funds. The amended plans serve as the Town's budget and formal application to HUD for the CDBG-CV funds.

After careful consideration of the CDBG-CV guidelines, the Town identified the following priority activities to meet the needs of the community with this application:

- Shelter
- Community Integrated Living Arrangement (CILA) Group Homes
- Meals
- Other Health and Human Services

The Town may consider funding other activities as long as they meet CDBG-CV eligibility requirements.

See the [Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response](#) and [Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities](#) for more information on eligible activities.

Please note that HUD has removed the 15% cap on funding for increased public services in order to prevent, prepare for, and respond to COVID-19.

Application Materials

The application form on the pages that follow was developed to establish a uniform proposal for organizations requesting the Town of Cicero's CDBG-CV funds. Each question must be fully addressed

and further details of an applicant's operations may be attached. If an applicant is requesting funding for more than one project, a separate grant proposal must be submitted for each program or service.

Application deadline:

Date and Time

- **Proposals will not be accepted after this date and time, and incomplete applications may be rejected.**
- **Submit 1 copy of your application to ttomschin@thetownofcicero.com, or**

Town of Cicero – Department of Housing

Attn: Tom Tomschin – Executive Director

1634 S Laramie Avenue, Cicero, Illinois 60804

If you have any questions about program eligibility or the application form, please contact Tom Tomschin at ttomschin@thetownofcicero.com or 708-656-8223.

Vision and Goals of the Town of Cicero’s CDBG-CV Program

The Town of Cicero’s CDBG program will provide a better quality of life for low/moderate-income residents through projects and service activities. Cicero’s CDBG-CV programs will support a COVID-19 pandemic response with a focus on supporting low/moderate-income residents and businesses through public service and economic development activities. The Town’s goals to achieve this vision are to:

- Ensure housing is affordable, accessible, and sustainable,
- Provide financial assistance for programs and services, and
- Conduct planning and administration activities

Review of Applications

The Town of Cicero will review the completed applications using the following criteria:

1. Eligibility: The proposal meets all six (6) of the requirements for CDBG-CV funding:
 - a. Meets immediate community need,
 - b. Eligible activity according to CDBG categories,
 - c. Fulfills at least one CDBG national objective,
 - d. Benefits low/moderate-income persons or households,
 - e. Ensures non-duplication of benefits
 - f. Prevents, prepares for, or responds to the Coronavirus
2. Effectiveness: The number of Cicero residents assisted per dollar of funding.

3. Capacity: Agency's history and capacity to meet administrative requirements.
4. Duplication: Avoids duplication of services with existing programs.
5. Alignment: The proposal meets the spirit and intent of the Town's 2015-2019 Consolidated Plan and Annual Action Plan for Program Year 2019, as amended to support CDBG-CV activities.

Town of Cicero

CDBG-CV CARES ACT – Application

Contact Information

Organization Name: [Click here to enter text.](#)

DUNS (Dun and Bradstreet) Number: [Click here to enter text.](#)

(A DUNS Number is required to receive federal funding)

<https://www.dnb.com/duns-number/get-a-duns.html>

Contact Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Signature: _____

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: [Click here to enter text.](#)

City, State, Zip: [Click here to enter text.](#)

Telephone Number: [Click here to enter text.](#)

Fax Number: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

A. Project / Activity

1. Project Description

Describe the project / activity for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the project/activity. If the project/activity has several components, please prioritize the key elements of the proposal.

[Click here to enter text.](#)

2. CDBG-CV Requirements

Explain how the project/activity will fulfill each of the requirements for CDBG-CV funds:

- a) Meets immediate community need,
- b) Eligible activity according to CDBG categories,
- c) Fulfills at least one CDBG national objective,
- d) Benefits low/moderate-income persons or households,
- e) Ensures non-duplication of benefits, and
- f) Prevents, prepares for, or responds to Coronavirus

[Click here to enter text.](#)

B. Service Area

1. Describe your agency's service area.

[Click here to enter text.](#)

2. Does this project/activity serve only residents of the Town of Cicero?

[Click here to enter text.](#)

3. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

[Click here to enter text.](#)

4. Explain why this project does not duplicate the efforts of other public service agencies in the Town of Cicero.

[Click here to enter text.](#)

C. Project/Activity Client Statistics

- 1. List services provided to clients (meals served, shelter, counseling, day care, purchasing equipment and supplies, rent assistance, etc.):**

[Click here to enter text.](#)

- 2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the project/activity, excluding complimentary services such as referrals:**

Activity	Total Persons Served	Total Cicero Residents Served	Total Cicero Residents Served by CDBG-CV Funds
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

FY 2021 Income Limit Area	Medium Family Income	FY 2021 Income Limit Category	1	2	3	4	5	6	7	8
Chicago - Joliet - Naperville, IL		Very Low (50%) Income Limits (\$)	\$32,650.00	\$37,300.00	\$41,950.00	\$46,600.00	\$50,350.00	\$54,100.00	\$57,800.00	\$61,550.00
HUD Metro Area	\$93,200.00	Extremely Low Income Limits (\$)	\$19,600.00	\$22,400.00	\$25,200.00	\$27,950.00	\$31,040.00	\$35,580.00	\$40,120.00	\$44,660.00
		Low (80%) Income Limits (\$)	\$52,200.00	\$59,650.00	\$67,100.00	\$74,550.00	\$80,550.00	\$86,500.00	\$92,450.00	\$98,450.00

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How will you meet your CDBG-CV goals for the residents of the Town of Cicero identified above?

[Click here to enter text.](#)

4. Would this project/activity exist without CDBG-CV funding?

(Select one)

Yes

No

D. Staff for Funded Project/Activity

1. Total number of staff employed by the agency for this project/activity:

a. Full-time [Click here to enter text.](#)

b. Part-time [Click here to enter text.](#)

c. Volunteers [Click here to enter text.](#)

2. Provide the name of the staff member who will be coordinating the CDBG-CV grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

E. Fees and Funding Sources

1. Describe any client fees collected*:

[Click here to enter text.](#)

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

[Click here to enter text.](#)

3. List all other funding sources received for this project/activity and the portion allocated for Cicero residents:

Source	Total Funds	Amount Utilized for Cicero Residents
Section 108 Loan Guarantee	\$ Click here to enter text.	\$ Click here to enter text.
HOME Funds	\$ Click here to enter text.	\$ Click here to enter text.
ESG Funds	\$ Click here to enter text.	\$ Click here to enter text.
HOPWA Funds	\$ Click here to enter text.	\$ Click here to enter text.
Appalachian Regional Commission	\$ Click here to enter text.	\$ Click here to enter text.
Other Federal Funds	\$ Click here to enter text.	\$ Click here to enter text.
State / Local Funds	\$ Click here to enter text.	\$ Click here to enter text.
Private Funds	\$ Click here to enter text.	\$ Click here to enter text.
Program Income	\$ Click here to enter text.	\$ Click here to enter text.
Other Funding	\$ Click here to enter text.	\$ Click here to enter text.
Please specify: Click here to enter text.		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

Yes

No

F. Budget

1. Please complete the following table:

Project	Agency Budget	Project/Activity Budget	Cicero - CDBG-CV Portion
CDBG-CV	\$ Click here to enter text.	\$ Click here to enter text.	\$ Click here to enter text.
Other sources of funding for this project/activity	\$ Click here to enter text.	\$ Click here to enter text.	\$ Click here to enter text.

2. Indicate how CDBG-CV funds are proposed to be used:

Use of CDBG-CV Funds	CDBG-CV Amount
Direct Client Service Costs (ex. enrollment fee, scholarship, fee per night of service, rent assistance, etc.)	\$ Click here to enter text.
Payroll of Employees Providing Direct Client Service*	\$ Click here to enter text.
Materials / Office Supplies	\$ Click here to enter text.
Other Administrative Costs	\$ Click here to enter text.
Construction / Rehabilitation	\$ Click here to enter text.
Other, Please Specify: Click here to enter text.	\$ Click here to enter text.
Total CDBG-CV Request	\$ Click here to enter text.

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.

(The selection should reflect the purpose of your agency's proposed program.)

Creating a Suitable Living Environment

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. This includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

Providing Decent Housing

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

Creating Economic Opportunities

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.

(The selection should reflect the result your agency would like to accomplish.)

Availability/Accessibility

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

Affordability

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

Sustainability

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency:

[Click here to enter text.](#)

2. The following documents **must be included** with your application:

- Proposed agency budget for the next fiscal year, including proposed funding sources
- Current agency budget, including proposed funding sources
- Most recent audit (one hard copy only)
- Proof of non-profit determination
- Organizational chart
- Program fee schedules, if applicable (ex. client fee schedule, etc.)
- Other (please describe) [Click here to enter text.](#)

Please note that additional documentation may be requested of the applicant to ensure CDBG-CV program compliance.

Town of Cicero Emergency Solutions Grant (ESG) Funds Proposal Overview

Introduction

The U.S. Department of Housing and Urban Development (HUD) has allocated Emergency Solutions Grant (ESG) funding to the Town of Cicero for Program Year _____. The Town has budgeted funds to support the homeless community in the Town of Cicero with various homelessness components.

Application Materials

The application form on the pages that follow was developed to establish a uniform proposal for organizations requesting the Town of Cicero's ESG funds. Each question must be fully addressed and further details of an applicant's operations may be attached. If an applicant is requesting funding for more than one project, a separate grant proposal must be submitted for each program or service.

Application deadline:

Date and Time

- **Proposals will not be accepted after this date and time, and incomplete applications may be rejected.**
- **Submit 1 copy of your application to ttomschin@thetownofcicero.com, or**

Town of Cicero – Department of Housing

Attn: Tom Tomschin – Executive Director

1634 S Laramie Avenue, Cicero, Illinois 60804

If you have any questions about program eligibility or the application form, please contact Tom Tomschin at ttomschin@thetownofcicero.com or 708-656-8223.

Review of Applications

The Town of Cicero will review the completed applications using the following criteria:

- ✓ Eligibility: The proposal meets all five (5) of the requirements for ESG funding:
 - ✓ Meets immediate community need,
 - ✓ Eligible activity according to ESG categories,

- ✓ Fulfills at least one ESG national objective,
 - ✓ Benefits homeless persons or households,
 - ✓ Ensures non-duplication of benefits
-
- ✓ Effectiveness: The number of Cicero residents assisted per dollar of funding.
 - ✓ Capacity: Agency's history and capacity to meet administrative requirements.
 - ✓ Duplication: Avoids duplication of services with existing programs.
 - ✓ Alignment: The proposal meets the spirit and intent of the Town's 2015-2019 Consolidated Plan and Annual Action Plan for Program Year 2021, as amended to support ESG-CV activities.

Town of Cicero

ESG Application

Emergency Solutions Grant as funded and governed by the U.S. Department of Housing and Urban Development (HUD).

Part 1: Applicant Information

Legal Name of Applicant:	
DUNS Number:	
Mailing Address: (include 9-digit zip code)	
Address for Reimbursement (check payable to):	
Individual Authorized to Sign Grant Agreement (Name and Title):	

Primary Agency Contact and Title:	
Contact Phone Number:	
Contact Email Address:	

All Counties Served:	
Name of local Continuum of Care (if applicable):	

Official Authorized to Commit Applicant Organization to this Agreement

Print Name & Title _____

Signature & Date _____

Part 2: Funding Request

Eligible Activities	Activity	Amount
Emergency Shelter		
Homelessness Prevention		
Rapid Re-Housing		
Street Outreach		
Temporary Emergency Shelter		
Administration (max 7%)		

Total Funding Requested: _____

Part 3: Project Design

Agency Name	
Project Name	
Service Area	

Describe the project for which funding is being requested. Include project details and how funding will be used.

What population(s) will be served by this project? What eligibility criteria will be used?

Please provide a timeline of your expected expenditures and describe how you will ensure all funds are expended by that date.

Month/Year	Anticipated Accomplishments/Results

Please provide a detailed explanation on how the agency will avoid the Duplication of Benefits to an individual or family using ESG funding.

Part 4: Questions

Describe your agency’s organizational capacity to administer this project and your history with operating this type of activity.

--

Describe your agency’s previous performance in providing housing, shelter, or services to individuals and families experiencing or at risk of homelessness, especially your experience serving populations at severest risk of complications from coronavirus (e.g., individuals experiencing homelessness over age 50, having particular health issues, minority and indigenous populations).

--

What is the unmet need being addressed by this project? Use data to demonstrate unmet need(s).

Describe how this project promotes independent living, self-sufficiency, and/or housing stability. Provide data on successful outcomes from similar projects you administer.

Coordinated Entry (CE) is required for ESG funds. Describe your experience with CE and how this project will comply with CE requirements. (*Note: A victim service provider may choose not to use the coordinated assessment system.*)

The use of the HMIS system is required for ESG funds. Is your agency a current user of HMIS? If no, describe how HMIS will be implemented for this project.

Attachment A - Definitions

Temporary Emergency Shelter means any structure or portion of a structure, which is used for a limited period of time because of a crisis, such as a natural disaster or public health emergency, to provide shelter for individuals and families displaced from their normal place of residence or sheltered or unsheltered locations. Examples of temporary emergency shelters include:

- i. an overnight, daytime, or 24-hour shelter in which program participants are only provided a safe place to sleep, rest, bathe, and eat;
- ii. a shelter where one or more services are made available on-site, whether by shelter staff or contractors or through a memorandum of understanding with another subrecipient or service provider; and
- iii. a shelter designed to facilitate the movement of homeless individuals and families into permanent housing within a fixed period of time (e.g., within 12 months) and employs or contracts with one or more case managers or service providers to provide services.

ESG Certifications

In accordance with the applicable statutes and regulations governing the Emergency Solutions Grant (ESG) the applicant certifies the following:

ESG Certifications	Initial
<p>Affirmatively Further Fair Housing – It will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the entity, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.</p>	
<p>Anti-displacement and Relocation Plan – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.</p>	
<p>Anti-Lobbying – To the best of the entity's knowledge and belief:</p> <ol style="list-style-type: none"> 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and 3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly. 	
<p>Authority of Entity – The consolidated plan is authorized under State and local law (as applicable) and the entity possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.</p>	
<p>Confidentiality – It has established procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under ESG programs, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.</p>	
<p>Consolidated Plan – All activities the entity undertakes with assistance under ESG are consistent with the jurisdiction's Consolidated and Annual Plans.</p>	
<p>Consumer Participation – To the maximum extent practicable, the entity will encourage the participation of individuals and families who are homeless in maintaining and operating their facilities and programs.</p>	
<p>Coordinated Entry – It participates in the use of coordinated entry established by the area's Continuum of Care. <i>(does not apply to victim service agencies)</i></p>	
<p>Debarment – It will not employ, award contracts to, or otherwise engage the services of any contractor or Sub-recipient during any period of debarment, suspension, or placement of ineligibility status.</p>	

Discharge Policy – It will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.	
Drug-Free Workplace – It will continue to provide a drug-free workplace by complying with the implementation of rules around drug prohibition, notification to employees of the rules, and disclosure of violations in accordance the rule.	
Equal Access and Gender Identity – It ensures equal access of participants to ESG programs and shelters regardless of sexual orientation, gender identity, or marital status.	
Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the entity will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the entity serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.	
Faith-Based Activities – All eligible activities are administered in a manner which is free from religious influences and does not discriminate or give preference on the basis of religion.	
Financial Management – It is compliant with regulations and requirements pertaining to the following areas of financial management: allowable costs, source documentation, internal controls, budget controls, cost allocation plans, cash management, accounting records, procurement, and audits. Program funds are used only for eligible activities and in accordance with the Division of Energy, Housing and Community Resources approved budget. The entity is capable of providing adequate documentation to support costs listed on reimbursement requests. There is a policy manual covering basic accounting procedures and specifying approval authority for financial transactions (no one individual has control over an entire financial transaction).	
Good Standing – It is either a nonprofit qualified for tax exemption under 501(c)(3) of the internal revenue code or a unit of government. The agency is an equal opportunity employer in accordance with all federal regulations. If applicable, a financial audit was conducted in compliance with OMB A-133 standards and submitted to the Department of Administration. There was no finding in this audit in which funds were requested to be returned because of misappropriation, ineligible expenses or any other issue. In the prior two years, no fines or liens have been levied against the agency (example: a fine for not paying payroll tax).	
Grant-Funded Time – It uses employee timesheets that allow employees to track grant funded time spent on ESG related activities separately from time spent and funded from other resources.	
HMIS Participation – It fully participates in HMIS, or if the agency is a victim services agency, a HUD-compliant, HMIS-comparable database.	
Homeless Persons Involvement – To the maximum extent practicable, the entity must have representation of a person who is homeless or was formerly homeless on the board of directors or policymaking entity directly responsible for making policy for the project(s) for which funding is being requested.	
Major Rehabilitation/Conversion – If an emergency shelter’s rehabilitation or conversion costs exceed 75 percent of the value of the building before rehabilitation or conversion, the entity will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed project. In all other cases where ESG funds are used for renovation, the entity will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation. <i>Does not apply to Temporary Emergency Shelters.</i>	
Monitoring – It will participate in the monitoring processes conducted by the Town of Cicero and/or HUD.	

Non-Discrimination – It shall not discriminate against any employee, applicant for employment, program participant, or program applicant because of age, race, religion, color, handicap, sex, physical condition, developmental, sexual orientation, or national origin.	
Organization and Staffing – There is an organizational chart showing titles and lines of authority, and there are written position descriptions describing the responsibilities of key employees. Hiring policies ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job.	
Point-in-Time – It participates in the annual point-in-time overnight street count in January.	
Program Manual – It will comply with all rules and requirements listed in the EHH Program Manual.	
Prohibition Against Involuntary Family Separation and Discrimination – It serves clients regardless of gender identification and sexual orientation, family status, religious belief, or the age of anyone in the household. The agency does not require documentation of family status, gender identification, or sexual orientation (Example: requiring birth certificates, marriage certificates to enter a project). The agency does not require participation in inherently religious activities, such as worship, religious instruction, or proselytization as part of the projects or services funded under ESG.	
Provision of Supportive Services. Although the use of supportive services is encouraged when necessary, individuals and families experiencing homelessness must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, rental assistance, or other services provided with ESG funds.	
Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.	
Section 3 – It will comply with Section 3 of the Housing and Urban Development Act of 1968 and implementing regulations at 24 CFR Part 135.	
Sub-recipient Agreements – It will execute a subcontract or agreement with all Subrecipients of ESG funds, if applicable.	
Supportive Services – It will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.	
VAWA – It complies with the Violence Against Women Act.	
WBE/MBE – It will utilize small businesses and women- and minority-owned firms to the greatest extent practicable.	
Written Standards – It complies with the applicable written standards established for the area.	

Agency

Printed Name and Title of Authorized Official

Signature of Authorized Official

Date

Town of Cicero Emergency Solutions Grant CARES Act (ESG-CV) Funds Proposal Overview

Introduction

In response to the Coronavirus Pandemic (COVID-19), the U.S. Department of Housing and Urban Development (HUD) has allocated Emergency Solutions Grant CARES ACT (ESG-CV) funding to the Town of Cicero. The Town has budgeted funds to support COVID-related expenses incurred by homeless providers to prevent, prepare for, and respond to COVID-19. The ESG-CV funds were authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES ACT) announced last year.

Per the expedited amendment process approved by HUD, the Town amended its Citizen Participation Plan, 2015-2019 Consolidated Plan, and 2019 Annual Action Plan to enable use of the ESG-CV funds. The amended plans serve as the Town's budget and formal application to HUD for the ESG-CV funds.

Application Materials

The application form on the pages that follow was developed to establish a uniform proposal for organizations requesting the Town of Cicero's ESG-CV funds. Each question must be fully addressed and further details of an applicant's operations may be attached. If an applicant is requesting funding for more than one project, a separate grant proposal must be submitted for each program or service.

Application deadline:

Date and Time

- **Proposals will not be accepted after this date and time, and incomplete applications may be rejected.**
- **Submit 1 copy of your application to ttomschin@thetownofcicero.com, or**

Town of Cicero – Department of Housing

Attn: Tom Tomschin – Executive Director

1634 S Laramie Avenue, Cicero, Illinois 60804

If you have any questions about program eligibility or the application form, please contact Tom Tomschin at ttomschin@thetownofcicero.com or 708-656-8223.

Review of Applications

The Town of Cicero will review the completed applications using the following criteria:

- ✓ Eligibility: The proposal meets all six (6) of the requirements for ESG-CV funding:
 - ✓ Meets immediate community need,
 - ✓ Eligible activity according to ESG categories,
 - ✓ Fulfills at least one ESG national objective,
 - ✓ Benefits homeless persons or households,
 - ✓ Ensures non-duplication of benefits
 - ✓ Prevents, prepares for, or responds to the Coronavirus
- ✓ Effectiveness: The number of Cicero residents assisted per dollar of funding.
- ✓ Capacity: Agency's history and capacity to meet administrative requirements.
- ✓ Duplication: Avoids duplication of services with existing programs.
- ✓ Alignment: The proposal meets the spirit and intent of the Town's 2015-2019 Consolidated Plan and Annual Action Plan for Program Year 2019, as amended to support ESG-CV activities.

Town of Cicero

ESG-CV CARES ACT – Application

Emergency Solutions Grants Coronavirus Program as funded by the CARES Act and governed by requirements HUD establishes in accordance with that Act.

Part 1: Applicant Information

Legal Name of Applicant:	
DUNS Number:	
Mailing Address: (include 9-digit zip code)	
Address for Reimbursement (check payable to):	
Individual Authorized to Sign Grant Agreement (Name and Title):	

Primary Agency Contact and Title:	
Contact Phone Number:	
Contact Email Address:	

All Counties Served:	
Name of local Continuum of Care (if applicable):	

Official Authorized to Commit Applicant Organization to this Agreement

Print Name & Title _____

Signature & Date _____

Part 2: Funding Request

Eligible Activities	Activity	Amount
Emergency Shelter		
Homelessness Prevention		
Rapid Re-Housing		
Street Outreach		
Temporary Emergency Shelter		
Administration (max 7%)		

Total Funding Requested: _____

Part 3: Project Design

Agency Name	
Project Name	
Service Area	

Describe the project for which funding is being requested. Include project details and how funding will be used.

What population(s) will be served by this project? What eligibility criteria will be used?

How does this project prevent, prepare for, or respond to the coronavirus? See Attachment A for definitions.

Please provide a timeline of your expected expenditures and describe how you will ensure all funds are expended by that date.

Part 4: Questions

Describe your agency's organizational capacity to administer this project and your history with operating this type of activity.

Describe your agency's previous performance in providing housing, shelter, or services to individuals and families experiencing or at risk of homelessness, especially your experience serving populations at severest risk of complications from coronavirus (e.g., individuals experiencing homelessness over age 50, having particular health issues, minority and indigenous populations).

What is the unmet need being addressed by this project? Use data to demonstrate unmet need(s).

Describe how this project promotes independent living, self-sufficiency, and/or housing stability. Provide data on successful outcomes from similar projects you administer.

Coordinated Entry (CE) is required for ESG-CV funds. Describe your experience with CE and how this project will comply with CE requirements. (Note: A victim service provider may choose not to use the coordinated assessment system.)

The use of the HMIS system is required for ESG-CV funds. Is your agency a current user of HMIS? If no, describe how HMIS will be implemented for this project.

Attachment A - Definitions

Prevent...coronavirus means an activity designed to prevent the initial or further spread of the virus to people experiencing homelessness, people at risk of homelessness, recipient or subrecipient staff, or other shelter or housing residents. This includes providing Personal Protective Equipment to staff and program participants, paying for non-congregate shelter options such as hotels and motels, paying for handwashing stations and portable toilets for use by people living in unsheltered situations, and providing rapid re-housing or homelessness prevention assistance to individuals and families who are homeless or at risk of homelessness (as applicable) to reduce their risk of contracting or further spreading the virus.

Prepare for...coronavirus means an activity carried out by a recipient or subrecipient prior to or during a coronavirus outbreak in their jurisdiction to plan to keep people healthy and reduce the risk of exposure to coronavirus and avoid or slow the spread of disease. This includes updating written standards to prioritize people at severe risk of contracting coronavirus for shelter and housing consistent with fair housing and nondiscrimination requirements, adapting coordinated entry policies and procedures to account for social distancing measures or increased demand, developing a strategy and recruiting landlords to provide housing to people experiencing homelessness or at risk of homelessness, training homeless providers on infectious disease prevention and mitigation, and implementing a non-congregate shelter strategy to reduce the spread of coronavirus.

Respond to coronavirus means an activity carried out once coronavirus has spread to people experiencing homelessness, provider staff, or once individuals and families lose or are at risk of losing their housing as a result of the economic downturn caused by coronavirus. This includes transporting individuals and families experiencing homelessness to medical appointments, paying for shelter to isolate individuals who have contracted coronavirus from other program participants and people experiencing homelessness, providing rental assistance to those who are at risk of losing their housing, have already become homeless, or continue to experience homelessness due to the economic downturn caused by coronavirus, and providing hazard pay to recipient or subrecipient staff who put their own health at risk to continue to provide necessary services to individuals and families experiencing and risk of homelessness.

Temporary Emergency Shelter means any structure or portion of a structure, which is used for a limited period of time because of a crisis, such as a natural disaster or public health emergency, to provide shelter for individuals and families displaced from their normal place of residence or sheltered or unsheltered locations. Examples of temporary emergency shelters include:

- iv. an overnight, daytime, or 24-hour shelter in which program participants are only provided a safe place to sleep, rest, bathe, and eat;

- v. a shelter where one or more services are made available on-site, whether by shelter staff or contractors or through a memorandum of understanding with another subrecipient or service provider; and
- vi. a shelter designed to facilitate the movement of homeless individuals and families into permanent housing within a fixed period of time (e.g., within 12 months) and employs or contracts with one or more case managers or service providers to provide services.

ESG-CV Certifications

In accordance with the applicable statutes and regulations governing the Emergency Solutions Grant-Coronavirus (ESG-CV) the applicant certifies the following:

ESG-CV Certifications	Initial
COVID-19 – As a condition of the use of the funds, the grantee agrees to use the ESG-CV funding provided to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.	
Affirmatively Further Fair Housing – It will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the entity, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.	
Anti-displacement and Relocation Plan – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.	
Anti-Lobbying – To the best of the entity's knowledge and belief: 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and 3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.	
Authority of Entity – The consolidated plan is authorized under State and local law (as applicable) and the entity possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.	

Confidentiality – It has established procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under ESG-CV programs, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.	
Consolidated Plan – All activities the entity undertakes with assistance under ESG-CV are consistent with the jurisdiction’s Consolidated and Annual Plans.	
Consumer Participation – To the maximum extent practicable, the entity will encourage the participation of individuals and families who are homeless in maintaining and operating their facilities and programs.	
Coordinated Entry – It participates in the use of coordinated entry established by the area’s Continuum of Care. <i>(does not apply to victim service agencies)</i>	
Debarment – It will not employ, award contracts to, or otherwise engage the services of any contractor or Sub-recipient during any period of debarment, suspension, or placement of ineligibility status.	
Discharge Policy – It will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.	
Drug-Free Workplace – It will continue to provide a drug-free workplace by complying with the implementation of rules around drug prohibition, notification to employees of the rules, and disclosure of violations in accordance the rule.	
Equal Access and Gender Identity – It ensures equal access of participants to ESG-CV programs and shelters regardless of sexual orientation, gender identity, or marital status.	
Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the entity will provide services or shelter to homeless individuals and families for the period during which the ESG-CV assistance is provided, without regard to a particular site or structure, so long the entity serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.	
Faith-Based Activities – All eligible activities are administered in a manner which is free from religious influences and does not discriminate or give preference on the basis of religion.	
Financial Management – It is compliant with regulations and requirements pertaining to the following areas of financial management: allowable costs, source documentation, internal controls, budget controls, cost allocation plans, cash management, accounting records, procurement, and audits. Program funds are used only for eligible activities and in accordance with the Division of Energy, Housing and Community Resources approved budget. The entity is capable of providing adequate documentation to support costs listed on reimbursement requests. There is a policy manual covering basic accounting procedures and specifying approval authority for financial transactions (no one individual has control over an entire financial transaction).	
Good Standing – It is either a nonprofit qualified for tax exemption under 501(c)(3) of the internal revenue code or a unit of government. The agency is an equal opportunity employer in accordance with all federal regulations. If applicable, a financial audit was conducted in compliance with OMB A-133 standards and submitted to the Department of Administration. There was no finding in this audit in which funds were requested to be returned because of misappropriation, ineligible expenses or any other issue. In the prior two years, no fines or liens have been levied against the agency (example: a fine for not paying payroll tax).	
Grant-Funded Time – It uses employee timesheets that allow employees to track grant funded time spent on ESG-CV related activities separately from time spent and funded from other resources.	
HMIS Participation – It fully participates in HMIS, or if the agency is a victim services agency, a HUD-compliant, HMIS-comparable database.	

Homeless Persons Involvement – To the maximum extent practicable, the entity must have representation of a person who is homeless or was formerly homeless on the board of directors or policymaking entity directly responsible for making policy for the project(s) for which funding is being requested.	
Major Rehabilitation/Conversion – If an emergency shelter’s rehabilitation or conversion costs exceed 75 percent of the value of the building before rehabilitation or conversion, the entity will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed project. In all other cases where ESG-CV funds are used for renovation, the entity will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation. <i>Does not apply to Temporary Emergency Shelters.</i>	
Monitoring – It will participate in the monitoring processes conducted by the Town of Cicero and/or HUD.	
Non-Discrimination – It shall not discriminate against any employee, applicant for employment, program participant, or program applicant because of age, race, religion, color, handicap, sex, physical condition, developmental, sexual orientation, or national origin.	
Organization and Staffing – There is an organizational chart showing titles and lines of authority, and there are written position descriptions describing the responsibilities of key employees. Hiring policies ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job.	
Point-in-Time – It participates in the annual point-in-time overnight street count in January.	
Program Manual – It will comply with all rules and requirements listed in the EHH Program Manual.	
Prohibition Against Involuntary Family Separation and Discrimination – It serves clients regardless of gender identification and sexual orientation, family status, religious belief, or the age of anyone in the household. The agency does not require documentation of family status, gender identification, or sexual orientation (Example: requiring birth certificates, marriage certificates to enter a project). The agency does not require participation in inherently religious activities, such as worship, religious instruction, or proselytization as part of the projects or services funded under ESG-CV.	
Provision of Supportive Services. Although the use of supportive services is encouraged when necessary, individuals and families experiencing homelessness must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, rental assistance, or other services provided with ESG-CV funds.	
Renovation – Any renovation carried out with ESG-CV assistance shall be sufficient to ensure that the building involved is safe and sanitary.	
Section 3 – It will comply with Section 3 of the Housing and Urban Development Act of 1968 and implementing regulations at 24 CFR Part 135.	
Sub-recipient Agreements – It will execute a subcontract or agreement with all subrecipients of ESG-CV funds, if applicable.	
Supportive Services – It will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.	
VAWA – It complies with the Violence Against Women Act.	
WBE/MBE – It will utilize small businesses and women- and minority-owned firms to the greatest extent practicable.	
Written Standards – It complies with the applicable written standards established for the area.	

Agency

Printed Name and Title of Authorized Official

Signature of Authorized Official

Date

EXHIBIT 2 – SUBRECIPIENT AGREEMENT (CDBG, ESG, CDBG-CV, ESG-CV)

* NOTICE TO PROCEED *

HOUSING REHABILITATION PROGRAMS

____/____/____
DATE

CONTRACTOR'S NAME

PROPERTY OWNER

CONTRACTOR'S ADDRESS

REHAB PROJECT ADDRESS

CITY, STATE ZIP CODE

SPECIFICATION WRITE-UP #

ATTENTION CONTRACTOR:

This is your official notification that you are authorized to proceed with the rehab work at the above project address. The contract amount is for \$ _____

JOB MUST BE COMPLETED BEFORE : ____/____/____

Upon receipt of this Notice to Proceed, you are responsible for obtaining the necessary permits. All permits must be obtained from the Cicero Building Department located at 4949 W. Cermak Rd, (708) 656-3600. Exterior painting does not require a building permit unless there will be construction or rehab included in this project.

All work must comply with all local codes and ordinances and must comply with the Department of Housing Contractor Manual. A copy of the Department of Housing Contractor Manual is available at the office. Feel free to pick up a copy or call and we will send you one.

The work must be completed by the date cited above. If it is not completed we may cancel your contract.

After the work is completed according to the Specification Write-Up you may request a payout. Notify the homeowner to contact this department to schedule a payout inspection. Payout inspections take place twice every month, approximately on the 10th and the 25th.

Prior to the inspection taking place, you are to supply this department with an invoice, Safe Work Practices Certification (attached), copy of building permit, warranty/guarantee and a notarized final lien

waiver. All documentation is due at least *48hours* prior to inspection. If these documents are not received the inspection will be canceled and rescheduled after they are received. *Please call our department if you would like the exact due date for invoices.*

After the inspection, if satisfactory, your payment will be mailed directly to you within 30 days.

Contact this department if an inspection is required during any phase of the rehab process. If a deviation in the scope of work or the Spec Write-Up must be made, you are to contact this department immediately.

Change orders will not be paid for by this Department. They are solely the responsibility of you the contractor and the homeowner.

If you have any questions regarding these procedures or about any of the Housing Rehab Programs administered by this Department, please feel free to contact me at (708) 656-8223 or any of the rehab staff.

Sincerely,

Maria D. Flores
Housing Program Director

EXHIBIT 4 – REQUEST FOR FUNDS FORMS

CDBG Request For Funds
Section 1: Subrecipient Information

Name of Subrecipient: _____ CDBG Grant Amount: _____
 Period of Contract: _____ Project #: _____

Type of Cost	CDBG Budget	Prior Expense Year-to-Date	Expenditures This Period	Year-to-Date Totals
TOTALS				

Section 2: Summary of Funds Requested

Note: All applicable copies of paid invoices/receipts, time sheets, checks, etc., must be attached.
PLEASE submit one original & one copy of your entire request for funds packet.
Annual Status Report needs to be included with your final request for funds.

CDBG Project Budget \$ _____ Prior Expenditures Year to Date \$ _____
 Expenditures this Period \$ _____ Expenditures to Date \$ _____
 Remaining CDBG Balance \$ _____

Section 3: Authorized Signatures

Subrecipient Approval: _____

Town of Cicero Approval: _____



TOWN OF CICERO

Department of
Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804

Larry Dominick
TOWN PRESIDENT

ESG Request For Funds
Section 1: Subrecipient Information

Name of Subrecipient: _____

ESG Grant Amount: _____

Period of Contract: _____

Project #: _____

Type of Cost	ESG Budget	Prior Expense Year-to-Date	Expenditures This Period	Year-to-Date Totals
TOTALS				

Section 2: Summary of Funds Requested

Note: All applicable copies of paid invoices/receipts, time sheets, checks, etc., must be attached.

PLEASE submit one original & one copy of your entire request for funds packet.

Annual Status Report needs to be included with your final request for funds.

ESG Project Budget \$ _____ Prior Expenditures Year to Date \$ _____

Expenditures this Period \$ _____ Expenditures to Date \$ _____

Remaining ESG Balance \$ _____

Section 3: Authorized Signatures

Subrecipient Approval: _____

Town of Cicero Approval: _____

EXHIBIT 5 – MONITORING LETTER



TOWN OF CICERO

Department of
Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804

Larry Dominick
TOWN PRESIDENT

Dear Subrecipient,

The Town of Cicero Department of Housing is the designated lead agency responsible for administering the Community Development Block Grant Program (CDBG) funded by the United States Department of Housing and Urban Development (HUD). The CDBG Entitlement Grant, funds a number of Subrecipients, particularly agencies that administer public service projects serving Cicero's low-moderate income population.

Subrecipients of CDBG funding are required to adhere to the same rules and regulations HUD imposes on Entitlement Grantees and one way to ensure Subrecipients are in compliance with HUD rules and regulations is through monitoring. The CDBG Subrecipients are monitored regularly during the program year with a minimum of two on-site visits. However, due to Covid-19, the first monitoring session will be a virtual monitoring session.

Your organization has been selected to have a virtual monitoring session on <Date> at <Time>. Please schedule all necessary individuals to be present at the time of the monitoring session. In addition, please make sure you email any and all corresponding documents your organization has acquired to date, for the current Program Year, to the Department of Housing. This may include your organizations Application, Agreement, Quarterly Reports, any Requests for Funds, correspondences, etc. **Please make sure you include a copy of your organizations most recent audit.**

The Town of Cicero Department of Housing Subrecipient monitoring session addresses the five following components:

- Compliance with Eligible Activities and National Objectives
 - The Town of Cicero Department of Housing verifies that the Subrecipient has documentation showing that the funded activity is HUD eligible and meets one of the prescribed national objectives.
- Progress against Production Goals stated in the Written Agreement.
 - The Town of Cicero Department of Housing reviews the Subrecipient's production goals to determine if they are achieved and on time.
 - If the production goals were not met, the Town of Cicero Department of Housing determines whether the Subrecipient took all reasonable actions and steps to try to meet their production goals on time.

- The Town of Cicero Department of Housing determines whether or not the Subrecipient has the capacity to meet production goals.
- Compliance with CDBG Program Rules and Administrative Requirements.
 - The Town of Cicero Department of Housing determines if the Subrecipient selected households/individuals who were income eligible and if income was verified correctly.
 - The Town of Cicero Department of Housing determines if requirements regarding conflict of interest and religious organizations are being met.
- Timely use of Funds
 - The Town of Cicero Department of Housing determines if the subrecipient uses funds in a timely manner, and if there is program income. The Town of Cicero Department of Housing verifies whether program income was used before additional funds were requested.
 - If the Subrecipient has program income, the Town of Cicero Department of Housing determines if the Subrecipient is tracking its receipt and if the funds were expended before requesting CDBG funds from The Town of Cicero Department of Housing.
- Prevention of Fraud and Abuse of Funds
 - The Town of Cicero Department of Housing determines if the Subrecipient's financial management system prevents fraud and mismanagement of funds.

The monitoring session also includes a review of all financial records associated with the CDBG grant, income/racial verification procedures, visual audits of items purchased, inventory schedules, salary documentation, labor standards, EEO compliance, fair housing literature, procurement, and etcetera.

Following this monitoring session, The Town of Cicero Department of Housing will provide you with formal written notification of the results of the monitoring review and identify problem areas, as well as recognize successes. The notification will also outline specific corrective actions for the Subrecipient to follow.

The goals of The Town of Cicero Department of Housing monitoring policy is to ensure HUD's Rules and Regulations, in particular to the CDBG program to ensure they are being met and to ensure Subrecipients are fulfilling their pledge to achieve the goals in their respective agreements with the Town of Cicero. The Town of Cicero Department of Housing also uses the monitoring process to determine whether or not the goals stated in the 1-Year Action Plan and the 5-year Consolidated Plan are consistent and accomplished.

Thank you for your cooperation in this matter.

Respectfully,
Executive Director

EXHIBIT 6 – SUBRECIPIENT MONITORING FORM (CDBG)

SUBRECIPIENT MONITORING REVIEW FORM

PART 1: GENERAL INFORMATION

CDBG Subrecipient:

Person Completing Form:

Date:

On-site monitoring visit Conducted On:

Monitoring Letter Sent On:

Start & End Date of Project:

Contract Amount: \$ _____

Type of Project:

Public Service Housing Economic Development Slum / Blight Clearance

Subgrantee Representative(s) in attendance: _____

PART 2: National Objective and Eligibility

1. Which National Objective does this project meet (570.208)?

- Benefit to Low-Moderate-Income Persons
 - Low/Mod Area Benefit
 - Limited Clientele Benefit
 - Low/Mod Housing Benefit
 - Job Creation or Retention

- Aid in the Prevention or Elimination of Slums or Blight
 - On an Area Basis
 - On an Spot Basis

- An Urgent Need
 - Needs having a Particular Urgency

PART 3: PROGRAM OVERVIEW

1. Identify the anticipated goals of this project.

Proposed Scope of Service:

Number of People to be served:

Other Comments:

2. What were the actual measurable accomplishments of this project to date?

Actual Scope of Services:

Actual Number Served:

Other Comments:

3. Did the project provide the full scope of services proposed? If not, please explain.

4. Who was your intended client group?

Did you serve that Group?

Yes

No (explain):

5. Was your project on schedule? Explain reasons for any delays.

Yes

No (explain):

6. Did the project operate with the approved CDBG budget?

Yes

No (explain):

7. Did the project conform to any additional or special terms of the CDBG Contract?

Yes (explain):

No

8. If employees worked on both CDBG eligible and non-CDBG eligible activities, were appropriate time distribution records kept?

Yes

No (explain):

9. Did your agency contract out any of the work that was completed under this project (Rehab Projects Only)?

Yes

No

If yes, please provide a list of the contractors used:

10. Did your agency use CDBG funds to secure supplies for the project?

Yes

No

If yes, explain your procurement procedures.

11. Does your agency maintain client files in a lockable, fire-proof cabinet?

Yes

No

If yes, please describe the type of information maintained.

If no, please explain why you do not keep a client file, or explain other record keeping methods utilized by your agency.

12. Who serves as the Project Manager for this project?

13. Is the Project Manager familiar with the basic requirements established by HUD and the grantee for the use of CDBG funds?

Yes

No (Explain):

14. Is the Project Manager located on-site and running the day-to-day operation of the program?

Yes

No (Explain):

15. Do you feel this program accomplished what it was originally designed to accomplish?

Yes

No (Explain):

PART 4: REVIEW OF FINANCIAL RECORDS

1. Explain how your agency records and tracks the use of CDBG funds.

 2. Does your agency record encumbrances or obligations against CDBG funds when contracts and purchase orders are executed?

 Yes

 No (Explain):

 3. Are your accounting records supported by source documentation such as invoices, contracts, and purchase orders?

 Yes (Ask to review documents)

 No (Explain):

 4. Has your agency requested reimbursement for CDBG expenses in excess of immediate needs?

 Yes (Explain):

 No

 5. Are there revenue accounts to support any program income generated through CDBG?

 Yes (Explain):

 No (Explain):

 Not Applicable

 6. What is the latest date of your agency's last audit? *
- * Agencies with budgets \$500,000 or greater must provide a copy of their audit to the Town.*

Were any outstanding findings resolved?

Yes (Explain):

No (Explain)

Not Applicable

If a government entity, does the audit comply with OMB Circular A-122?

Yes

No

Not Applicable

If a nonprofit entity, does the audit comply with OMB Circular A-110?

Yes

No

7. Does the agency have a written policy and procedure manual for financial transactions, and personnel policies?

Yes

No

If yes, request a copy for review.

If no, explain why and when a manual will be in place.

1. General Questions:

Have any disallowable costs been incurred?

Entertainment

Yes

No

Cost related to political activities

Yes

No

- Cost related to religious activities Yes No
- Contributions/donations Yes No
- Fines & Penalties Yes No

Has the agency purchased any personal property with CDBG funds (over \$250)?
YES NO

If any portion of a salary is paid with CDBG funding, is there any evidence of payment for time spent on other than the CDBG activity funded?
YES NO

PART 5: RECORD KEEPING

1. Are record keeping requirements of the program being met?

Yes

No (Explain):

2. Did your agency submit its quarterly reports to the Town in a timely manner? (verify date of delivery prior to monitoring session)

Yes

No (Explain):

3. Does your agency maintain records that identify the following: (review files to verify)

- | | | | |
|-----------------------------------|------------------------------|-----------------------------|------------------------------|
| a. Income verification of clients | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b. Female headed household | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| c. Race | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| d. Ethnicity | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| e. Disability Status | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| f. Payroll / Timesheets | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| g. Procurement | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| h. Progress | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

PART 6: ORGANIZATION INFORMATION:

Employees and Board Member Records:

Identify employees working on this activity, verifying that time logs are maintained and correspond with the hours claimed. (Ask to view Activity Sheets... most current)

- 1. Are employee's activity time logs current? YES NO
- 2. Are there any staffing issues? YES NO
- 3. Are there staff turnover concerns? YES NO
- 4. Are employees' taxes paid? YES NO
- 5. Is there any evidence of nepotism or conflicts of interest? YES NO
- 6. Were any board members / employees assisted under this? YES NO

If so, list board members assisted:

If yes, was a public notice filed? YES NO

If not, was an exception from HUD granted? YES NO

PART 7: LEVERAGE

Please identify the sources and actual amounts of other funding received in the last year to support this CDBG project: (use back of sheet if necessary).

PART 8: SUMMARY & FEEDBACK

- 1. Please identify any areas related to CDBG where you would like technical assistance.

- 2. Please describe your agency's greatest successes and challenges this program year.

- 3. Please provide any additional feedback about your agency, the town, or your program that you would like noted this program year.

4. Were there any concerns/findings brought up from previous monitoring sessions?

Yes

No

If yes, were they corrected?

Yes

No

If No, explain.

5. Were there any concerns/findings brought up at this monitoring session?

Yes

No

If yes, list

EXHIBIT 7 – SUBRECIPIENT MONITORING FORM (ESG)

TOWN OF CICERO

**Emergency Solutions Grant Program
Compliance Review Checklist**

In accordance with program regulations reflected at 24 CFR Part 576, and the ESG Compliance Monitoring Guidelines implemented by HUD, Subrecipients will be monitored to review program compliance; performance in meeting goals; identifying of program deficiencies; and enhancing management capacity through technical assistance or other corrective actions if needed. This checklist will be used as the tool to determine Subrecipient compliance with ESG Program regulations.

Organization		
Person(s) Interviewed		
Grant Number(s)	Grant begin date	Grant end date

1. Who is in charge of the day-to-day administration of the program?	
-----------------------------------------------------------------------------	--

2. Last Monitoring/Date	
Summary of Previous Findings/Concerns:	

3. Current Monitoring/Date	
Summary of Current Findings/Concerns:	

4. Does Agency provide sufficient oversight of the ESG Program? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no indicate next steps):

4. Finding's Letter Mailed	5. Response from Agency/date	6. Response is accepted as submitted
		Yes <input type="checkbox"/> No <input type="checkbox"/>

Reviewer's Signature:	Date:

Guide for Review of ESG Program

PROGRAM REQUIREMENTS AND RESPONSIBILITIES

1. Subrecipient has a copy of the current executed ESG Agreement, budgets, and other related documents.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Subrecipient has written Policies and Procedures for ESG program(s) which include allrequired elements as reflected in ESG Agreement, and 24 CFRPart 576. Program staff has been provided copies of completed Policies and Procedures.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Subrecipient submits ESG Request for Funds monthly and/or quarterly. Agency is meeting expenditure timelines	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Subrecipient has remained consistent in number of households served, according tooutcomes projected in the ESG Agreement.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Subrecipient has Written Standards that reflect all required components, including clienteligibility, which are made available to the public and program staff.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Subrecipient has written Termination and Grievance Policies, which includes appeals procedures, that are provided to clients who have been denied and/or been accepted into the ESG Program. Policies have also been provided to program staff.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Subrecipient has a written Privacy Policy which reflects the Agency's policy for protecting client personal information and other confidential information, including victims of domestic violence, which is made availabletoclients. The Policy has also been provided to program staff.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Agency complies with the nondiscrimination and equal opportunity requirements of 24 CFR part 5.105(a) and 576.407(a) and (b).	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. To the maximum extent practicable, the Subrecipient has involved through employment,volunteer services, or otherwise, homeless individuals and families in constructing,renovating, maintaining, and operating facilities; in providing services assisted under the ESG program; and in providing services for occupants of facilities assisted with ESG funding.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Subrecipient has adopted a Conflict of Interest Policy which has been shared withprogram staff.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Subrecipient meets the Drug-Free Workplace requirements.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Subrecipient participates in local Workforce Investment Boards or local CommunityCoalition Meetings.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Subrecipient has developed, or is in the process of developing, a community widedischarge planning process.	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. Subrecipient is collaborating with other funding sources to enhance opportunities for clients served. Documentation of referrals to other mainstream resources is locatedin client records.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Guide for Review of ESG Program

15. Subrecipient has documentation of all match funds and is meeting match requirements.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Subrecipient provides ESG Quarterly and Annual Reports when requested by the Town.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. Subrecipient is assisting homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for such individuals.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. Subrecipient maintains files of clients denied services, including reason for denial, and are given a referral to other available resources.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Does Subrecipient provide services to households with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If answer above is "yes" Subrecipient has identified a staff person responsible for coordinating a child's access to education if the agency services households with children; and	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Subrecipient ensures that discrimination does not occur if child is under 18 years of age.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20. Does the Subrecipient conduct follow-up interview with clients who have exited the program to ensure long-term stability? If so describe (not required but encouraged)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21. Is the Subrecipient on target to meet Performance Standards for programs administered through the ESG grant (homeless shelter/essential services; street outreach; homeless prevention; and rapid re-housing programs)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments or Concerns:

EVIDENCE OF ADEQUATE FINANCIAL MANAGEMENT SYSTEMS

1. Did the Subrecipient provide a copy of most recent audit, if applicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Does the Subrecipient have written financial management policies and procedures for ESG program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the Subrecipient have written policies and procedures for purchasing/competitive procurement, if applicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the Subrecipient have written policies and procedures related to internal controls and separation of duties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Is there a reasonable system for tracking payables to assure that reimbursements from funding sources are not duplicated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Did the Subrecipient provide a copy of current year's operating budget, general ledger.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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7. Does the Subrecipient have invoices and canceled checks on file for expenses submitted for reimbursement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Are ESG records maintained for a period of five (5) years after each annual grant close-out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Has the Subrecipient justified how time/expenses are separated between Cicero's ESG activities and non-Cicero ESG?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Does the Subrecipient store all ESG documents in a locked fire-proof cabinet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. If equipment has been purchased with ESG funds, has the agency maintained the following: <ul style="list-style-type: none"> • Property Inventory Records identifying information on the equipment; • Acquisition date; • Amount paid; • Purchase source; • Percentage of price was paid for by ESG funds; • Subrecipient conducted a physical inventory (required every 2 years); • Reconciled the inventory with the property records; • Maintains a control system to protect the property against loss, damage, and theft; and • Has kept property in good condition through a maintenance program 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Were any other areas of concern brought forth by the Financial Auditor? (Explain below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments or Concerns:

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HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAMS

If Subrecipient provides Homeless Prevention Assistance, has the following requirements been met for all clients receiving assistance:

1. Initial assessment to determine the appropriate type of assistance to meet the needs of the clients occurred, based on Written Standards for the program;
2. Household income was *below* 30% of AMI at program entry;
3. MOU's between agency and landlords were executed prior to assistance;
4. Copy of leases under the name of the clients were obtain prior to assistance;
5. Documentation was obtained to show that the client was at imminent risk of homelessness and met the following criteria: (A) There was no appropriate subsequent housing options available; AND (B) the households the financial resources and support networks needed to remain in housing;
6. Case records demonstrated that households selected to receive assistance were likely to have an outcome of "stably housed" following assistance,
7. Households were recertified within 3 months of assistance and documentation of recertification was maintained in files;
8. Assistance was not provided until after clients were successfully recertified;
9. All forms were executed by clients and staff, if applicable; and
10. Assistance did not exceed 24 months within 3 years, including a maximum of 6 months of rental or utility arrears.

Yes No

If Subrecipient provides Rapid Re-housing Assistance, has the following requirements been met for all clients receiving assistance:

1. Initial assessment to determine the appropriate type of assistance to meet the needs of the clients occurred, based on Written Standards for the program;
2. MOU's between agency and landlords were executed prior to assistance;
3. Copy of leases under the name of the clients were obtain prior to assistance;
4. Documentation was obtained to show that clients met the definition of homeless and met the following criteria: (A) There was no appropriate subsequent housing options available; AND (B) the households the financial resources and support networks needed to remain in housing;
5. Case records demonstrated that households selected to receive assistance were likely to have an outcome of "stably housed" following assistance,
6. Households were recertified annually and documentation of recertification was maintained in files;
7. Assistance was not provided until after clients were recertified;
8. All forms were executed by clients and staff, if applicable; and
9. Assistance did not exceed 24 months within 3 years, including a maximum of 6 months of rental or utility arrears.

Yes No

Comments or Concerns:

PARTICIPANT FILES

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			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Comments or Concerns:

CONTINUUM OF CARE PARTICIPATION

1. The Subrecipient has completed the HMIS Self-Assessment tool. Are there any issues or concerns with the response?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the Subrecipient enter client data within 1 week of services, and data quality meets or exceeds CoC standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. If Agency is a Domestic Violence shelter, has a comparable database been implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is there a Release of Information on file for clients entered in HMIS?	<input type="checkbox"/> Yes <input type="checkbox"/> No

HMIS SECURITY AND TECHNICAL STANDARDS

	<input type="checkbox"/> <input type="checkbox"/>
5. Is there a Refusal of Authorization on file for anyone not entered into HMIS?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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6. How long after intake or discharge does it take to enter client information into HMIS?	____ days
7. How many clients have been discharged but are still on the program roster?	____ clients
8. Does the Subrecipient have a bed inventory in the Housing Inventory Chart	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, are there issues with bed coverage?	
Summarize any corrective action needed	

HOMELESS ACTIVITIES (SHELTER OPERATIONS/ESSENTIAL SERVICES/STREET OUTREACH)

Shelter Operations/Type of Shelter	Indicate all services provided	
<input type="checkbox"/> Beds/Cots: # available _____	<input type="checkbox"/> Needs Assessment/Referrals	<input type="checkbox"/> Life Skills Training
<input type="checkbox"/> Mats on Floor: _____	<input type="checkbox"/> Access to indoor restrooms	<input type="checkbox"/> Meals/Soup Kitchen
<input type="checkbox"/> Apartment	<input type="checkbox"/> Showers	<input type="checkbox"/> Food Bank
<input type="checkbox"/> Mobile Home/Trailer	<input type="checkbox"/> Potable Water	<input type="checkbox"/> Case Management
<input type="checkbox"/> Hotel/Motel Vouchers	<input type="checkbox"/> Personal hygiene items	<input type="checkbox"/> Street Outreach
<input type="checkbox"/> Group Home	<input type="checkbox"/> Emergency Health Services	<input type="checkbox"/> Other:
Essential Services Offered		
<input type="checkbox"/> Case Management	<input type="checkbox"/> Education Services	<input type="checkbox"/> Employment Assistance/Job Training
<input type="checkbox"/> Child Care	<input type="checkbox"/> Transportation Services	<input type="checkbox"/> Life Skills Training
<input type="checkbox"/> Outpatient Health Services	<input type="checkbox"/> Legal Services	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Street Outreach Services : List type of services provided:		

Shelter Operation Project Requirements:	Comments/Concerns
Procedure for determining headcount is adequate and consistently carried out	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rules and Infractions of Rules are Clearly Posted in Area Accessible by participants:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Security measures are in place to ensure client safety:	<input type="checkbox"/> Yes <input type="checkbox"/> No
To the maximum extent possible, homeless participants are involved in constructing, renovating, maintaining or operating the facilities used by the Program, or in providing services for occupants of these facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
A formal process exists to terminate assistance to a participant who violates shelter requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
No religious instruction or counseling is provided as part of ESG-funded activities	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Participation in religious worship or services is not required of guests	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Habitability/Safety inspections are conducted regularly	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Record keeping and filing system identifies operating costs per facility address	<input type="checkbox"/> Yes <input type="checkbox"/> No	
All clients receiving shelter or services paid for using ESG funds are entered into HMIS	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Essential Services Requirements		
If Essential Services funding is provided, client files contain documentation of services provided; referrals to other resources; case management notes; and other documents needed to demonstrate client received assistance for programs and services billed to the ESG grant.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Client information and services provided has been entered into HMIS.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Outreach Requirements:		
If Street Outreach is provided, agency has documentation of services provided to clients; case management notes, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Client information and services provided has been entered into HMIS	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments or Concerns:		

EXHIBIT 8 - HUD FORM 2516 AND 4710

Form HUD-2516													U.S. Department of Housing and Urban Development																		
Contract and Subcontract Activity																															
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.																															
Executive Orders 12432 and 11625 requires Federal agencies to promote Minority Business Enterprise (MBE) participation in their programs and prescribes additional arrangements for developing and coordinating a National Program for MBE. Pursuant to Executive Order 12432, the Department of Commerce requires an annual report on MBE achievements, the information provided on Public and Indian Housing Programs will be used to monitor and evaluate HS performance and to develop and submit the Annual Report to the President. Responses to the collection of information requested does not lend itself to confidentiality.																															
1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency GRANTEE NAME (City/County)													Check if: PHA IHA CPD		2. Location (City, State, ZIP Code) LOCATION OF GRANTEE																
3a. Name of Contact person NAME			3b. Phone number NUMBER			4. Reporting Period			5. Prog. Code (Not applicable for CPD Programs) See explanation of codes below. Use a separate sheet for each program code.					6. Date submitted DATE																	
7a	7b	7c	7d	7e	7f	7g	7h	7i	Contractor/Subcontract Name and Address																						
Grant/Project Number or HUD Case Number or other identification of property subdivision, dwelling unit, etc.	Amount of Contract or Subcontract	Type of Trade Code (see below)	Contractor or Subcontractor Business Racial/Ethnic Code (see below)	Women owned Business (yes/no)	Prime Contractor Identification (ID) Number	Sec 3	Subcontractor Identification (ID) Number	Sec 3	Name	Street	City	St	Zip																		
GRANT NUMBER	-	-	-	-	-	-	-	-	-	-	-	-	-																		
Total													\$0.00																		
CPD: 1= New Construction 2= Education/Training 3= Other													7c: Type of Trade Codes: Housing/Public Housing 1= New Construction 2= Substantial Rehab. 3= Repair 4= Service 5= Project Mangt.			6= Professional 7= Tenant Services 8= Educational/Training 9= Arc/Engrg. Appraisal 0= Other			7d: Racial/Ethnic Codes: 1= White Americans 2= Black Americans 3= Native Americans 4= Hispanic Americans 5 Asian Pacific American 6= Hasidic Jews			5. Program Codes (complete for Housing and Public and Indian Housing programs only): 1= All insured, including Section 8 2= Flexible Subsidy 3= Section 8 Noninsurance, Non-HFDA 4= Insured (Management) 5= Section 202 6= HUD-Held (Management) 7= Public/Indian Housing									

Semi-Annual Labor Standards Enforcement Report - Local Contracting Agencies (HUD Programs)	U.S. Department of Housing and Urban Development Office of Labor Relations	HUD FORM 4710 <small>OMB Approval Number 2501-0019 (Exp. 09/30/2010)</small>
---------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------

Agency Name:	Agency Type:	State:	LR2000 Agency ID #: (HUD Use Only)
Period Covered: Check One and Enter Year(s)			
<input type="checkbox"/> Period 1: October 1, ____ to March 31, ____		<input type="checkbox"/> Period 2: April 1, ____ to September 30, ____	
Agency Contact Person:		Agency Contact Phone/E-mail:	

PART I - CONTRACTING ACTIVITY*
Pertains ONLY to projects awarded during the reporting period.

- Number of prime contracts subject to the Davis-Bacon and Related Acts (DBRA) and/or the Contract Work Hours and Safety Standards Act (CWHSSA) awarded this period a
Note: Do not include contracts included in previous semi-annual reports.
- Total dollar amount of prime contracts reported in item 1 above \$
- List for each contract awarded this period:

Project Name/Number	Contract Amount	Wage Decision Number	Wage Decision Lock-In Date
EXAMPLE: "Boy's Club Renovation # CD54005-45"	"\$50,000,000.00"	"FL040001/Mod 3, 6/25/04, Building"	"07/02/04 bid open date" ◀Lock

*Use additional pages if necessary.

WHAT IS THE LOCK-IN DATE? For contracts entered into pursuant to competitive bidding procedures, the bid opening date "locks-in" the wage decision **provided** that the contract is awarded within 90 days. If the contract is awarded more than 90 days after bid opening, the contract award date "locks-in" the wage decision. For contracts, purchase orders or other agreements for which there is no bid opening or award date, use the construction start date as the lock-in date. However, for projects receiving assistance under Section 8 of the U.S. Housing Act of 1937 or contracts involving a project wage determination, the lock-in rules may vary from above. See Department of Labor Regulations, 29 CFR, Part 1, Section 1.6 and/or HUD Handbook 1344.1, or consult the HUD Labor Relations staff.

WHAT IT ISN'T: Do not use the wage decision publication date, unless that happens to correspond to one of the trigger events described above. If you are not sure about any of this, please feel free to contact the Labor Relations staff in your state or region.

Semi-Annual Labor Standards Enforcement Report - Local Contracting Agencies (HUD Programs)	U.S. Department of Housing and Urban Development Office of Labor Relations	HUD FORM 4710 <small>OMB Approval Number 2501-0011 (Rev. 09/30/2010)</small>
---------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------

Agency Name:	Agency Type: <small>E.g., Local Government, Non-Profit</small>	State:	LR2000 Agency ID #: (HUD Use Only)
Period Covered: Check One and Enter Year(s)			
<input type="checkbox"/> Period 1: October 1, ____ to March 31, ____		<input type="checkbox"/> Period 2: April 1, ____ to September 30, ____	
Agency Contact Person:		Agency Contact Phone/E-mail:	

PART II - ENFORCEMENT ACTIVITY*

Pertains to all projects, not just contract(s) awarded during the reporting period.

4. Number of employers against whom **complaints** were received (list employers and projects involved below):

Employer	Project(s)
-----------------	-------------------

5. (a) Number of cases (employers) referred to HUD Labor Relations for investigation or §5.11 hearing (list referrals below):

(b) Number of cases (employers) referred to the Department of Labor (DOL) for investigation or §5.11 hearing (list referrals below):

Employer	Project	HUD or DOL	Invest. Or Hearing
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6. (a) **Number of workers for whom wage restitution was collected/dispensed:**
Report only once. If you previously reported workers for whom restitution was collected, do not report the same workers when funds are dispensed. Include workers to whom restitution was paid directly by the employer.

(b) **Total amount of straight time wage restitution collected/dispensed during this period:** \$
Report only once. If you report funds collected, do not report the disbursement. Include restitution amounts paid directly by the employer as reported on correction certified payrolls.

(c) **Total amount of CWHSA overtime wage restitution collected/dispensed during this period:** \$
Report only once. If you report funds collected, do not report the disbursement. Include restitution amounts paid directly by the employer as reported on correction certified payrolls.

(d) **Total amount of liquidated damages collected:** \$

*Use additional pages if necessary.

EXHIBIT 9 – SECTION 3 ANNUAL REPORT

Section 3 Summary Report

U.S. Department of Housing

OMB Approval No: 2529-

0043

Economic Opportunities for

and Urban Development

(exp. 8/13/20XX)

Low – and Very Low-Income Persons

And Eligible Businesses

Office of Fair Housing

And Equal Opportunity

Public Reporting Burden statement printed below

1. Recipient Name & Address: (street, city, state, zip)	2. Tax Identification Number (TIN):	3. Total Amount Expended:
	4. Contact Person	5. Telephone Number: (Include area code)
	6. Start Date of Reporting Period:	7. End Date of Reporting Period:
8. Program Code and Name: (A separate report must be submitted for each source of covered funding)		9. Date Report Submitted:

Part I: Employment and Training Opportunities (Columns B, C and F are mandatory fields. Only include New Hires in these fields)**

A	B	C	D	E	F	G
Job Category	Number of New Hires	Number of New Hires that are Section 3 Residents	Aggregate Number of all Staff Hours Worked (Optional)	Total Staff Hours Worked by all Section 3 Employees (Optional)	Percentage of Staff Hours Worked by Section 3 Employees Column E/ Column D (Optional, but must be completed if columns D & E are completed)	Number of Section 3 Trainees
Professionals						

Clerical						
Administrative						
Case Management						
Facilities Management						
Technical (Bookkeeping, IT, etc.)						
Carpentry						
Painting						
Masonry						
Plumbing						
Electrical						
Janitorial						
Security						
Other: Describe						

Total						

Part II: Contracting Opportunities

1. Construction Contracts	HUD Amount	Leveraged Amount	Total (HUD Amount + Leveraged Amount)
A. Total dollar amount of construction contracts awarded with covered funds expended during the reporting period			
B. Total dollar amount of contracts awarded to Section 3 businesses during the reporting period			
C. Percentage of the total dollar amount of construction contracts that were awarded to Section 3 businesses during the reporting period (i.e., Item B/ Item A= %)			
D. Total number of Section 3 businesses receiving construction contracts during the reporting period			
2. Non-Construction Contracts			
A. Total dollar amount of non-construction contracts awarded with covered funds expended during the reporting period			
B. Total dollar amount of non-contracts awarded to Section 3 businesses during the reporting period			
C. Percentage of the total dollar amount of non-construction contracts that were awarded to Section 3 businesses during the reporting period (i.e., Item B/ Item A= %)			
D. Total number of Section 3 businesses receiving non-construction contracts during the reporting period			

Part III: Summary of Efforts

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply and maintain copies of all documentation as evidence of the actions checked below)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
 - Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
 - Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
 - Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
 - Entered into "first source" hiring agreements with organizations representing Section 3 residents.
 - Established training programs, which are consistent with the requirements of the Department of Labor.
 - Posted job postings within public housing developments(s) for employment opportunities available which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process.
 - Advertised and/or issued print or electronic notices of employment opportunities to Section 3 residents.
 - Advertised the jobs to be filled through the local media, such as community television networks, newspapers of general circulation, and/or radio advertising.
 - Contacted public housing resident councils, resident management corporations, or other resident organizations, to request the assistance of these organizations in notifying Section 3 residents of the training and employment positions to be filled.
 - Provided contractors a list of Work force development, social service, community based organizations, etc. that the recipient contacted to assist them with notifying Section 3 residents about employment and training opportunities.
 - Initiated targeted community group meetings and mailings to recruit/attract Section 3 residents and Section 3 businesses.
 - Conducted speaking presentations and or trainings to Section 3 residents and/or businesses.
 - Employed Section 3 residents directly on either a permanent or a temporary basis to perform work generated by Section 3 assistance ("force account labor").
 - Maintained a file of eligible qualified Section 3 residents for future employment positions.
 - Utilized Payroll Certification, Worker Utilization Forms, and other types of data to identify potential employment and contracting opportunities.
 - Maintained documentation of training provided to Section 3 residents.
 - Provided contractors a list of Section 3 Residents that applied for jobs that were advertised (name, address and phone numbers).
 - Contacted business development agencies, minority contractors associations, chambers of commerce, local Small Business Administration (SBA) and/or other similar community organizations to request their assistance in identifying section 3 businesses to be notified about HUD funded contracts.
 - Used HUD's Section 3 Business Registry to locate local Section 3 businesses.
 - Advertised and/or issued print or electronic notices of contracting opportunities to prospective Section 3 businesses.
 - Provided contractors a list of Section 3 businesses to be notified about subcontracting opportunities (names, address and phone numbers).
 - Advertised contracting opportunities by posting notices, which provide general information about the work to be contracted and where to obtain additional information at job sites.
 - Initiated targeted community business group meetings and mailings to notify Section 3 business of contracting opportunities.
- Other efforts to achieve compliance (Please describe below).

Describe other Efforts to achieve compliance:

Covered Recipients are required to either meet all three minimum numerical goals for employment and contracting (see below), or provide a description of the steps taken to meet the goals, barriers encountered, and actions that will be taken to address them. If your agency failed to meet all three Section 3 minimum numerical goals, please provide an explanation:

NOTE: The Section 3 minimum numerical goals are as follows:

Employment Opportunities:

30% of the aggregate number of **new hires** shall be Section 3 Residents

Contracting Opportunities:

Construction contract—10% of the aggregate dollar amount of **construction** contracts shall be awarded to Section 3 Businesses

Construction contract—3% of the aggregate dollar amount of **non-construction** contracts shall be awarded to Section 3 Businesses

Please review the Section 3 FAQs for definitions of Section 3 Residents and Business Concerns.

Public reporting for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and the implementing regulation at 24 CFR § 135 mandates that HUD shall ensure that employment,

training, contracting, and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing and businesses that substantially employ these persons. Please visit www.hud.gov/section3 to learn more about the regulatory requirements of Section 3.

The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress. The report may also be used by recipients as self-monitoring tool. The data shall be entered into a database and will be analyzed and made available to the public by HUD staff. The collection of information is restricted to direct recipients of Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 3 of the Housing and Urban Development Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Instructions:

This form is to be used to report annual accomplishments regarding employment, training, contracting, and other economic opportunities provided to low- and very low-income persons, and the businesses that substantially employ them pursuant to Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian housing programs** that receive: (1) development or capital fund assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937; and to **Recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to their **contractors and subcontractors that receive awards in excess of \$100,000** for Section-3 covered activities.

Form HUD-60002 is only to be submitted by direct recipients of HUD funding (i.e., Public Housing Agencies (PHAs), municipalities, Participating Jurisdictions (PJs), property owners, recipients of competitive grant awards, etc.). This form is **NOT** to be submitted to HUD by contractors, developers, subrecipients, or other entities that do not receive funds directly from HUD. Additional information about Section 3 and reporting requirements can be found at: www.hud.gov/section3.

Form HUD-60002 has three parts, which are to be completed for all programs covered by Section 3. Part I relates to new **Employment and Training** opportunities created by recipients and their contractors. Part II of the form identifies covered **Contracting** opportunities generated by HUD funding, and Part III summarizes recipients' **Efforts** to comply with the regulatory requirements of Section 3, which includes either meeting the minimum numerical goals for employment and contracting, or providing an explanation of why the goals were not met.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons. A recipient of Section 3 covered assistance shall submit one copy of this report to HUD Headquarters, Office of Fair Housing and Equal Opportunity. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Tax Identification Number (TIN): Enter the tax identification associated with the recipient listed in item #1.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
 4. Contact Person/: Enter the name of the person with knowledge of the award and the recipient's implementation of Section 3.
5. Telephone Number: Enter the office telephone number for the person listed in item #4.
6. Start Date of Reporting Period: Indicate the start date for the time period (month/day/year) that this report covers.
7. End Date of Reporting Period: Indicate the end date for the time period (month/day/year) that this report covers.

8. Program Code and Name: Enter the appropriate program code and name for the type of funds associated with this report. A separate report must be submitted for each program code.
9. Date Report Submitted. Enter the date that the report was submitted to HUD.

Part I: Employment and Training Opportunities

Column A: Lists various job categories for persons employed in connection with this report. The category of "Other" includes occupations such as service workers.

Column B: (Mandatory Field) Enter the number of new hires for each job category or trade identified in **Column A** in connection with this report. New hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: (Mandatory Field) Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this report. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the aggregate number of staff hours of new hires (Section 3 residents) in connection with this report.

Column E: Enter the total amount of staff hours worked by persons that meet the definition of Section 3 residents (including new hires) connected with this report. Include staff hours for part-time and full-time positions.

Column F: Calculate the percentage of staff hours worked by Section 3 employees (i.e., staff hours worked by Section 3 Employees/aggregate number of staff hours worked).

Column G: (Mandatory Field) Enter the number of Section 3 residents that were trained for each job category or trade identified in **Column A** in connection with this report.

Part II: Contracting Opportunities

Block 1: Construction Contracts

Item A: Enter the total dollar amount of all construction contracts awarded during the reporting period. Include both HUD and Leveraged Amounts, which should be equal to the total (Item A + Item B = Total)

Item B: Enter the total dollar amount of construction contracts connected that were awarded to Section 3 businesses during the reporting period. Include both HUD and Leveraged Amounts, which should be equal to the total (Item A + Item B = Total)

Item C: Enter the percentage of the total dollar amount of construction contracts awarded to Section 3 businesses during the reporting period. Indicate HUD and Leveraged percentages. (Item B/ Item A = %) The total amount should be 100%

Item D: Enter the number of Section 3 businesses receiving construction contracts during the reporting period.

Block 2: Non-Construction Contracts

Item A: Enter the total dollar amount of all non-construction contracts awarded during the reporting period. Include both HUD and Leveraged Amounts, which should be equal to the total (Item A + Item B = Total)

Item B: Enter the total dollar amount of non- construction contracts t awarded to Section 3 businesses during the reporting period. Include both HUD and

Leveraged Amounts, which should be equal to the total (Item A + Item B = Total)

Item C: Enter the percentage of the total dollar amount of non-construction contracts awarded to Section 3 businesses. Indicate HUD and Leveraged percentages. The total amount should be 100%

Item D: Enter the number of Section 3 businesses receiving non-construction contracts.

Part III: Summary of Efforts

1. Check all appropriate actions that describe efforts taken by the recipient to meet the regulatory requirements of Section 3. Recipients are required to maintain copies of all documentation as evidence of the actions that are checked.
2. Describe other efforts to achieve compliance. A list of some possible actions is provided at 24 CFR § 135.40 or in the Section 3 FAQs at www.hud.gov/section3.
3. Recipients that failed to meet all three Section 3 minimum numerical goals for employment and contracting, are required to provide an explanation of why it was not feasible to do so. Such explanations may describe the steps taken to meet the goals, barriers encountered, and actions that will be taken to address them in the future.

EXHIBIT 10 – FEDERAL CASH TRANSACTION REPORT

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page	1	of	
pages								
3. Recipient Organization (Name and complete address including Zip code)								
4a. DUNS Number		4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)			6. Report Type		7. Basis of Accounting
						<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final		<input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)				To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)		
10. Transactions						Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>								
Federal Cash (To report multiple grants, also use FFR Attachment):								
a. Cash Receipts								
b. Cash Disbursements								
c. Cash on Hand (line a minus b)						0.00		
<i>(Use lines d-o for single grant reporting)</i>								
Federal Expenditures and Unobligated Balance:								
d. Total Federal funds authorized								
e. Federal share of expenditures								
f. Federal share of unliquidated obligations								
g. Total Federal share (sum of lines e and f)						0.00		
h. Unobligated balance of Federal funds (line d minus g)						0.00		
Recipient Share:								
i. Total recipient share required								
j. Recipient share of expenditures								
k. Remaining recipient share to be provided (line i minus j)						0.00		
Program Income:								
l. Total Federal program income earned								
m. Program income expended in accordance with the deduction alternative								
n. Program income expended in accordance with the addition alternative								
o. Unexpended program income (line l minus line m or line n)						0.00		
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
g. Totals:								
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:								
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)								
a. Typed or Printed Name and Title of Authorized Certifying Official					c. Telephone (Area code, number and extension)			
					d. Email address			
b. Signature of Authorized Certifying Official					e. Date Report Submitted (Month, Day, Year)			
					14. Agency use only:			

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

EXHIBIT 11 – HOUSING PROGRAM APPLICATIONS

**TOWN OF CICERO
DEPARTMENT OF HOUSING
EMERGENCY ASSISTANCE PROGRAM APPLICATION**

DATE: _____

CASE # _____

General Information

Applicant: _____ Phone #: _____

Address: _____ Birthdate: _____ SS#: _____

Co-Applicant: _____ Relationship: _____

Birthdate: _____ SS#: _____

Total household members #: _____

of persons disabled living in household: _____ Is the head of household female: Yes or No

Are homeowners 62 years of age or older? Yes or No

Type of structure: Single Family 2 unit (circle one) List monthly rent: \$ _____

Race/Ethnicity of head of household: (must choose one)

- White Asian Native Hawaiian Asian & White Native Hawaiian & White Black/African American
 Black/African American & White American Indian/Alaskan Native American Indian/Alaskan Native & White
 Other

Are you also Hispanic? Yes No

Property built prior to 1978: Yes No

Have your children been tested for lead-based paint? Yes No (if yes please attach results)

Have you ever had a lead hazard evaluation? Yes No (if yes please attach)

Type of work requested: _____

APPLICANT

CO-APPLICANT

Employer: _____

Employer: _____

Address: _____

Address: _____

Phone #: _____ Length of employ _____

Phone #: _____ Length of employ: _____

Position: _____

Position: _____

Gross income: \$ _____ monthly \$ _____ yearly

Gross income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Source: _____

Source: _____

Other income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Source: _____

Source: _____

HOUSEHOLD MEMBER INFORMATION

Name: _____

Name: _____

Relationship: _____ Birthdate: _____

Relationship: _____ Birthdate: _____

Social Security #: _____

Social Security #: _____

Employer: _____

Employer: _____

Address: _____

Address: _____

Work phone #: _____ Position: _____

Work phone #: _____ Position: _____

Gross income: \$ _____ monthly \$ _____ yearly

Gross income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Source: _____

Source: _____

Name: _____

Name: _____

Relationship: _____ Birthdate: _____

Relationship: _____ Birthdate: _____

Social Security #: _____

Social Security #: _____

Employer: _____

Employer: _____

Address: _____

Address: _____

Work phone #: _____ Position: _____

Work phone #: _____ Position: _____

Gross income: \$ _____ monthly \$ _____ yearly

Gross income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Source: _____

Source: _____

Name: _____

Name: _____

Relationship: _____ Birthdate: _____

Relationship: _____ Birthdate: _____

Social Security #: _____

Social Security #: _____

Employer: _____

Employer: _____

Address: _____

Address: _____

Work phone #: _____ Position: _____

Work phone #: _____ Position: _____

Gross income: \$ _____ monthly \$ _____ yearly

Gross income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____

COPIES OF THE FOLLOWING MUST BE ATTACHED TO YOUR COMPLETED APPLICATION:

- Most current Recorded Deed or Title (death certificates of non-living property owners / divorce certificate and name change proof if name on Deed/Title differs than current name. If Deed is in trust a current Certified Trust Agreement is required.
- Bank Statements for last three (3) months of all accounts for all household members
- Two current monthly recent rent receipts for all rental units if applicable
- Copy of most current IRS 1040 form, State and Federal; with all attachments; W-2, 1099's; Schedules (for ALL household members)
- Two recent paycheck stubs (for ALL household members)
- Current monthly stubs/receipts/statements from all other income received from income source (for ALL household members)

COMPLETE AND ATTACH THE FOLLOWING DOCUMENTS TO YOUR COMPLETED APPLICATION:

- Temporary Relocation Policy Agreement signed by all title holders
- Disclosure Certification signed by all title holders
- Indemnification Agreement signed by all title holders
- General Release signed by all title holders
- Written Acknowledgment of receipt of pamphlet "Renovate Right" signed by all title holders
- Written Acknowledgment of receipt of pamphlet "Protect Your Family From Lead in Your Home" signed by Tenant(s)
- Certificate of attempted Delivery of Pamphlet
- Tenant Survey (If applicable)
- Financial Privacy Notice (all over 15 must sign)
- IRS 4506-T form (all over 15 must sign)
- Zero Income Affidavit (all over 15 must sign)
- Elderly Homeowners Informed Consent Notice signed by all title holders

CERTIFICATION BY APPLICANTS

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a loan/grant and is true and complete to the best of the applicant's knowledge and belief.

The applicant further certifies that he/she is the owner and resides in the property described in this application, and that the rehabilitation loan/grant proceeds will be used only for the work and materials necessary to meet the rehabilitation or code standards, as applicable, which are prescribed for the property described in this application.

I hereby authorize the Town of Cicero to perform the service and/or repair requested. I understand that the Town of Cicero shall not be responsible for the necessity or adequacy of such service and/or repair. The Town of Cicero shall have no liability due to the disruption or discontinuance of electrical, gas, water or any other liability necessitated by such service and/or repair or by a dangerous or hazardous condition discovered by it.

Verification of any of the information contained in this application may be obtained from any source named therein.

We reserve the right to verify any and all information given in this application, whatever the source. All information derived from such verification will be kept confidential and limited to the Department of Housing.

The Town of Cicero Department of Housing will make the determination if the application meets the requirements to qualify for this loan/grant.

Grants/loans are awarded without regard to race, sex, age, ethnic or religious background.

Racial data is obtained for statistical information only. Data is not compulsory and will not be considered by any local or federal official in determining applicant(s) eligibility.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. TITLE18, SECTION 1001, PROVIDES: "WHOEVER, IN ANY MATTER WITHIN THE JURISDICTION OF ANY DEPARTMENT OR AGENCY OF THE UNITED STATES KNOWINGLY AND WILLFULLY FALSIFIES OR MAKES ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENT OR ENTRY, SHALL BE FINED NOT MORE THAN \$10,000.00 OR IMPRISONED NOT MORE THAN FIVE YEARS, OR BOTH."

AFFIDAVIT

I hereby affirm that the answers given in this application are true and correct and made for the purpose of obtaining assistance under the Department of Housing Rehabilitation Programs administered by the Town of Cicero. I further understand that any fraudulent representations made in this application will result in the denial of assistance under this program and possible criminal prosecution. For purposes of verifying the information given in this application, I authorize the Town of Cicero, or its representatives, to communicate with any person, firm, or corporation it desires, and obtain such information as it may require concerning statements made in this application. I agree that this application shall remain the property of the Town of Cicero whether or not rehabilitation assistance is granted.

Check One:

- I further understand that my property is only eligible to receive Emergency Assistance under the Emergency Assistance Program (EAP) once every three (3) years.**
Homeowner(s)' Initials: _____, _____

Signature

Date

Signature

Date

**TOWN OF CICERO
DEPARTMENT OF HOUSING GRANT APPLICATION (Check one)**

- HOME REPAIR PROGRAM (HRP)
- HOME IMPROVEMENT PROGRAM (HIP)
- EMERGENCY ACCESS GRANT FOR PEOPLE WITH DISABILITIES PROGRAM (ACCESS)
- WEATHERIZATION AND ENERGY EFFICIENCY PROGRAM (WEE)

DATE: _____

CASE # _____

General Information

Applicant: _____ Phone #: _____

Address: _____ Birthdate: _____ SS#: _____

Co-Applicant: _____ Relationship: _____

Birthdate: _____ SS#: _____

Total household members #: _____

of persons disabled living in household: _____ **Is the head of household female:** Yes or No

Are homeowners 62 years of age or older? Yes or No

Type of structure: Single Family 2 unit (circle one) List monthly rent: \$ _____

Race/Ethnicity of head of household: (must choose one)

- White Asian Native Hawaiian Asian & White Native Hawaiian & White Black/African American
- Black/African American & White American Indian/Alaskan Native American Indian/Alaskan Native & White
- Other

Are you also Hispanic? Yes No

Property built prior to 1978: Yes No

Have your children been tested for lead-based paint? Yes No (if yes please attach results)

Have you ever had a lead hazard evaluation? Yes No (if yes please attach)

Type of work requested: _____

APPLICANT

CO-APPLICANT

Employer: _____

Employer: _____

Address: _____

Address: _____

Phone #: _____ Length of employ _____

Phone #: _____ Length of employ: _____

Position: _____

Position: _____

Gross income: \$ _____ monthly \$ _____ yearly

Gross income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Source: _____

Source: _____

Other income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Source: _____

Source: _____

HOUSEHOLD MEMBER INFORMATION

Name: _____

Name: _____

Relationship: _____ Birthdate: _____

Relationship: _____ Birthdate: _____

Social Security #: _____

Social Security #: _____

Employer: _____

Employer: _____

Address: _____

Address: _____

Work phone #: _____ Position: _____

Work phone #: _____ Position: _____

Gross income: \$ _____ monthly \$ _____ yearly

Gross income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Source: _____

Source: _____

Name: _____

Name: _____

Relationship: _____ Birthdate: _____

Relationship: _____ Birthdate: _____

Social Security #: _____

Social Security #: _____

Employer: _____

Employer: _____

Address: _____

Address: _____

Work phone #: _____ Position: _____

Work phone #: _____ Position: _____

Gross income: \$ _____ monthly \$ _____ yearly

Gross income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Source: _____

Source: _____

Name: _____

Name: _____

Relationship: _____ Birthdate: _____

Relationship: _____ Birthdate: _____

Social Security #: _____

Social Security #: _____

Employer: _____

Employer: _____

Address: _____

Address: _____

Work phone #: _____ Position: _____

Work phone #: _____ Position: _____

Gross income: \$ _____ monthly \$ _____ yearly

Gross income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____ yearly

Other income: \$ _____ monthly \$ _____

COPIES OF THE FOLLOWING MUST BE ATTACHED TO YOUR COMPLETED APPLICATION:

- Most current Recorded Deed or Title (death certificates of non-living property owners / divorce certificate and name change proof if name on Deed/Title differs than current name. If Deed is in trust a current Certified Trust Agreement is required.
- Mortgage payment statement
- Current Homeowner's Insurance Policy Agreement
- Bank Statements for last three (3) months of all accounts for all household members
- Most current Second Installment Property Tax Bill
- Two current monthly recent rent receipts for all rental units if applicable
- Copy of most current IRS 1040 form, State and Federal; with all attachments; W-2, 1099's; Schedules (for ALL household members)
- Two recent paycheck stubs (for ALL household members)
- Copy of all most current utility bills (gas, electric, phone and water)
- Current monthly stubs/receipts/statements from all other income received from income source (for ALL household members)

COMPLETE AND ATTACH THE FOLLOWING DOCUMENTS TO YOUR COMPLETED APPLICATION:

- Rehab coordinator/Owner Interview signed by all title holders
- Temporary Relocation Policy Agreement signed by all title holders
- Disclosure Certification signed by all title holders
- Indemnification Agreement signed by all title holders
- General Release signed by all title holders
- Written Acknowledgment of receipt of pamphlet "Renovate Right" signed by all title holders
- Written Acknowledgment of receipt of pamphlet "Protect Your Family From Lead in Your Home" signed by Tenant(s)
- Certificate of attempted Delivery of Pamphlet
- Tenant Survey (If applicable)
- Financial Privacy Notice (all over 15 must sign)
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The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a loan/grant and is true and complete to the best of the applicant's knowledge and belief.

The applicant further certifies that he/she is the owner and resides in the property described in this application, and that the rehabilitation loan/grant proceeds will be used only for the work and materials necessary to meet the rehabilitation or code standards, as applicable, which are prescribed for the property described in this application.

I hereby authorize the Town of Cicero to perform the service and/or repair requested. I understand that the Town of Cicero shall not be responsible for the necessity or adequacy of such service and/or repair. The Town of Cicero shall have no liability due to the disruption or discontinuance of electrical, gas, water or any other liability necessitated by such service and/or repair or by a dangerous or hazardous condition discovered by it.

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AFFIDAVIT

I hereby affirm that the answers given in this application are true and correct and made for the purpose of obtaining assistance under the Department of Housing Rehabilitation Programs administered by the Town of Cicero. I further understand that any fraudulent representations made in this application will result in the denial of assistance under this program and possible criminal prosecution. For purposes of verifying the information given in this application, I authorize the Town of Cicero, or its representatives, to communicate with any person, firm, or corporation it desires, and obtain such information as it may require concerning statements made in this application. I agree that this application shall remain the property of the Town of Cicero whether or not rehabilitation assistance is granted.

Check One:

- Under the Home Repair Program, I further understand that my property is only eligible to receive Home Repair Program (HRP) assistance once every three (3) years.**
Homeowner(s)' Initials: _____, _____

- Under the Home Improvement Program (HIP) I agree to own/occupy the building for the duration of 5 years after completion of the rehabilitation work. A duly recorded Lien will be placed on my property with a 5 year term period. I understand that payment in full is required if a transfer of Deed or Title occurs prior to the completion of the term.**
I agree to maintain property up to code and allow periodic inspections by the Town of Cicero if required. I further understand that I can only participate once in the Home Improvement Program and am ineligible for other programs through the Department of Housing.

Homeowner(s)' Initials: _____, _____

- Under the Emergency Access Grant For People with Disabilities, I further understand that my property must be a single family one (1) unit property and homeowner occupied to receive assistance.**
Homeowner(s)' Initials: _____, _____

- I further understand that my property is eligible to receive Weatherization and Energy Efficiency assistance once with a minimum of \$2,000.00 directed toward Energy Efficiency upgrades and a maximum of \$3,000.00 directed toward Health and Safety Measures.**
Homeowner(s)' Initials: _____, _____

Signature

Dat

EXHIBIT 12 – HOUSING PROGRAM INDEX OF DOCUMENTS

Application Stage

Contact Pre-Qualification Form
Walk Thru Inspection Form/Form 5.1
Lead Hazard Requirements Screening Worksheet
Previous Paint Testing Report
Application Cover Letter
Program Guidelines
Application
Zero Income Affidavit
Financial Privacy Notice
4506 – Request for Copy of Tax Form
Tenant Survey
“Protect Your Family From Lead In Your Home” – Pamphlet
Written Acknowledgment of Receipt of Pamphlet (Protect Your Family)
Certification Of Attempted Delivery Of Pamphlet
Renovate Right-Pamphlet
Written Acknowledgment of Receipt of Pamphlet(Renovate Right)
Temporary Relocation Policy Agreement
Disclosure Certification
Disclosure – Seller’s
Disclosure – Lessor’s
General Release
Indemnification Agreement
Documents Still Needed Letter
Checklist
Housing Project Data Form
Elderly Homeowners Informed Consent Notice

Relocation

Relocation Checklist
General Information Notice
Relocation Screening Sheet
Notice of Non Displacement
Record of Advisory Assistance & Other Contacts
Temporary Relocation Notice
Residential Relocation Information
Summary of Relocation Assistance
Decent Safe and Sanitary Inspection
Temporary Relocation Claim
Re-Occupancy

Verification

Anticipated Annual Income Calculations
Memo to Bldg. Dept. Requesting Citations, etc.

Environmental Review Request
When to Consult With Tribes PDF
Environmental Conditions Agreement Request
Environmental Compliance/clearance Form
Employer Verification
Acceptance Letter
Denial Letter
Environmental Review Cancellation

Risk Assessor Documents

Component Type Report
Testing Data Sheet
Calibration Check Test Results
Substrate Correction Values
Selection of Housing Units
Risk Assessment – Resident Questionnaire - Form 5.0
Risk Assessment – Building Condition Form – Form 5.1
Risk Assessment – Paint Conditions on Selected Surfaces – Form 5.2
Risk Assessment – Field Sampling Form for Deteriorated Paint – Form 5.3
Risk Assessment – Field Sampling Form for Deteriorated Paint – Form 5.3a
Risk Assessment – Field Sampling Form for Dust – Form 5.4
Risk Assessment – Field Sampling Form for Dust – Form 5.4a
Risk Assessment – Field Sampling Form for Soil – Form 5.5
Risk Assessment – User Instructions for Form 5.6
Risk Assessment – Mgmt. Data of LBP Hazards in Rental Dwellings – Form 5.6
Risk Assessment – Maintenance Data for Rental Dwellings – Form 5.7

Pre-Construction

Lead Based Paint Evaluation Authorization
Assessment Notice
Presumption Notice
Authorization to Accept Specs
Owner Instructions for Bidding
Contractor Cover Sheet
Contractor Instructions for Bidding
Additional Bid Instructions
Contractor Bid Sheet
Evaluating the Job Worksheet
Contractor Response Listing
Bid Opening Minutes
Construction Checklist
Contractor Inhouse Checklist
Contractor Information Form
Calculating Rehabilitation Hard Costs Worksheet

Escrow Statement
Pre-Construction Conference Checklist
Contractor Certification to Deliver LBP Pamphlet to Owner
10 Day State Notification
OSHA Written Compliance Plan

Construction

Building Department Approved Contractor
Notice to Proceed
Addendum & Change Order
Clearance: Lead Hazard Control Visual Clearance – Form 15.1
Clearance: Lead Hazard Control Clearance Dust Sampling(S.S.)Form 15.2
Clearance: Lead Hazard Control Clearance Dust Sampling (Comp.)-Form 15.2a
Clearance: Lead Hazard Control Clearance Soil Sampling (Comp.)–Form 15.3
Safe Work Practices Certification
Certification of Payout
Final Lien Waiver
Waiver of Lien to Date
Written Acknowledgment of Receipt of Reduction Notice & Clearance Test
Reduction Completion Notice
Contractor/Subcontractor Reporting Form

EXHIBIT 13 - CHAPTER 5.0: RECORD-KEEPING AND REPORTING REQUIREMENTS

Accurate record keeping and reporting are crucial to the successful management of your CDBG-funded activities. The *failure to maintain* adequate documentation of CDBG-funded activities continues to be one of the most serious administrative issues undermining program performance and regulatory compliance of Subrecipients in the CDBG Entitlement program. Without adequate record keeping, you and your grantee cannot track performance against your contract goals and your grantee cannot provide adequate management support in its oversight of your activities. Insufficient documentation and reporting on your part leads to serious monitoring findings, and those findings are likely to be much more difficult to resolve in cases where records are missing, inaccurate, or otherwise deficient. It is very important, therefore, that you adhere to the record-keeping and reporting requirements of the Entitlement program and other pertinent regulations. Adequate documentation means knowing:

- What information needs to be collected and why.
- When that information should be collected (and how often).
- How the information should be acquired, organized, and stored.
- How the information should be reported.
- The required retention period for records.

This chapter addresses the minimum standards for documentation with respect to general record-keeping requirements, file organization and maintenance, retention of records, access to records, and reporting requirements. The end of the chapter contains a comprehensive chart identifying key records for each of three record types: administrative records, financial records and project records.

AS YOU READ THIS CHAPTER, THINK ABOUT ...

1. Whether your agency has a *clearly defined process* for acquiring, organizing, storing, retrieving, and reporting information, especially about your CDBG-funded activities.
2. How you can *strengthen your documentation and reporting systems* to meet the requirements outlined in this chapter.
3. *Who in your agency is responsible* for the majority of record-keeping and reporting tasks, and whether they are properly trained and supported.
4. How you can *streamline your record-keeping and reporting procedures* by standardizing the process and removing duplication of records from your system.
5. How your agency might begin to automate (computerize) some of the record-keeping and reporting tasks if it has not already done so.

5.1 General Record-Keeping Requirements

Every subrecipient is required to establish and maintain at least three major categories of records:

- **Administrative records:** These are files and records that apply to the overall administration of the Subrecipient’s CDBG activities. They include the following:
 - Personnel files.
 - Property management files.
 - General program files: files relating to the Subrecipient’s application to the grantee, the Subrecipient Agreement, program policies and guidelines, correspondence with grantee and reports, etc.
 - Legal files: articles of incorporation, bylaws of the organization, tax status, board minutes, contracts and other agreements.
- **Financial records:** These include the chart of accounts, a manual on accounting procedures, accounting journals and ledgers, source documentation (purchase orders, invoices, canceled checks, etc.), procurement files, bank account records, financial reports, audit files, etc.
- **Project/case files:** These files document the activities undertaken with respect to specific individual beneficiaries, property owners, and/or properties.

Since previous chapters of this handbook have provided information about the elements necessary for financial and general administrative records, this chapter focuses primarily on CDBG requirements as they relate to project files or case files. Exhibit 5-1 at the end of the chapter provides a checklist of the most important files that should be maintained by both Subrecipients and grantees for monitoring purposes.

The **general CDBG standard for record keeping** is that records must be *accurate, complete and orderly*. A grantee must establish the specific requirements for record keeping in its Subrecipient Agreement (24 CFR 570.503(b)(2)). Grantees frequently specify record keeping requirements for their Subrecipients that are very similar to those found in 24 CFR 570.506, so that for the activities undertaken by Subrecipients, the grantee will be able to demonstrate compliance with all applicable program requirements. Therefore, a subrecipient should anticipate having to maintain records sufficient to:

Provide a **full description of each activity** assisted with CDBG funds, including the location where the activities occur, the amount of CDBG funds budgeted, obligated, and expended for the activity and the regulatory provision under which the activity is eligible.

- Demonstrate that each activity undertaken meets one of the **National Objectives** for the CDBG program (24 CFR 570.208 and particularly the record-keeping requirements at 570.506(b)(1) - (12)).
- Show that the subrecipient has made all necessary **determinations required for the eligibility of certain activities** under the CDBG program, including but not limited to 24 CFR 570.201(f) **for interim assistance**, 570.201(i)(2) **for relocation**, 570.201(p) **for technical assistance**, 570.202(b)(3) **for loans to refinance existing indebtedness secured by a property being rehabilitated**, 570.204 **for activities carried out by CBDOs**, and 570.206(f) **for the preparation of applications for other Federal programs**, and 570.209 **for special economic development activities**.
- Document compliance with the program rules regarding **any change of use of real property** acquired or improved with CDBG assistance (24 CFR 570.505 and 570.503(b)(7)(i) and (ii)).
- Demonstrate compliance with the program requirements regarding **acquisition, displacement, relocation, and replacement housing** (24 CFR 570.606).
- Detail the subrecipient's **fair housing** activities and **equal opportunity** compliance.
- Maintain all necessary information relative to the other program requirements specified in Subpart K of 24 CFR Part 570 (which includes **labor standards; national flood insurance; employment and contracting opportunities; lead-based paint; use of debarred, suspended, or ineligible contractors or subrecipients; and conflict of interest**).

It should be noted that subrecipients are not responsible for providing documentation for the initial environmental review of an activity, because they cannot assume the grantee's environmental responsibilities (24 CFR 570.503(b)(5)). However, actions that a subrecipient provides to the grantee in order for it to carry out these responsibilities and other actions the subrecipient takes to abate or address environmental findings must be documented.

5.2 File Organization and Maintenance

A subrecipient should structure its project/case files and other records to comply with the general requirements specified in the preceding section and to facilitate preparation of progress and other reports, including all submissions necessary for the grantee's input into the Integrated Disbursement and Information System (IDIS) and its Consolidated Annual Performance and Evaluation Report (CAPER).

In setting up (or reviewing the adequacy of) its record-keeping system, a subrecipient should use this handbook to develop a list of all the items for which it must maintain documentation on a case/project basis and/or an activity basis. For example, if a subrecipient is carrying out a housing rehabilitation program using private contractors, **each project case file** should contain appropriate records, including:

- The owner's application for assistance, including the address of the property.
- Household size and income documentation for the owner and other households in the structure (if a multi-unit building) and other information to determine program eligibility and the appropriate level of financial assistance (underwriting).
- Other demographic information on the anticipated and actual beneficiaries of the activity for this project/case.
- The work write-up on the property.
- Evidence of any required owner contribution or private loan match.
- The financial assistance agreement between the subrecipient and owner (specifying levels of assistance, intended uses for funds, matching requirements, general program requirements, repayment and recapture procedures, requirements for occupancy by low- and moderate-income households if rental property, etc.).
- Evidence of liens to secure loan.
- Documentation of contractor solicitation and selection.
- Documentation of rent affordability, where applicable.
- A copy of executed construction contract, with all necessary provisions.
- Documentation of compliance, as applicable, with historic preservation, flood insurance, lead-based paint, Davis-Bacon, relocation/anti-displacement, and other relevant program rules.

- Evidence of the subrecipient’s periodic on-site inspection and sign-off on rehabilitation work, including final inspection.
- Copies of all change orders, with proper authorization.
- Records of disbursements made for completed and approved work. (In regard to this last item, a subrecipient must ensure that the data in its project files agree with its financial records.)

For each type of activity undertaken, a subrecipient in consultation with the grantee should determine the comparable data that must be maintained in the individual case files and establish a system for ensuring that every file contains the necessary information. Although the list will vary from activity to activity, each project or case file should include documentation of the **National Objective** being met, the **characteristics and location of beneficiaries**, the **eligibility of the activity**, the **compliance with special program requirements**, the **allowability of the costs**, and the **status of the case/project**.

A subrecipient must also devote attention to implementing an efficient method for compiling **cumulative data** on its activities **for inclusion in periodic reports** required by the grantee. The subrecipient should develop **logs for recording and totaling programmatic data** (by type of activity, for units of service, numbers of beneficiaries, etc.) as cases are initiated and as they progress to avoid searching through all of its individual case files to obtain aggregate statistics every time a progress report is due. The establishment of such logs at the commencement of a CDBG activity, based on the reporting requirements specified by the grantee (see **Section 5.5** in the following section), can save a subrecipient considerable time and effort over the course of the activity.

With an automated reporting system, it is critical to structure the computer database to permit the collection and manipulation of all data elements (i.e., characteristics of projects and beneficiaries) necessary for the production of currently required reports and reports that may be desired in the future. This requires a careful appraisal of current and anticipated future operations and an assessment of the “interface” between the computer system and the individuals who will input the data and those who will use the generated reports.

5.3 Retention of Records

To avoid monitoring findings and facilitate audit reviews, Subrecipients are required to retain their records for extended periods of time, even though an activity may be completed for some time:

- **For all Subrecipients:** 24 CFR 85.42 as modified by 570.502(a)(16), or 24 CFR 84.53(b) as modified by 570.502(b)(3)(ix) (A) and (B), as appropriate:

In general, **records are to be retained for 4 years** from the date of submission of the grantee’s CAPER in which the specific activity is reported for the last time, unless there is

litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the 4-year period. In such cases, the records must be retained until completion of the action and resolution of all issues which arise from it or the end of the regular 4-year period, whichever is longer.

5.4 Access to Records

- Representatives of the grantee, HUD, the Comptroller General of the United States, or of other authorized governmental agencies have the right of access to any pertinent records of a subrecipient to make audits, examinations, excerpts, and transcripts. (24 CFR 85.10 (e) and 84.53 (e))
- Consistent with applicable state and local laws regarding privacy and obligations of confidentiality, the subrecipient also must provide citizens with reasonable access to records on the past use of CDBG funds (24 CFR 570.508).

5.5 Reporting Requirements

A Subrecipient's reporting requirements must be specified by the grantee in the Subrecipient Agreement (24 CFR 570.503(b)(2)). These reporting requirements must be consistent with the provisions of 24 CFR 85.40(a) and (e) and 85.41 (c) and (d) for governmental Subrecipients or 24 CFR 84.51(a) for non-profit Subrecipients.

Although it has broad discretion over the type and frequency of reports, **a typical grantee is likely to request three kinds of reports** from its Subrecipients: information on drawdown requests, regular progress reports, and CAPER data.

- As part of a Subrecipient's periodic **drawdown requests**, all grantees should require the subrecipient to provide information on the financial status of the latter's operations, which should include (for each activity) the amount of:
 - Funds budgeted.
 - Funds received in drawdowns to date.
 - Funds obligated in most recent period and to date.
 - Funds expended in most recent period and to date.
 - Cash on hand (including program income identified as such).
 - Previous drawdowns requested but not yet received.

- Most grantees will also require regular **progress reports** from Subrecipients. These reports generally will be required monthly or quarterly and will usually be designed to **track actual project accomplishments, obligations, and spending patterns against planned operations and accomplishments** as specified in the project schedule and budget portions of the Subrecipient Agreement.
- In addition, grantees will need information from their Subrecipients **in connection with the grantee's input to IDIS and for preparation of its CAPER**, which it must submit to HUD. Although for some grantees the information contained in the subrecipient progress reports may be sufficient to satisfy their CAPER needs, others may need to supplement these regular reports with requests to their Subrecipients for special reports. In IDIS and in its CAPER, the grantee must provide the following information on each CDBG activity funded:
 - The activity's name, matrix code, description, and location.
 - The National Objective being met.
 - The amount expended during the program year.
 - The total cost of each multi-unit housing and 570.203(b) economic development activity.
 - The amount of unliquidated obligations for each public service and planning and administration activity if CDBG funds are not disbursed during the 90 days after the end of the grantee's program year.
 - Activity status and specific units of accomplishments, including compliance with the applicable National Objective, during each program year.
- For rehabilitation activities, the CAPER also requires information (organized separately for single-units and each multi-unit property) on:
 - Activity delivery costs expended in carrying out rehabilitation may be included as part of the cost of the rehab activity or may be reported as a separate activity.
 - Number of units proposed and completed.
 - Number of units in each multi-unit structure initially occupied by low- and moderate-income households following rehab.

- For multi-unit properties, the amount proposed and expended from CDBG, other public, and private sources.
- The CAPER also requires data on:
 - The characteristics of beneficiaries of direct benefit activities (expressed in total households/persons assisted, number of extremely low-income, low-income, and moderate-income households/persons, and ethnic characteristics of beneficiaries).
 - The source and amount of program income received during the program year.
 - Number and total dollar amount of loans outstanding.
 - CDBG-acquired parcels of property to be sold.
 - Households displaced in connection with CDBG activities.

As mentioned in **Section 5.2 in the preceding section**, a subrecipient should **carefully identify its complete CDBG reporting responsibilities as part of the process of designing its record-keeping system** for CDBG-funded activities.

A final area of reporting not discussed in this chapter concerns **annual audits**. This subject is addressed in detail in **Chapter 7.0**.

EXHIBIT 14: RECORD-KEEPING CHECKLIST FOR TRACKING ACTIVITIES

- This form should be initiated when grantee awards a subgrant to a subrecipient.
- The date at the top should indicate the last time the checklist was updated.
- This form should be updated after internal project review, after monitoring visits by the grantee, or when key documents are modified or received from/sent to the grantee.

Date Checklist Last Updated: _____

Documents to be Maintained	Document Source		Status		Location
	Source	Date	Complete?		
Project Application			Y	N	
<input type="checkbox"/> Original Application	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Amendments to Application	<input type="checkbox"/> Subrecipient/Grantee	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Approval of Amendments	<input type="checkbox"/> Grantee	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grantee	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Subrecipient/Grantee	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pre-Award Documentation			Y	N	
<input type="checkbox"/> Articles of Incorporation/Bylaws	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Non-profit Determination	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> List of Board of Directors	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Authorization to Request Funds	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Authorized Official	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Organizational Chart	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Résumés of Chief Admin. and Chief Fiscal Officers	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Financial Statement and Audit	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Conflict of Interest Statement	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Plan for Compliance with National Objectives	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Lobbying Statement	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Subrecipient Agreement			Y	N	
<input type="checkbox"/> Subgrant/Subaward Amount	<input type="checkbox"/> Grantee	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Date of Subgrant/Subaward	<input type="checkbox"/> Grantee	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Statement of Work	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Budget by Task/Activity	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Schedule by Task/Activity	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Standard Provisions Included?	<input type="checkbox"/> Grantee	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Amendments (Dates)	<input type="checkbox"/> Grantee	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Financial Records			Y	N	

Documents to be Maintained	Document Source		Status	
	Source	Date	Complete?	Location
<input type="checkbox"/> Current Approved Budget	<input type="checkbox"/> Subrecipient/Grantee	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Authorization Letter/Signatures	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Financial Management Systems (accounting books, software, reporting systems)	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Chart of Accounts	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> List of Source Documents to be Maintained	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Financial Status Report (total budget, amount expended, unliquidated obligations, unobligated balance)	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Drawdown Request Forms	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Drawdown Request Reports	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Executed Contracts/Bid Docs	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Board Minutes for Approval of Contracts or Bids	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Copy of Most Recent Audit Report	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Certification of Insurance Coverage/Bonding	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> CDBG Payroll Records	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Certified Construction Payroll Records (Davis-Bacon applicable)	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Approved Cost Allocation Plan	<input type="checkbox"/> Subrecipient/Grantee	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Relevant Financial Correspondence	<input type="checkbox"/> Subrecipient/Grantee	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
Project Monitoring and Control			Y N	
<input type="checkbox"/> Completed Monitoring Reports	<input type="checkbox"/> Grantee	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> National Objectives Documentation	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Eligible Activities Documentation	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Activity Status Report (scope, cost, schedule/actual vs. agreement)	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Drawdown Requests/Reports	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Subrecipient Staffing	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Meeting Minutes	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Telephone Log/Notes	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____

Regulatory Compliance File			Y N	
<input type="checkbox"/> HUD Monitoring Results	<input type="checkbox"/> HUD/Grantee	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Real Property Inventory, Management and Change of Use	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Anti-discrimination, Fair Housing, EEO, ADA/504 Certifications	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____

Documents to be Maintained	Document Source		Status	
	Source	Date	Complete?	Location
<input type="checkbox"/> Procurement, Bonding, Insurance	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Labor Standards	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Acquisition, Displacement, Relocation, Replacement Housing	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Environmental Review	<input type="checkbox"/> Grantee	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Loan Status Reports (Economic Development, Rehabilitation)	<input type="checkbox"/> Subrecipient/Grantee	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Administrative Activities	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Flood Insurance Purchase	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
Other Project/Activity Files			Y N	
<input type="checkbox"/> Plans and Specs (rehabilitation, historic preservation)	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Orientation and Training	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Special Case Records	<input type="checkbox"/> Subrecipient	_____	<input type="checkbox"/> <input type="checkbox"/>	_____

EXHIBIT 15 - EXERCISE FOR RECORD-KEEPING AND REPORTING REQUIREMENTS

Review the following examples and indicate whether the approach being taken is adequate or inadequate. Where you feel the approach is “inadequate,” explain why and what might be done differently.

1. John Smith, the program director for the CDBG-funded housing rehabilitation activities of Housing Alliance, Inc., worked diligently with his staff to ensure that every case file contained the information specified in the Subrecipient Agreement for necessary records. As a result, in preparing periodic progress reports, Mr. Smith was able to review each case file and be confident of finding all the data necessary to be included in the reports.

- Adequate?
- Inadequate? Comment: _____

2. Four years had passed since the submission of the grantee’s final Consolidated Annual Performance and Evaluation Report detailing Family Support, Inc.’s counseling services. The independent public accountant (IPA) audit performed for Family Support for the time period in question had not included any findings or questioned costs relating to this project. Joanne White, the executive director of Family Support, Inc., consequently directed her staff to discard the records of this CDBG-funded activity.

- Adequate?
- Inadequate? Comment: _____

3. Delroy Blaise wanted his subrecipient agency to take advantage of the efficiencies of automated data processing for its record-keeping and reporting functions but did not have anybody on his staff with computer expertise. Therefore, he hired a computer consultant who assisted the agency in purchasing a microcomputer, wrote specific software for entering data and generating reports for all the information currently required by the grantee, and trained the staff in its use.

- Adequate?
- Inadequate? Comment: _____

The answers are on next page.

Answers to questions from preceding page

Each of the three cases on the previous page is an example of a situation where the subrecipient in all probability is in *technical compliance with the requirements* for record keeping and reporting but may not be taking sufficient action to maximize the efficiency of its operations or to avoid future problems.

1. Although John Smith has taken pains to ensure that his agency could provide the grantee with the required report data, the necessity of having to search through each case file each time a report is due might be not an efficient use of his agency's personnel resources. Mr. Smith's organization should also have developed summary sheets of the case files and chronological program logs with key characteristics, from which periodic aggregate tallies could be derived much more efficiently.
2. The 4-year retention rule for records might best be viewed as a *minimum*. It is always theoretically possible that an entity like the HUD Office of the Inspector General (OIG) or the General Accounting Office (GAO) may show up to perform an audit after the 4 years have elapsed and request access to such records in support of some questionable costs. Therefore, even after the 4 years, for your own protection, it is probably best to place the records in storage for a year or so rather than to discard or destroy them.
3. When automating record-keeping and reporting functions, a key consideration is **ongoing flexibility**. In this case, because the software was designed specifically for the *current* records/reporting requirements, if the data desired by either the subrecipient or the grantee changed, it is not clear whether the agency had the technical capacity to modify its computer system accordingly. The agency may have been better served if it had purchased a more "user friendly" generic software package that its own staff could learn to modify.

These examples have been included to remind the reader that the requirements contained in this handbook represent **minimum standards** for administrative, financial, and management systems. These minimums should not automatically become your maximums. Although HUD cannot *require* grantees and Subrecipients to go beyond these regulatory standards, it is often in your agency's interest to strive for the "best management practice" possible, or to build an extra margin into your systems, in recognition of the fact that there will always be some unexpected demand on these systems or other problems that will arise over time.

EXHIBIT 16 – ESG WRITTEN STANDARDS

STANDARDS FOR THE PROVISION OF ESG ASSISTANCE

The Town of Cicero, in accordance with the U.S. Department of Housing and Urban Development (HUD) guidelines, developed standard policies and procedures for evaluating individuals' and families' eligibility for Assistance under the Emergency Solutions Grant (ESG).

Evaluations - Per 24 CFR 576.401 the Town and the ESG Subrecipients must conduct an initial evaluation to determine each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under §576.400(d).

Re-evaluations - The Town and ESG Subrecipients must re-evaluate the program participant's eligibility and the types and amounts of assistance the participant needs; not less than once every 3 months for program participants receiving homeless prevention assistance and not less than once annually for program participants who are receiving Rapid Re-Housing assistance. At the Town and Subrecipient's discretion, re-evaluations may be conducted more frequently than required by 24 CFR 576.401 and may also be incorporated into the case management process for homeless prevention and Rapid Re-Housing participants – See 24 CFR 576.401(e)(i). Regardless of which timeframe is used, re-evaluations, must at minimum, establish that:

The program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; and the program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance. To determine if an individual or family is income eligible, the Town or Subrecipient must examine an individual or family's annual income to ensure that it does not exceed the most current area income limits posted on the Department of Housing and Urban Development's webpage "ESG: Emergency Solutions Grants Program" <https://www.hudexchange.info/resource/4018/2014-hud-median-income-limits-30/>.

RAPID RE-HOUSING AND HOMELESS PREVENTION

ESG funds may be used to provide housing relocation and stabilization services and short-and/or medium term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance is referred to as Rapid Re-Housing assistance.

ESG funds may be used to provide housing relocation and stabilization services and short-and/or medium term rental assistance as necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the homeless definition in 24 CFR 576.2.

Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive Rapid Re-Housing assistance will consist of a waiting list for potentially eligible clients and those who most likely benefit from the program.

Through the use of a screening and assessment process, program eligibility will be assessed by thoroughly exploring a family's or individual's situation and pinpointing their unique housing and service needs. Based upon the assessment, families and individuals should be referred to the kinds of housing and services most appropriate to their situations and need (i.e. access all available services to increase self-sufficiency).

Once in place, a centralized or coordinated assessment system will help to better match individuals and families with the most appropriate assistance. Under homelessness prevention assistance, funds are available to persons below 30% of Area Median Income (AMI), who are homeless or at risk of becoming homeless. ESG funds can be used to prevent an individual or family from becoming homeless and/or regain stability in current housing or other permanent housing. Rapid Re-Housing funding will be available to those who are literally homeless to ultimately move into permanent housing and achieve housing stability. Homeless Prevention and Rapid Re-Housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR 576.105, and the short-and-medium-term rental assistance requirements in 24 CFR 576.106.

The amount each program participant must pay will be based on the following:

- Rental assistance cannot be provided for a unit unless the rent for that unit is at or below the Payment Standard, established by HUD's published Fair Market Rents for the Cicero region. A complete listing of the Fair Market Rent for the Cicero area can be found at the following website: <http://www.huduser.org/portal/datasets/fmr.html>
- The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units. See 24 CFR 574.320.
- The rental unit must meet minimum habitability standards found at 24 CFR 576.403.
- There must be a rental assistance agreement and lease between property manager and tenant(s) as well as the owner of the property and the ESG Subrecipient.
- No rental assistance may be made to an individual or family that is receiving rental assistance from another public source for the same time period.
- Rental assistance may not be provided to a participant who is currently receiving replacement housing payments under Uniform Relocation Assistance.
- Rental assistance may be available for Project Based Rental Assistance, based on availability of funding and vacant units.

Short-term and medium-term rental assistance – (24 CFR 576.106 (e) Rental assistance agreement) The Town or its ESG Subrecipients may make rental assistance payments only to an owner with whom the sub-recipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the Subrecipient a copy of any notice to the program

participant to vacate the housing unit, or any complaint used under state or local laws to commence an eviction action against the program participant. In the event of project based assistance, the payments would go directly to the property owner with a rental assistance agreement in place.

The Town and its Subrecipient(s) must maintain standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. Currently, the period is up to 12 months.

Homelessness prevention and Rapid re-housing component – (24 CFR 576.103 and 24 CFR Part 576.104) The Town and its Subrecipient(s) may provide an ESG program participant with up to 24 months of rental assistance during any 3-year period. The Town is providing a maximum of up to 12 months of rental assistance that can be in the form of short-term rental assistance (for up to 3 months of rent) or medium term rental assistance (assistance that is for more than 3 months) but not more than 12 months of rent. However, at the Town’s and Subrecipient’s discretion, rental assistance will be provided in a reasonable timeframe as evaluated by the Town and its program participant within HUD regulations.

The maximum amount of rental assistance provided, or family’s level of responsibility for rent payments, over time, shall be determined by the Town and its Subrecipient and shall be reflective of the individual or family’s need for rental assistance and the level of financial resources available to the ESG program participant.

Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the Homelessness Prevention or Rapid Re-Housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance, or the maximum number of times the program participants may receive assistance.

Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, Subrecipients may use ESG funds to pay housing owners, utility companies, and other third parties for some or all of the following costs, as allowed under 24 CFR 576.105:

- Security deposits
- Last month's rent
- Utility deposits
- Utility payments
- Moving costs

Housing relocation and stabilization costs - 24 CFR 576.105 (c). ESG Subrecipients shall determine the type, maximum amount and duration of housing stabilization and/or relocation services for individuals and families who are in need of Homeless Prevention or Rapid Re-Housing assistance through the initial evaluation, re-evaluation and ongoing case management processes.

EMERGENCY SHELTER

The term Emergency Shelter per 24 CFR Part 576.2 means “any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.” This definition excludes transitional housing.

Admission, Diversion, Referral and Discharge - ESG Subrecipients must conduct an initial evaluation of all individuals or families to determine if they should be admitted to an emergency shelter, diverted to a provider of other ESG funded components (e.g. Rapid Re-Housing or Homeless Prevention assistance) and/or referred for other mainstream resources.

ESG Subrecipients must determine that individuals and families meet criteria including the Homeless Definition and rate the individual or family’s vulnerability to ensure that only those individuals or families that have the greatest need for emergency shelter assistance receive ESG funded assistance.

ESG Subrecipients must also reassess emergency shelter participants, on an ongoing basis, to determine the earliest possible time that they can be discharged to permanent housing.

Safety and Shelter Needs of Special Populations - ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under the regulations for the emergency shelter component found at 24 CFR Part 576.102.

Consistent with ESG recordkeeping and reporting requirements found at 24 CFR Part 576.500, ESG Subrecipients must develop and apply written policies to ensure the safety of program participants through the following actions:

- All records containing personally identifying information (as defined in HUD’s standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential.
- The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG program will not be made public, except with written authorization of the person responsible for the operation of the shelter.
- The address or location of any housing of a program participant, including youth, individuals living with HIV/AIDS, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing will not be made public, except as provided under a preexisting privacy policy of the Subrecipient and consistent with state and local laws regarding privacy and obligations of confidentiality.
- EG Subrecipients must adhere to the following ESG shelter and housing standards found at 24 CFR Part 576.403 to ensure that shelter and housing facilities are safe, sanitary, and adequately maintained.

Lead-Based Paint Requirements - The Lead-Based Paint Poisoning Prevention Act applies to all shelters assisted under the ESG program and all housing occupied by program inspection on all units

receiving assistance under the Rapid Re-Housing AND Homelessness Prevention components if the unit was built before 1978 and a child under age of six or a pregnant woman resides in the unit.

Structure and Materials -The shelter building shall throughout be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents.

Access - The shelter must be accessible, and there shall be a second means of exiting the facility in the case of an emergency or fire.

Space and Security - Each resident shall have adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep. **Interior Air Quality** - Each room or space within the shelter/facility must have a natural or mechanical means of ventilation. The interior air should be free of pollutants at a level that might threaten or harm the health of residents.

Water Supply - The shelter's water supply shall be free of contamination.

Sanitary Facilities - Each resident shall have access to sanitary facilities that are in proper operating condition. These facilities shall be able to be used in privacy, and be adequate for personal cleanliness and the disposal of human waste.

Thermal Environment - The shelter/facility must have any necessary heating/cooling facilities in proper operating condition.

Illumination and Electricity - The shelter/facility should have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There should be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

Food Preparation - Food preparation areas, if any, should contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.

Sanitary Conditions - The shelter should be maintained in a sanitary condition.

Fire Safety-Sleeping Areas - There shall be at least one working smoke detector in each occupied unit of the shelter facility. In addition, smoke detectors should be located near sleeping areas where possible. The fire alarm system should be designed for a hearing- impaired resident.

Fire Safety-Common Areas - All public areas of the shelter must have at least one working smoke detector.

Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter 24 CFR 576.102.

- ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter. Essential services for participants of emergency shelter assistance can include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
- ESG Subrecipients are responsible to assess an individual or family's initial need for emergency shelter and must re-assess their need on an ongoing basis to ensure that only those individual or families with the greatest need receive ESG funded emergency shelter assistance.
- Based on the CoC's centralized or coordinated assessment system, ESG recipients shall be required to use that system to help determine an individual or family's need for emergency shelter or other ESG funded assistance.
- CoC's Policies and Procedures is encouraged for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing

assistance providers, other homeless assistance providers, and mainstream services and housing providers.

- Coordination to assist the homeless and prevent homelessness will come from the leadership of the Continuum of Care. The Town will maintain active engagement and membership in the CoC. The CoC will further engage and coordinate resources amongst other entities to improve current programs and funding.

STREET OUTREACH

Per 24 CFR 576.401 and 24 CFR 576.500 the Town and the ESG Subrecipients must conduct an initial evaluation to determine each individual or family's eligibility for street outreach essential services. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under §24 CFR 576.400(d).

Street outreach costs are limited to the costs of: providing essential services necessary to reach out to unsheltered homeless people; connecting unsheltered homeless people with emergency shelter, housing, or critical services; and providing urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility 24 CFR 576.101(a).

Engagement - The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.

These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people such as mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. 24 CFR 576.101(a)(1).

Case Management - The Town or its Subrecipient are limited to the cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities related to case management are as follows: using the centralized or coordinated assessment system as required under 24 CFR 576.400(d); conducting the initial evaluation required under 24 CFR 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability, 24 CFR 576.101(a)(2)

Emergency Health Services – The use of ESG funds for emergency health services costs are limited to direct outpatient treatment of medical conditions (as listed under 24 CFR 576.101(a)(3)) that are provided:

- a. by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living, and
- b. only to the extent that other appropriate health services are inaccessible or unavailable within the area

Emergency Mental Health Services – The use of ESG funds for emergency mental health services are limited to the costs associated with direct outpatient treatment (as listed under 24 CFR 576.101(a)(4)) that is provided:

- a. by licensed professionals of mental health conditions operating in community-based settings including streets, parks, and other places where unsheltered people are living, and
- b. only to the extent that other appropriate health services are inaccessible or unavailable within the area

Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community.

Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances [4 CFR 576.101(a)(4)] (iv). Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.

Transportation - Where ESG funds are used for transportation the costs are limited to the following eligible costs:

- a. The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers, that travel took place during the provision of services eligible under this section; and the costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. The costs include the following:
 - The cost of a program participant’s travel on public transportation;
 - If service workers use their own vehicles, mileage allowance for service workers to visit program participants;
 - The cost of purchasing or leasing a vehicle for the recipient or Subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle; and
 - The travel costs of a recipient or Subrecipient staff to accompany or assist program participants to use public transportation.

Minimum Period of Use - Per 24 CFR 576.101(b) the Town or its ESG Subrecipient will ensure that outreach services are provided to unsheltered homeless individuals and families for at least the period during which ESG funds are provided (e.g., the length of the subrecipient agreement).

Maintenance of Effort: The Town or its Subrecipient will not use ESG funds to replace local government funding of street outreach services unless HUD determines that the unit of general purpose was in a severe financial deficit according to the guidelines 24 CFR 576.101(c).

Upon the City's request, HUD will determine whether the unit of general purpose local government is in a severe financial deficit, based on the City's demonstration of each of the following:

- The average poverty rate in the unit of general purpose local government's jurisdiction was equal to or greater than 125 percent of the average national poverty rate, during the calendar year for which the most recent data are available, as determined by the information from the U.S. Census Bureau.
- The average per-capita income in the unit of general purpose local government's jurisdiction was less than 75 percent of the average national per capita income, during the calendar year for which the most recent data are available, as determined by the information from the Census Bureau.
- The unit of general purpose local government has a current annual budget deficit that requires a reduction in funding for services for homeless people. The unit of general purpose local government has taken all reasonable steps to prevent a reduction in funding of services for homeless people. Reasonable steps may include steps to increase revenue generation, steps to maximize cost savings, or steps to reduce expenditures in areas other than services for homeless people.

EXHIBIT 17 – TOWN OF CICERO GRANTS ADMINISTRATION POLICY

RESOLUTION NO. _____

A RESOLUTION APPOINTING CERTAIN INDIVIDUALS TO SPECIFIED POSITIONS WITHIN THE TOWN OF CICERO FOR THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Cicero Fire Department (the “Department”) is responsible for protecting the safety and welfare of individuals residing in and visiting the Town, responding to emergencies, and protecting property within the Town; and

WHEREAS, the Chief of the Fire Department (the “Chief”) is responsible for the administration and management of the Department; and

WHEREAS, Chief Mike Piekarski resigned from the position of Chief on July 22, 2022, and his resignation thereby created a vacancy in the position of Chief (the “Vacancy”); and

WHEREAS, the Board of Fire and Police Commissioners have recommended the appointment of Assistant Fire Chief Jeff Penzkofer to the position of Chief of the Department as set forth in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, the Town President (the “President”), with the advice and consent of the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”), hereby appoints Jeff Penzkofer to the position of Chief of the Cicero Fire Department; and

WHEREAS, the appointment of Jeff Penzkofer to the position of Chief creates a vacancy in the position of Assistant Fire Chief of the Department; and

WHEREAS, the Board of Fire and Police Commissioners have recommended the appointment of Lieutenant Jonathon Sochacki to the position of Assistant Fire Chief of the Department as set forth in Exhibit B, attached hereto and incorporated herein; and

WHEREAS, the Town President, with the advice and consent of the Town Board, finds that it is necessary for conducting Town business and for the effective administration of government to declare a vacancy in the position of Assistant Fire Chief and hereby appoints Jonathon Sochacki to the position of Assistant Fire Chief; and

WHEREAS, the Corporate Authorities hereby find and determine that it is in the best interests of the Town and its residents to make the specified appointments as set forth herein; and

NOW, THEREFORE, BE IT RESOLVED by the President and the duly authorized Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.0 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section 2.0 Purpose.

The purpose of this Resolution is to authorize the President to appoint Jeff Penzkofer to the position of Fire Chief and to authorize the President to appoint Jonathon Sochacki to the position of Assistant Fire Chief, and to take all steps necessary to carry out the terms of said appointments.

**ARTICLE II.
VACANCY, AUTHORIZATION**

Section 3.0 Vacancy.

The Corporate Authorities hereby declare a vacancy in the position of Fire Chief and a vacancy in the position of Assistant Fire Chief of the Department.

Section 4.0 Authorization.

The Corporate Authorities hereby authorize, approve and, as applicable, consent to the appointment of Jeff Penzkofer to the position of Fire Chief and to the appointment of Jonathon Sochacki to the position of Assistant Fire Chief.

Section 5.0 Effectiveness and Term of Appointment.

That the appointments are effective immediately and shall expire at 11:59 p.m. on October 31, 2022 or at such other time as the President deems necessary or upon the

earlier termination, resignation, replacement, or removal of the individuals from the positions.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 6.0 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 7.0 Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 8.0 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 9.0 Publication.

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 10.0 Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

EXHIBIT A

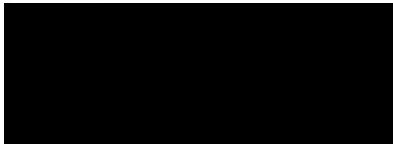
EXHIBIT B



**BOARD OF FIRE, POLICE COMMISSIONERS
OF THE TOWN OF CICERO**

To: Town President Larry Dominick, Board of Trustees of the Town of Cicero
Mike DelGaldo, Town Attorney, Maria Punzo Arias, Town Clerk

From:



Dominick Buscemi
Police & Fire Commissioner
Town of Cicero

Date: 07/18/2022

Subject: Request to Promote Fire Chief

The Cicero Fire and Police Commission have received written notification that Fire Chief Mike Piekarski will be retiring July 22, 2022. After discussion with President Dominick it was determined that Assistant Fire Chief Jeff Penzkofer be promoted to Fire Chief.

The Cicero Fire and Police Commission hereby approve this request and seek approval from the Cicero Board of Trustees for the promotion of Assistant Fire Chief Jeff Penzkofer at the next Board Meeting scheduled for July 26th, 2022 to the Rank of Fire Chief.

Thank you for your consideration.



**BOARD OF FIRE, POLICE COMMISSIONERS
OF THE TOWN OF CICERO**

To: Town President Larry Dominick, Board of Trustees of the Town of Cicero
Mike DelGaldo, Town Attorney, Maria Punzo Arias, Town Clerk

From:



Dominick Buscemi
Police & Fire Commissioner
Town of Cicero

Date: 07/19/2022

Subject: Fire Department Promotion Request

After discussion with President Dominick it was determined that Lieutenant Jonathon Sochacki be promoted to the rank of Assistant Fire Chief at the next Town Board Meeting.

The Cicero Fire and Police Commission hereby approve this request and seek approval from the Cicero Board of Trustees for the promotion of Lieutenant Jonathon Sochacki to the rank of Assistant Fire Chief at the next Board Meeting scheduled for July 26th, 2022.

Thank you for your consideration in this matter.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND APPROVING CERTAIN INVOICES FROM SUNBELT RENTALS, INC. FOR SERVICES PROVIDED TO THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Town recognizes the need to lease certain types of equipment, including construction machinery and message boards, from a third party (the “Services”) in order for the Special Events Department and the Maintenance Department (together, the “Departments”) to provide necessary services to the Town and its residents; and

WHEREAS, Sunbelt Rentals, Inc. (“Sunbelt”) provided the Services for the Departments, and has provided invoices for the Services performed (the “Invoices”), attached hereto and incorporated herein as Group Exhibit A; and

WHEREAS, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”) have determined that it is necessary and in the best interests of the Town to authorize and approve payment of the Invoices for the Services;

NOW, THEREFORE, BE IT RESOLVED by the President and the duly authorized Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.0 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section 2.0 Purpose.

The purpose of this Resolution is to authorize the President or his designee to approve payment of the Invoices for the Services, to further authorize the President or his designee to take all steps necessary in accordance with this Resolution, and to ratify any steps taken to effectuate those goals.

**ARTICLE II.
AUTHORIZATION**

Section 3.0 Authorization.

The Town Board hereby authorizes and approves payment of the Invoices for the Services and ratifies any and all previous actions taken to effectuate the intent of this Resolution. The Town Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The Town Clerk is hereby authorized and directed to attest to and countersign any documentation as may be necessary to carry out and effectuate the purpose of this Resolution. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. To the extent that the purchase of the

Services is subject to competitive bidding requirements, the same is hereby waived.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.0 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5.0 Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6.0 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.0 Publication.

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.0 Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

GROUP EXHIBIT A

Memo

To: Maria Punzo -Arias, Town Clerk
From: Jeff Pesek
Date: 7/7/22
Re: Payment Request from account # **100-30-64007**

The Parks & Recreation Department requested the Rental of Equipment from **Sunbelt Rentals** (PO Box 409211 Atlanta, GA 30384-9211) invoice #125634477-0001, 125630299-0001, and 125634696-0001, for the Cinco De Mayo Fest. Please include this request on the next warrants list so that payment may be authorized. The check should be issued to Sunbelt Rentals and should be in the amount of **\$5,596.20**

Thank you,

Jeff Pesek

Memo

To: Maria Punzo -Arias, Town Clerk
From: Jeff Pesek
Date: 7/7/22
Re: Payment Request from account # 100-30-63053

The Parks & Recreation Department requested the Rental of Equipment from **Sunbelt Rentals** (PO Box 409211 Atlanta, GA 30384-9211) invoice #126393763-0001, 126329914-0001, 125076072-0001 to assist The Cicero Police Department with the free gas giveaways for road closers and barricades. Please include this request on the next warrants list so that payment may be authorized. The check to be issued to Sunbelt Rentals and should be in the amount of **\$2,618.09**

Thank you,

Jeff Pesek



Town of Cicero

4949 WEST CERMAK ROAD • CICERO ILLINOIS 60804
(708) 656 – 3600 EXT. 291 • FAX (708) 656-1206

MEMO

To: Cindy Updyke, Legal Department

From: James Wood, Maintenance Dept

Date: 7/21/22

Re: Invoice Approvals

I approve the Sunbelt Invoices to be submitted for approval to the Town Board at the next available board meeting.



INVOICE

SEND ALL PAYMENTS TO:
 SUNBELT RENTALS, INC
 PO BOX 409211
 ATLANTA, GA 30384-9211

INVOICE NUMBER	1 [REDACTED]
ACCOUNT NUMBER	[REDACTED]
INVOICE DATE	3/17/22
PAGE 1	

INVOICE TO TOWN OF CICERO-SPECIAL EVENTS 4937 25TH STREET CICERO, IL 60804
JOB ADDRESS 34TH AND LARAMIE, CICERO COMMUNITY PARK PARKING LOT 34TH AND LARAMIE CICERO, IL 60804 C#: 708-656-3600 J#: 708-878-2481

RECEIVED BY PESEK, JEFF	CONTRACT NUMBER 122265586
PURCHASE ORDER NUMBER	
JOB NUMBER 1 - COMMUNITY PARK P	
BRANCH 0392 COUNTRYSIDE PC392 6260 JOLIET RD COUNTRYSIDE, IL 60525 3988 708-354-2800	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	2100-2800LB TRACK SKIDSTEER CAB 876441 Make: BOBCAT Model: T650 HR OUT: 2001.500 HR IN: TOTAL: 2001.500	570.00	570.00	1390.00	3190.00	3190.00
1.00	SNOW PUSHER BUCKET 6' - 8'	90.00	90.00	225.00	575.00	575.00
1.00	SKIDSTEER LOADER BUCKET					N/C
Rental Sub-total:						3765.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	CSTAX	EA	37.650			37.65
1	COUNTRYSIDE RENTAL FEE 1%	EA	69.380			69.38
1	ENVIRONMENTAL/HAZMAT FEE 2133XXX0000	EA				564.75
1	RENTAL PROTECTION PLAN	EA				
BILLED FOR FOUR WEEKS 3/01/22 THRU 3/28/22.						
4436.78						

SUBTOTAL	4436.78
TAX	
INVOICE TOTAL	4436.78

4 WEEK BILL

NET 30

428

JAMES DAVIS james.davis1@sunbeltrentals.com



INVOICE

SEND ALL PAYMENTS TO:
 SUNBELT RENTALS, INC
 PO BOX 409211
 ATLANTA, GA 30384-9211

INVOICE NUMBER	[REDACTED]
ACCOUNT NUMBER	[REDACTED]
INVOICE DATE	5/04/22
PAGE 1	

INVOICE TO TOWN OF CICERO-SPECIAL EVENTS 4937 25TH STREET CICERO, IL 60804
JOB ADDRESS 34TH AND LARAMIE, CICERO COMMUNITY PARK PARKING LOT 34TH AND LARAMIE CICERO, IL 60804 C#: 708-656-3600 J#: 708-878-2481

RECEIVED BY PESEK, JEFF	CONTRACT NUMBER 122265586
PURCHASE ORDER NUMBER	
JOB NUMBER 1 - COMMUNITY PARK P	
BRANCH 0392 COUNTRYSIDE PC392 6260 JOLIET RD COUNTRYSIDE, IL 60525 3988 708-354-2800	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	2100-2800LB TRACK SKIDSTEER CAB 876441 Make: BOBCAT Model: T650 Ser #: ALJG18301	570.00	570.00	1390.00	3190.00	1800.00-
1.00	SNOW PUSHER BUCKET 6' - 8'	90.00	90.00	225.00	575.00	350.00-
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	ENVIRONMENTAL	EA	39.210			39.21-
	ENVIRONMENTAL/HAZMAT FEE 2133XXX0000					
1	CSTAX	EA	21.500			21.50-
	COUNTRYSIDE RENTAL FEE 1%					
	Reason: 1 INTERNAL COMMUNICATION					
1	RENTAL PROTECTION PLAN	EA				322.50-
This credit memo only applies to invoice #122265586-0003, for the amount of 2533.21.						
						2533.21-

SUBTOTAL	2533.21-
TAX	
INVOICE TOTAL	2533.21-

CREDIT MEMO

NET 30

429

JAMES DAVIS james.davis1@sunbeltrentals.com



INVOICE

SEND ALL PAYMENTS TO:
 SUNBELT RENTALS, INC
 PO BOX 409211
 ATLANTA, GA 30384-9211

INVOICE NUMBER	[REDACTED]
ACCOUNT NUMBER	[REDACTED]
INVOICE DATE	4/06/22
PAGE 1	

INVOICE TO TOWN OF CICERO-SPECIAL EVENTS 4937 25TH STREET CICERO, IL 60804
JOB ADDRESS 34TH AND LARAMIE, CICERO COMMUNITY PARK PARKING LOT 34TH AND LARAMIE CICERO, IL 60804 C#: 708-656-3600 J#: 708-878-2481

RECEIVED BY PESEK, JEFF	CONTRACT NUMBER 123976586
PURCHASE ORDER NUMBER	
JOB NUMBER 1 - COMMUNITY PARK P	
BRANCH 0392 COUNTRYSIDE PC392 6260 JOLIET RD COUNTRYSIDE, IL 60525 3988 708-354-2800	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	SOLAR MESSAGE BOARD LED 10431224 Make: WANCO INC Model: WTMMB-A Ser #: 5F12S1619M1003146 Billed from 3/23/22 thru 3/28/22	385.00	385.00	1015.00	3055.00	1015.00
Rental Sub-total:						1015.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	CSTAX	EA	10.150			10.15
1	COUNTRYSIDE RENTAL FEE 1%					
1	DLPKSRCHG	EA	36.000			36.00
1	TRANSPORTATION SURCHARGE					
1	ENVIRONMENTAL	EA	15.220			15.22
	ENVIRONMENTAL/HAZMAT FEE 2133XXX0000					
	DELIVERY CHARGE					100.00
	PICKUP CHARGE					100.00
FINAL BILL: 3/23/22 12:00 PM THRU 3/28/22 03:15 PM.						
						1276.37

SUBTOTAL	1276.37
TAX	
INVOICE TOTAL	1276.37

RENTAL RETURN

NET 30

430

JAMES DAVIS james.davis1@sunbeltrentals.com



PC#: 0316
1907 S BUSSE RD
MOUNT PROSPECT, IL 60056 5506
TELEPHONE: 847-981-2700

SUNBELT RENTALS, INC.
PO BOX 409211
ATLANTA, GA 30384-9211

Job Site:
COMMUNITY PARK PARKING LOT
34TH AND LARAMIE
CICERO, IL 60804
C#: 708-656-3600 J#: 708-878-2481

RENTAL RETURN



Customer: 829133
TOWN OF CICERO-SPECIAL EVENTS
4937 25TH STREET
CICERO, IL 60804

Invoice #... 125076072-0001
Invoice date 5/04/22
Date out.... 4/22/22 12:00 PM
Date in..... 4/23/22 11:45 AM
Job Loc..... 34TH AND LARAMIE, CICERO
Job No..... 1 - COMMUNITY PARK P
P.O. #.....
Ordered By.. PESEK, JEFF
NET 30

Table with columns: QTY, EQUIPMENT #, Min, Day, Week, 4 Week, Amount. Includes items like SOLAR MESSAGE BOARD LED and SALES ITEMS.

IF THE EQUIPMENT DOES NOT WORK PROPERLY, NOTIFY THE OFFICE AT ONCE
MULTIPLE SHIFTS OR OVERTIME RATES MAY APPLY
CUSTOMER IS RESPONSIBLE FOR REFUELING, DAMAGES AND REPAIRS

Continued on the next page...



PC#: 0316
1907 S BUSSE RD
MOUNT PROSPECT, IL 60056 5506
TELEPHONE: 847-981-2700

SUNBELT RENTALS, INC.
PO BOX 409211
ATLANTA, GA 30384-9211

Job Site:
COMMUNITY PARK PARKING LOT
34TH AND LARAMIE
CICERO, IL 60804

C#: 708-656-3600 J#: 708-878-2481

RENTAL RETURN



Customer: 829133
TOWN OF CICERO-SPECIAL EVENTS
4937 25TH STREET
CICERO, IL 60804

Invoice #... 125076072-0001
Invoice date 5/04/22
Date out.... 4/22/22 12:00 PM
Date in..... 4/23/22 11:45 AM
Job Loc..... 34TH AND LARAMIE, CICERO
Job No..... 1 - COMMUNITY PARK P
P.O. #.....
Ordered By.. PESEK, JEFF
NET 30

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
-----	-------------	-----	-----	------	--------	--------

FINAL BILL: 4/22/22 12:00 PM THRU 4/23/22 11:45 AM.

973.12

973.12

IF THE EQUIPMENT DOES NOT WORK
PROPERLY, NOTIFY THE OFFICE AT ONCE

MULTIPLE SHIFTS OR
OVERTIME RATES MAY APPLY

CUSTOMER IS RESPONSIBLE FOR
REFUELING, DAMAGES AND REPAIRS



INVOICE

SEND ALL PAYMENTS TO:
 SUNBELT RENTALS, INC
 PO BOX 409211
 ATLANTA, GA 30384-9211

INVOICE NUMBER	[REDACTED]
ACCOUNT NUMBER	[REDACTED]
INVOICE DATE	5/20/22
PAGE 1	

INVOICE TO TOWN OF CICERO-SPECIAL EVENTS 4937 25TH STREET CICERO, IL 60804
JOB ADDRESS 3400 S 53RD AVE, CICERO CICERO COMMUNITY ICE RINK 3400 S 53RD AVE CICERO, IL 60804 3913 C#: 708-656-3600 J#: 312-719-5200

RECEIVED BY PESEK, JEFF	CONTRACT NUMBER 125630299
PURCHASE ORDER NUMBER .	
JOB NUMBER ICE RINK	
BRANCH 1395 ELMHURST IL PC1395 741 S IL ROUTE 83 ELMHURST, IL 60126 4268 630-359-2522	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	SOLAR MESSAGE BOARD LED 10431213 Make: WANCO INC Model: WTMMB-A Ser #: 5F12S1615M1006173 Billed from 5/06/22 thru 5/09/22	385.00	385.00	1015.00	3055.00	770.00
Rental Sub-total:						770.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	DLPKSRCHG	EA	47.000	47.00		
1	ENVIRONMENTAL ENVIRONMENTAL/HAZMAT FEE 2133XXX0000	EA	11.550	11.55		
1	RENTAL PROTECTION PLAN	EA		115.50		
	DELIVERY CHARGE			100.00		
	PICKUP CHARGE			100.00		
FINAL BILL: 5/06/22 08:00 AM THRU 5/09/22 07:15 AM.						
1144.05						

SUBTOTAL	1144.05
TAX	
INVOICE TOTAL	1144.05

RENTAL RETURN

NET 30

433

JAMES DAVIS james.davis1@sunbeltrentals.com



INVOICE

SEND ALL PAYMENTS TO:
SUNBELT RENTALS, INC
 PO BOX 409211
 ATLANTA, GA 30384-9211

INVOICE NUMBER	[REDACTED]
ACCOUNT NUMBER	[REDACTED]
INVOICE DATE	5/09/22
PAGE 1	

INVOICE TO TOWN OF CICERO-SPECIAL EVENTS 4937 25TH STREET CICERO, IL 60804
JOB ADDRESS 3400 S 53RD AVE, CICERO CICERO COMMUNITY ICE RINK 3400 S 53RD AVE CICERO, IL 60804 3913 C#: 708-656-3600 J#: 312-719-5200

RECEIVED BY PESEK, JEFF	CONTRACT NUMBER 125634477
PURCHASE ORDER NUMBER	
JOB NUMBER ICE RINK	
BRANCH 0191 CHICAGO LOOP PC191 2311 S BLUE ISLAND AVE CHICAGO, IL 60608 4227 773-254-6027	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	4000W NARROW VERTICAL MAST LIGHT TOWER 1013314 Make: MAGNUM Model: MLT6SM Ser #: 3001799687 HR OUT: 4403.200 HR IN: 4403.200 Billed from 5/06/22 thru 5/09/22	185.00	185.00	420.00	855.00	185.00
1.00	4000W NARROW HORIZONTAL MAST LIGHT TOWER 618198 Make: MAGNUM Model: MLT3060K Ser #: 1404527 HR OUT: 6051.400 HR IN: 6077.000 TOTAL: 25.600	185.00	185.00	415.00	815.00	185.00
1.00	4000W NARROW HORIZONTAL MAST LIGHT TOWER 625041 Make: MAGNUM Model: MLT3060K Ser #: 1406599 HR OUT: 5382.100 HR IN: 5397.000 TOTAL: 14.900	185.00	185.00	415.00	815.00	185.00
1.00	4000W NARROW HORIZONTAL MAST LIGHT TOWER 618199 Make: MAGNUM Model: MLT3060K Ser #: 1404558 HR OUT: 9851.000 HR IN: 9860.000 TOTAL: 9.000	185.00	185.00	415.00	815.00	185.00
1.00	4000W NARROW HORIZONTAL MAST LIGHT TOWER 618196 Make: MAGNUM Model: MLT3060K Ser #: 1404561 HR OUT: 3332.912 HR IN: 3350.000 TOTAL: 17.088	185.00	185.00	415.00	815.00	185.00
Rental Sub-total:						925.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	DLPKSRCHG	EA	82.250			82.25
1	ENVIRONMENTAL	EA	18.000			18.00
CONTINUED						

SUBTOTAL	
TAX	
INVOICE TOTAL	

RENTAL RETURN

NET 30

434

JAMES DAVIS james.davis1@sunbeltrentals.com



INVOICE

SEND ALL PAYMENTS TO:
 SUNBELT RENTALS, INC
 PO BOX 409211
 ATLANTA, GA 30384-9211

INVOICE NUMBER	[REDACTED]
ACCOUNT NUMBER	[REDACTED]
INVOICE DATE	5/09/22
PAGE 2	

INVOICE TO TOWN OF CICERO-SPECIAL EVENTS 4937 25TH STREET CICERO, IL 60804
JOB ADDRESS 3400 S 53RD AVE, CICERO CICERO COMMUNITY ICE RINK 3400 S 53RD AVE CICERO, IL 60804 3913 C#: 708-656-3600 J#: 312-719-5200

RECEIVED BY PESEK, JEFF	CONTRACT NUMBER 125634477
PURCHASE ORDER NUMBER	
JOB NUMBER ICE RINK	
BRANCH 0191 CHICAGO LOOP PC191 2311 S BLUE ISLAND AVE CHICAGO, IL 60608 4227 773-254-6027	

SALES ITEMS:			
Qty	Item number	Unit	Price
	ENVIRONMENTAL/HAZMAT FEE	2133XXX0000	
1	RENTAL PROTECTION PLAN	EA	138.75
	DELIVERY CHARGE		175.00
	PICKUP CHARGE		175.00
FINAL BILL: 5/06/22 12:00 PM THRU 5/09/22 07:15 AM.			
			1514.00

SUBTOTAL	1514.00
TAX	
INVOICE TOTAL	1514.00

RENTAL RETURN

NET 30

435

JAMES DAVIS james.davis1@sunbeltrentals.com



INVOICE

SEND ALL PAYMENTS TO:
SUNBELT RENTALS, INC
 PO BOX 409211
 ATLANTA, GA 30384-9211

INVOICE NUMBER	██████████
ACCOUNT NUMBER	██████████
INVOICE DATE	5/19/22
PAGE 1	

INVOICE TO TOWN OF CICERO-SPECIAL EVENTS 4937 25TH STREET CICERO, IL 60804
JOB ADDRESS 3400 S 53RD AVE, CICERO CICERO COMMUNITY ICE RINK 3400 S 53RD AVE CICERO, IL 60804 3913 C#: 708-656-3600 J#: 312-719-5200

RECEIVED BY PESEK, JEFF	CONTRACT NUMBER 125634696
PURCHASE ORDER NUMBER	
JOB NUMBER ICE RINK	
BRANCH 0316 CHICAGO PC316 1907 S BUSSE RD MOUNT PROSPECT, IL 60056 5506 847-981-2700	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	SOLAR MESSAGE BOARD LED 10390644 Make: WANCO INC Model: WTMMB-A Ser #: WTMMBAS170XXIT1J1XXC Billed from 5/06/22 thru 5/09/22	385.00	385.00	1015.00	3055.00	770.00
1.00	SOLAR MESSAGE BOARD LED 10025558 Make: WANCO INC Model: WTLMBA Ser #: 5F12S1615J1001938	385.00	385.00	1015.00	3055.00	770.00
1.00	SOLAR MESSAGE BOARD LED 551880 Make: PSC INC Model: SMC1000ST Ser #: 1P91D1719CH301553 HR OUT: 10.000 HR IN: 20.000 TOTAL: 10.000	385.00	385.00	1015.00	3055.00	770.00
Rental Sub-total:						2310.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	DLPKSRCHG TRANSPORTATION SURCHARGE	EA	47.000			47.00
1	ENVIRONMENTAL ENVIRONMENTAL/HAZMAT FEE 2133XXX0000	EA	34.650			34.65
1	RENTAL PROTECTION PLAN	EA				346.50
DELIVERY CHARGE						100.00
PICKUP CHARGE						100.00
CONTINUED						

SUBTOTAL	
TAX	
INVOICE TOTAL	

RENTAL RETURN

NET 30

436

JAMES DAVIS james.davis1@sunbeltrentals.com



INVOICE

SEND ALL PAYMENTS TO:
SUNBELT RENTALS, INC
PO BOX 409211
ATLANTA, GA 30384-9211

INVOICE NUMBER	██████████
ACCOUNT NUMBER	██████████
INVOICE DATE	5/19/22
PAGE 2	

INVOICE TO TOWN OF CICERO-SPECIAL EVENTS 4937 25TH STREET CICERO, IL 60804
JOB ADDRESS 3400 S 53RD AVE, CICERO CICERO COMMUNITY ICE RINK 3400 S 53RD AVE CICERO, IL 60804 3913 C#: 708-656-3600 J#: 312-719-5200

RECEIVED BY PESEK, JEFF	CONTRACT NUMBER 125634696
PURCHASE ORDER NUMBER	
JOB NUMBER ICE RINK	
BRANCH 0316 CHICAGO PC316 1907 S BUSSE RD MOUNT PROSPECT, IL 60056 5506 847-981-2700	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
FINAL BILL: 5/06/22 08:00 AM THRU 5/09/22 07:15 AM.						
						2938.15

SUBTOTAL	2938.15
TAX	
INVOICE TOTAL	2938.15

RENTAL RETURN

NET 30

437

JAMES DAVIS james.davis1@sunbeltrentals.com



INVOICE

SEND ALL PAYMENTS TO:
 SUNBELT RENTALS, INC
 PO BOX 409211
 ATLANTA, GA 30384-9211

INVOICE NUMBER	██████████
ACCOUNT NUMBER	██████████
INVOICE DATE	5/27/22
PAGE 1	

INVOICE TO TOWN OF CICERO-SPECIAL EVENTS 4937 25TH STREET CICERO, IL 60804
JOB ADDRESS 34TH AND LARAMIE, CICERO COMMUNITY PARK PARKING LOT 34TH AND LARAMIE CICERO, IL 60804 C#: 708-656-3600 J#: 708-878-2481

RECEIVED BY PESEK, JEFF	CONTRACT NUMBER 126329914
PURCHASE ORDER NUMBER	
JOB NUMBER 1 - COMMUNITY PARK P	
BRANCH 1395 ELMHURST IL PC1395 741 S IL ROUTE 83 ELMHURST, IL 60126 4268 630-359-2522	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	SOLAR MESSAGE BOARD LED 10431213 Make: WANCO INC Model: WTMMB-A Ser #: 5F12S1615M1006173 Billed from 5/25/22 thru 5/26/22	310.00	310.00	1015.00	3055.00	310.00
Rental Sub-total:						310.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	DLPKSRCHG	EA	84.600	84.60		
1	ENVIRONMENTAL ENVIRONMENTAL/HAZMAT FEE 2133XXX0000	EA	4.650	4.65		
1	RENTAL PROTECTION PLAN	EA		46.50		
DELIVERY CHARGE						180.00
PICKUP CHARGE						180.00
FINAL BILL: 5/25/22 12:00 PM THRU 5/26/22 12:15 PM.						
						805.75

SUBTOTAL	805.75
TAX	
INVOICE TOTAL	805.75

RENTAL RETURN

NET 30

438

JAMES DAVIS james.davis1@sunbeltrentals.com



INVOICE

SEND ALL PAYMENTS TO:
 SUNBELT RENTALS, INC
 PO BOX 409211
 ATLANTA, GA 30384-9211

INVOICE NUMBER	██████████
ACCOUNT NUMBER	██████████
INVOICE DATE	5/26/22
PAGE 1	

INVOICE TO TOWN OF CICERO-SPECIAL EVENTS 4937 25TH STREET CICERO, IL 60804
JOB ADDRESS 34TH AND LARAMIE, CICERO COMMUNITY PARK PARKING LOT 34TH AND LARAMIE CICERO, IL 60804 C#: 708-656-3600 J#: 708-878-2481

RECEIVED BY PESEK, JEFF	CONTRACT NUMBER 126393763
PURCHASE ORDER NUMBER	
JOB NUMBER 1 - COMMUNITY PARK P	
BRANCH 0392 COUNTRYSIDE PC392 6260 JOLIET RD COUNTRYSIDE, IL 60525 3988 708-354-2800	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	SOLAR MESSAGE BOARD LED 10431224 Make: WANCO INC Model: WTMMB-A Ser #: 5F12S1619M1003146 Billed from 5/25/22 thru 5/26/22 #job hopping	385.00	385.00	1015.00	3055.00	385.00
Rental Sub-total:						385.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	CSTAX	EA	3.850			3.85
1	COUNTRYSIDE RENTAL FEE 1%					
1	DLPKSRCHG	EA	84.600			84.60
1	TRANSPORTATION SURCHARGE					
1	ENVIRONMENTAL	EA	5.770			5.77
	ENVIRONMENTAL/HAZMAT FEE 2133XXX0000					
	DELIVERY CHARGE					180.00
	PICKUP CHARGE					180.00
FINAL BILL: 5/25/22 12:00 PM THRU 5/26/22 12:15 PM.						
						839.22

SUBTOTAL	839.22
TAX	
INVOICE TOTAL	839.22

RENTAL RETURN

NET 30

439

JAMES DAVIS james.davis1@sunbeltrentals.com

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND APPROVING AN INVOICE FROM JASPER ENGINES & TRANSMISSIONS EXCHANGE, INC. FOR SERVICES PROVIDED TO THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Public Works Department (the “Department”) performs critical public services for the Town and its residents; and

WHEREAS, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”) are committed to ensuring that the efficient operation of the Department for the benefit of the Town; and

WHEREAS, the Town recognizes the need to repair and maintain vehicles operated by the Department, and to that end, acknowledges the need for a third party to provide vehicle maintenance services (the “Services”); and

WHEREAS, Jasper Engines & Transmissions Exchange, Inc. (“Jasper”) provided the Services to the Department, and has provided an invoice for the Services performed (the “Invoice”), attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the Corporate Authorities have determined that it is necessary and in the best interests of the Town to authorize and approve payment of the Invoice for the Services;

NOW, THEREFORE, BE IT RESOLVED by the President and the duly authorized Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.0 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section 2.0 Purpose.

The purpose of this Resolution is to authorize the President or his designee to approve payment of the Invoice for the Services, to further authorize the President or his designee to take all steps necessary in accordance with this Resolution, and to ratify any steps taken to effectuate those goals.

**ARTICLE II.
AUTHORIZATION**

Section 3.0 Authorization.

The Town Board hereby authorizes and approves payment of the Invoice for the Services and ratifies any and all previous actions taken to effectuate the intent of this

Resolution. The Town Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The Town Clerk is hereby authorized and directed to attest to and countersign any documentation as may be necessary to carry out and effectuate the purpose of this Resolution. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. To the extent that the purchase of the Services is subject to competitive bidding requirements, the same is hereby waived.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.0 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5.0 Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6.0 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.0 Publication.

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.0 Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

EXHIBIT A



Jasper Engines & Transmissions Exchange, Inc.
 PO Box. 650 - 815 Wernsing Rd.
 Jasper, IN 47547 800-827-7455

TERMS: Net 30 Days from Invoice Date
PAST DUE BALANCES are subject to a
FINANCE CHARGE of 1-1/2% per month periodic rate,
 which is an **ANNUAL PERCENTAGE RATE OF 18%**

BILL TO:
 TOWN OF CICERO
 5330 W CERMAK RD
 CICERO, IL 608042816

SHIP TO:
 TOWN OF CICERO
 1620 S LARAMIE AVE
 CICERO, IL 608041942

Inv#: [REDACTED]
 Acct#: [REDACTED]
 Date: 05/09/2022
 Terms: NET 30
 Tax#: E99981841
 PO#:

PH#: 708 656 1115

QUAN	STOCK# / PROD#	DESCRIPTION	UNIT PRICE	CORE	SKIDS	TOTAL
1.00	1154614 237223	IH 6.0 F AUTO W	7,813.00	0.00	0.00	7,813.00
1.00	3050084 236622	HIGH PRESSURE P	675.00	0.00	0.00	675.00
1.00	3050192 236614	JASPER 6.0 HEUI	179.00	0.00	0.00	179.00
1.00	3050092 234070	TURBO 6.0 INTER	775.00	0.00	0.00	775.00
1.00	3050192 236615	JASPER 6.0 HEUI	179.00	0.00	0.00	179.00
1.00	3050192 236616	JASPER 6.0 HEUI	179.00	0.00	0.00	179.00
1.00	3050192 236617	JASPER 6.0 HEUI	179.00	0.00	0.00	179.00
1.00	3050192 236618	JASPER 6.0 HEUI	179.00	0.00	0.00	179.00
1.00	3050192 236619	JASPER 6.0 HEUI	179.00	0.00	0.00	179.00
1.00	3050192 236620	JASPER 6.0 HEUI	179.00	0.00	0.00	179.00
1.00	3050192 236621	JASPER 6.0 HEUI	179.00	0.00	0.00	179.00
1.00	YEAR MODEL:	2007	0.00	0.00	0.00	0.00

Shipped By: JET TRANSIT Inq#: 4037643

MERCHANDISE	CORES	SKIDS	TAX	TOTAL	INVOICE
10,695.00	0.00	0.00	0.00	10,695.00	

IMPORTANT: TERMS OF SELLER'S LIMITED WARRANTY
 ARE AVAILABLE AT: <http://www.jasperengines.com/warranty.php>

PLEASE REMIT TO: P.O. BOX 650 • JASPER, IN 47547-0650

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND APPROVING CERTAIN INVOICES FROM ADB ENTERTAINMENT, INC. FOR SERVICES PROVIDED TO THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”) are committed to promoting various cultures and traditions, recognizing accomplishments of the Town, its residents and local entities, and providing safe and family-friendly activities for individuals visiting and residing in the Town; and

WHEREAS, with the foregoing in mind, the Town has constructed numerous parks and festival grounds, which provide venues for outdoor events and festivities to be held within the Town; and

WHEREAS, the Corporate Authorities previously determined that it was in the best interests of the Town and its residents to accomplish the foregoing goals by conducting festivals and events within the Town (the “Festivals”); and

WHEREAS, the Town recognizes the need for a third party to provide lighting, tents, video screens, and related services and equipment for the Festivals (the “Services”); and

WHEREAS, ADB Entertainment, Inc. (“ADB”) provided the Services for the Festivals, and has provided invoices for the Services performed (the “Invoices”), attached hereto and incorporated herein as Group Exhibit A; and

WHEREAS, approval of payment of the Invoices for the Services has been recommended by Patricia Salerno; and

WHEREAS, the Corporate Authorities have determined that it is necessary and in the best interests of the Town to authorize and approve payment of the Invoices for the Services;

NOW, THEREFORE, BE IT RESOLVED by the President and the duly authorized Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.0 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section 2.0 Purpose.

The purpose of this Resolution is to authorize the President or his designee to approve payment of the Invoices for the Services, to further authorize the President or his designee to take all steps necessary in accordance with this Resolution, and to ratify any steps taken to effectuate those goals.

**ARTICLE II.
AUTHORIZATION**

Section 3.0 Authorization.

The Town Board hereby authorizes and approves payment of the Invoices for the Services and ratifies any and all previous actions taken to effectuate the intent of this Resolution. The Town Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The Town Clerk is hereby authorized and directed to attest to and countersign any documentation as may be necessary to carry out and effectuate the purpose of this Resolution. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. To the extent that the purchase of the Services is subject to competitive bidding requirements, the same is hereby waived.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.0 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5.0 Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and

deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6.0 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.0 Publication.

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.0 Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

GROUP EXHIBIT A



548 S Main St
 Lombard, Ill 60148
 (331)551-8804
 (847)987-0937
 (888)289-4147 Fax

Invoice

Bill To: The town Of Cicero
 jpsek3168@aol.com
 4949 W Cermak Rd
 Cicero, Il 60804
 (708) 656-3600

Invoice No: 24271
 Date: 06/30/2022
 Terms: NET 0
 Due Date: 06/30/2022

Event Location 34th & Laramie (Cicero)
 Event Date 06/30 - 7/03/22

Code	Description	Quantity	Rate	Amount
15' Tent Counter	15' Tent Counter	14	\$75.00	\$1,050.00*
Delivery / Pick up	Delivery / Pick up	2	\$100.00	\$200.00*

*Indicates non-taxable item

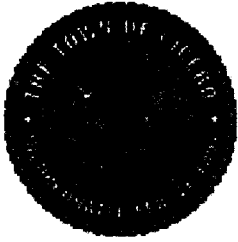
Subtotal \$1,250.00
 Total \$1,250.00
 PAID \$0.00



Balance Due \$1,250.00

Terms and Conditions

1. BY ACCEPTING DELIVERY OF RENTED ITEMS, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS SHOWN ON THIS RENTAL CONTRACT. CUSTOMER ACKNOWLEDGES THAT S/HE HAS RECEIVED IN GOOD ORDER ALL RENTED ITEMS AND OTHER GOODS LISTED ON THE CONTRACT.
2. CUSTOMER ASSUMES FULL RESPONSIBILITY FOR ALL RENTED ITEMS, INCLUDING THEIR SAFE AND PROPER USE, OPERATION, MAINTENANCE, AND RETURN TO ADB ENTERTAINMENT INC. CUSTOMER IS RESPONSIBLE FOR ALL LOSS, DAMAGE, OR REPAIR.
3. ADB ENTERTAINMENT INC. MAKES NO WARRANTIES OF MERCHANT ABILITY OR FITNESS FOR PARTICULAR PURPOSE, OR ANY WARRANTIES, EXPRESSED OR IMPLIED.
4. THIS RENTAL CONTRACT FORMS THE SOLE AGREEMENT BETWEEN THE CUSTOMER AND ADB ENTERTAINMENT INC. THE CUSTOMER AGREES TO INDEMNIFY AND HOLD ADB ENTERTAINMENT INC. HARMLESS FOR ANY CLAIMS FROM CUSTOMERS USE OR MISUSE, INCLUDING ANY THIRD PARTIES FOR LOSS, INJURY, AND DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE CUSTOMER'S NEGLIGENCE OR OPERATION INCLUDING LEGAL COSTS INCURRED IN DEFENSE OF SUCH CLAIMS.
5. OPERATORS SHOULD READ ALL WARNINGS AND INSTRUCTIONS (SAFETY INSTRUCTIONS).



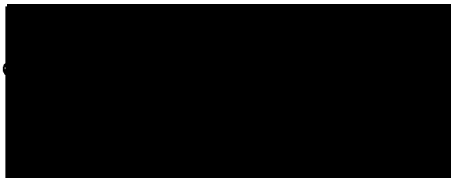
MEMORANDUM

TO: Clerk's Office
FROM: Patricia Salerno
SUBJECT: ADB
DATE: July 5, 2022

Please issue a check to ADB Entertainment for rental of counters for vendors

Acct# [REDACTED] **\$1,250.00**

ADB Entertainment
542 S Main St **\$1,250.00**
Lombard IL 60148





548 S Main St
 Lombard, Ill 60148
 (331)551-8804
 (847)987-0937
 (888)289-4147 Fax

Invoice

Bill To: The town Of Cicero
 jpesek3168@aol.com
 4949 W Cermak Rd
 Cicero, Il 60804
 (708) 656-3600

Invoice No: 24270
 Date: 06/30/2022
 Terms: NET 0
 Due Date: 06/30/2022

Event Location 34th & Laramie (Cicero)
 Event Date 6/30-7/03/22

Code	Description	Quantity	Rate	Amount
Labor	Power install and lights for each tent	1	\$2,000.00	\$2,000.00*
Labor	Power take down and lights from all tents	1	\$2,000.00	\$2,000.00*

*Indicates non-taxable item

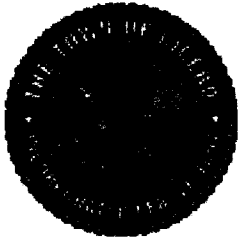
Subtotal \$4,000.00
 Total \$4,000.00
 PAID \$0.00



Balance Due \$4,000.00

Terms and Conditions

1. BY ACCEPTING DELIVERY OF RENTED ITEMS, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS SHOWN ON THIS RENTAL CONTRACT. CUSTOMER ACKNOWLEDGES THAT S/HE HAS RECEIVED IN GOOD ORDER ALL RENTED ITEMS AND OTHER GOODS LISTED ON THE CONTRACT.
2. CUSTOMER ASSUMES FULL RESPONSIBILITY FOR ALL RENTED ITEMS, INCLUDING THEIR SAFE AND PROPER USE, OPERATION, MAINTENANCE, AND RETURN TO ADB ENTERTAINMENT INC. CUSTOMER IS RESPONSIBLE FOR ALL LOSS, DAMAGE, OR REPAIR.
3. ADB ENTERTAINMENT INC. MAKES NO WARRANTIES OF MERCHANT ABILITY OR FITNESS FOR PARTICULAR PURPOSE, OR ANY WARRANTIES, EXPRESSED OR IMPLIED.
4. THIS RENTAL CONTRACT FORMS THE SOLE AGREEMENT BETWEEN THE CUSTOMER AND ADB ENTERTAINMENT INC. THE CUSTOMER AGREES TO INDEMNIFY AND HOLD ADB ENTERTAINMENT INC. HARMLESS FOR ANY CLAIMS FROM CUSTOMERS USE OR MISUSE, INCLUDING ANY THIRD PARTIES FOR LOSS, INJURY, AND DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE CUSTOMER'S NEGLIGENCE OR OPERATION INCLUDING LEGAL COSTS INCURRED IN DEFENSE OF SUCH CLAIMS.
5. OPERATORS SHOULD READ ALL WARNINGS AND INSTRUCTIONS (SAFETY INSTRUCTIONS).



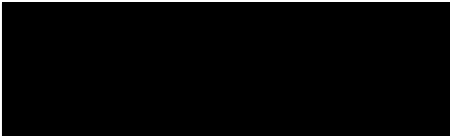
MEMORANDUM

TO: Clerk's Office
FROM: Patricia Salerno
SUPJECT: ADB
DATE: July 5, 2022

Please issue a check to ADB Entertainment for installation of electric for Cicero Fest 2022

Acct# [REDACTED] **\$4,000.00**

ADB Entertainment
542 S Main St **\$4,000.00**
Lombard IL 60148



RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND APPROVING CERTAIN INVOICES FROM RICCIO CONSTRUCTION CORPORATION FOR SERVICES PROVIDED TO THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board”, and with the President, the “Corporate Authorities”) are committed to the efficient operation of government; and

WHEREAS, Riccio Construction Corporation (“Riccio”) has provided the Town with certain invoices (the “Invoices”), copies of which are attached hereto and incorporated herein as Group Exhibit A, whereby Riccio provided certain maintenance and repair services related to a manhole and sewer collapse within the Town (the “Services”); and

WHEREAS, the Director of the Town’s Water Department has recommended approval of payment of the Invoices for the Services; and

WHEREAS, the Corporate Authorities have determined that it is necessary and in the best interests of the Town to authorize and approve payment of the Invoices for the Services;

NOW, THEREFORE, BE IT RESOLVED by the President and the duly authorized Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.0 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section 2.0 Purpose.

The purpose of this Resolution is to authorize the President or his designee to approve payment of the Invoices for the Services, to further authorize the President or his designee to take all steps necessary in accordance with this Resolution, and to ratify any steps taken to effectuate those goals.

**ARTICLE II.
AUTHORIZATION**

Section 3.0 Authorization.

The Town Board hereby authorizes and approves payment of the Invoices for the Services and ratifies any and all previous actions taken to effectuate the intent of this Resolution. The Town Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The Town Clerk is hereby authorized and directed to attest to and countersign

any documentation as may be necessary to carry out and effectuate the purpose of this Resolution. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. To the extent that the purchase of the Services is subject to competitive bidding requirements, the same is hereby waived.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.0 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution, nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5.0 Severability.

The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

Section 6.0 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.0 Publication.

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided

by the Illinois Municipal Code, as amended.

Section 8.0 Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

GROUP EXHIBIT A

Riccio Construction Corporation

PO Box 672
Palos Park, Illinois 60464

Time & Material Work

Date Extra Work Order No.

6/21/2022

815T

Name / Address
Town of Cicero 4949 W. Cermak Road Cicero, Illinois 60804

Job Location	Date of work
5755 35th Street Manhole and sewer collapse with 2 connections to catch basin and house sewer. Move in and start repair	6/9/2022

Item No.	Description	Units	Quantity	Unit Price	Amount
	LABOR				
	Equipment Operators	HR	8	130.00	1,040.00
	Equipment Operator @ OT	HR	1.5	164.00	246.00
	Foremen	HR	8	110.00	880.00
	Foreman @ OT	HR	1.5	137.00	205.50
	Drivers	HR	8	108.00	864.00
	Drivers OT	HR	2	136.00	272.00
	Laborers 3 EA	HR	24	108.00	2,592.00
	Labor OT EA	HR	3	136.00	408.00
	TOTAL				6,507.50
	EQUIPMENT				
	Backhoe Case CX145 hp 100, 1cy	HR	9.5	80.00	760.00
	WA200-7 wheel loader	HR	5	65.00	325.00
	New Holland L230 Skid Steer 2015 Hp 110	HR	5	45.00	225.00
	Hyd Hammer for skid steer, S23 UNIRAM 500 ft-lb	HR	5	35.00	175.00
	International 4000 6 wheeler	HR	10	68.00	680.00
	CZ 20 ton Trailer	HR	10	35.00	350.00
	2015 Chev 3500HD Tool / Material trk.	HR	9.5	40.00	380.00
	Beaver Creek 9 ton	HR	9.5	20.00	190.00
	F450 Material dump truck 2020	HR	4	40.00	160.00
	Winston Trailer 2016	HR	4	20.00	80.00
	F350 SD Tool Truck	HR	9.5	35.00	332.50
	Manhole box 10 X 8 X 4, Protec 810MH 3'x3' cut outs 3'x3' plate insert	DAY	1	150.00	150.00
	Koshin 3" Trash pump	HR	6	8.00	48.00
	8x16 street plate 2 each	DAY	1	135.00	135.00
	8x10 street plate	DAY	1	80.00	80.00
	Semi Trucking	HR	8	115.00	920.00
	TOTAL				4,990.50
	MATERIAL				
	MH Ty-A, 4' Dia, Sanit w/ Ty-I Frame	EA	1	2,152.75	2,152.75
	21" PVC SDR 26	LF	14	110.96	1,553.44
	21" NON-SHEAR COUPLER	EA	2	720.00	1,440.00
	6" PVC SDR 26	LF	14	8.87	124.18
	6" NON-SHEAR COUPLER	EA	1	66.86	66.86
	6" SDR 26 HW 45 BEND G XG	EA	3	46.55	139.65
	CA-6	TON	36	9.30	334.80
	CA7	TON	14	15.60	218.40
	Dumps	EA	3	103.36	310.08
	SUBTOTAL				6,340.16
	15% Markup			15.00%	951.02
	TOTAL				7,291.18

APPROVED FOR PAYMENT

JUN 06 2022

BOARD OF WATER COMMISSIONER
BY J.S.

463

Total \$18,789.18

544-00-76075

Riccio Construction Corporation

PO Box 672
Palos Park, Illinois 60464

Time & Material Work

Date Extra Work Order No.

6/27/2022

827T

Name / Address
Town of Cicero 4949 W. Cermak Road Cicero, Illinois 60804

Job Location	Date of work
5755 35th Street Finish Manhole & install CB and sewer connection to MH fix water service leaking at box Clean up and move equipment out	6/10/2022

Item No.	Description	Units	Quantity	Unit Price	Amount
	LABOR				
	Equipment Operators	HR	8	130.00	1,040.00
	Equipment Operator @ OT	HR	1	164.00	164.00
	Foremen	HR	8	110.00	880.00
	Drivers	HR	8	108.00	864.00
	Drivers OT	HR	1	136.00	136.00
	Laborers 2 EA	HR	16	108.00	1,728.00
	Labor OT EA	HR	1	136.00	136.00
	TOTAL				4,948.00
	EQUIPMENT				
	Backhoe Case CX145 hp 100, 1cy	HR	8	80.00	640.00
	WA200-7 wheel loader	HR	4	65.00	260.00
	New Holland L230 Skid Steer 2015 Hp 110	HR	4	45.00	180.00
	Hyd Hammer for skid steer, S23 UNIRAM 500 ft-lb	HR	1	35.00	35.00
	International 4000 6 wheeler	HR	9	68.00	612.00
	CZ 20 ton Trailer	HR	9	35.00	315.00
	2015 Chev 3500HD Tool / Material trk.	HR	8	40.00	320.00
	Beaver Creek 9 ton	HR	8	20.00	160.00
	F450 Material dump truck 2020	HR	8	40.00	320.00
	Winston Trailer 2016	HR	8	20.00	160.00
	F350 SD Tool Truck	HR	8	35.00	280.00
	Manhole box 10 X 8 X 4. Protec 810MH 3'x3' cut outs 3'x3' plate insert	DAY	1	150.00	150.00
	8x16 street plate 2 each	DAY	1	135.00	135.00
	8x10 street plate	DAY	1	80.00	80.00
	Semi Trucking	HR	8	115.00	920.00
	TOTAL				4,567.00
	MATERIAL				
	CB Ty-B 3' Dia	EA	1	576.67	576.67
	Frame Ty-1 with Lid	EA	1	265.00	265.00
	8" PVC SDR 26	LF	14	15.68	219.52
	8" SDR 26 45 BEND GXG	EA	4	83.32	333.28
	1 1/2" lead to IP	EA	2	128.72	257.44
	Dom B Box Complete	EA	1	185.00	185.00
	Portland Cement	BAG	4	25.00	100.00
	CA-6	TON	36	9.30	334.80
	CA7	TON	18	15.60	280.80
	Dumps	EA	3	103.36	310.08
	SUBTOTAL				2,862.59
	15% Markup			15.00%	429.39
	TOTAL				3,291.98

APPROVED FOR
PAYMENT

JUN 06 2022

BOARD OF WATER COMMISSIONER

BY 

464

Total

\$12,806.98

544-0076075

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND APPROVING CERTAIN INVOICES FROM LEGACY FIRE APPARATUS FOR SERVICES PROVIDED TO THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board”, and with the President, the “Corporate Authorities”) are committed to the efficient operation of government; and

WHEREAS, Legacy Fire Apparatus (“Legacy”) has provided the Town with certain invoices (the “Invoices”), copies of which are attached hereto and incorporated herein as Group Exhibit A, whereby Legacy provided certain maintenance and repair services to the Cicero Fire Department for Fire Engine #2 (the “Services”); and

WHEREAS, the Chief of the Cicero Fire Department has recommended approval of payment of the Invoices for the Services; and

WHEREAS, the Corporate Authorities have determined that it is necessary and in the best interests of the Town to authorize and approve payment of the Invoices for the Services;

NOW, THEREFORE, BE IT RESOLVED by the President and the duly authorized Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.0 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section 2.0 Purpose.

The purpose of this Resolution is to authorize the President or his designee to approve payment of the Invoices for the Services, to further authorize the President or his designee to take all steps necessary in accordance with this Resolution, and to ratify any steps taken to effectuate those goals.

**ARTICLE II.
AUTHORIZATION**

Section 3.0 Authorization.

The Town Board hereby authorizes and approves payment of the Invoices for the Services and ratifies any and all previous actions taken to effectuate the intent of this Resolution. The Town Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The Town Clerk is hereby authorized and directed to attest to and countersign

any documentation as may be necessary to carry out and effectuate the purpose of this Resolution. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. To the extent that the purchase of the Services is subject to competitive bidding requirements, the same is hereby waived.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.0 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution, nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5.0 Severability.

The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

Section 6.0 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.0 Publication.

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided

by the Illinois Municipal Code, as amended.

Section 8.0 Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK


GROUP EXHIBIT A



CICERO FIRE DEPARTMENT
TOWN OF CICERO
OFFICE OF THE FIRE CHIEF

To: Maria Punzo-Arias – Town Clerk

From:


Mike Piekarski
Fire Chief
Cicero Fire Department

Date: 07/11/22

Subject: Legacy Fire Apparatus – Repair work on Engine 2 exceeding \$10,000

Clerk Punzo-Arias,

Attached is an invoice from Legacy Fire Apparatus of Shorewood. The invoice, #17067 in the amount of \$12,503.10 was for multiple repairs that were needed on one of our front line fire apparatus, Engine #2. The attached invoice reflects the repairs that were performed on that apparatus during the month of June of 2022.

I am respectfully requesting that this invoice be submitted and approved by the Cicero Town Board at the next Town of Cicero Board meeting. Please feel free to contact me if you have any questions or concerns. Thank you.

**Legacy Fire Apparatus-
Shorewood**



Invoice: **INV-17067**

600 Earl Road
Shorewood, IL 60404
ben@legacyfireapparatus.com
630-388-9686

Date: **6/29/2022**

Bill To
Cicero Fire Department
5303 West 25th Street
Cicero, IL 60804

Remit Payment To
Legacy Fire Apparatus
600 Earl Road
Shorewood, IL 60404

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
SO-4876	Net 30	7/29/2022	John Miller		Siemers, Jim	Engine 2

Item	Description	Quantity	Rate	Amount
Drive to unit				
Labor	Drive to unit (Service Call) 5410 W. 34th Street, Cicero, IL	0.00000		\$0.00
			Subtotal	\$0.00

PM: "A" Chassis Service- Pumper

Cause: Customer request

(PM)

Labor	Correction: Engine / Lubrication - Pumper / Chassis Service - Pumper Service Engine Oil & Filter. Primary & Secondary Fuel Filters Replaced Power Steering Filter Replaced. Air Dryer Serviced. Brakes Inspected, Chassis Lubricated. - 6/15/2022	4.00000	\$140.00	\$560.00
Parts	Base charge for "A" service, chassis only. Engine oil, lube, transmission (exclude synthetic), gear lube, pump oil. Does not include filters!	1.00000	\$950.00	\$950.00
Parts	Oil Fil	1.00000	\$59.363	\$59.36
Parts	Fuel Filter	1.00000	\$23.85198	\$23.85
Parts	Fuel Filter	1.00000	\$79.3005	\$79.30
Parts	Tran/Fil	1.00000	\$109.2285	\$109.23
			Subtotal	\$1,781.74

PM: "B" service

Cause: Customer request

(PM)

Labor	Correction: Engine / Lubrication - Pumper / Note for file - 4/28/2022	0.00000		\$0.00
			Subtotal	\$0.00

Complaint: Truck overheating

Item	Description	Quantity	Rate	Amount
Cause: FMI 15 SPN 105- Intake manifold temperature high, data valid but above normal operating range, least severe level Checked coolant level, it was good. Ran truck and no codes active or over temp alarms. Hooked scanner in, found 1 code for intake temp too high. Checked sensor, voltages were correct. Temp was reading correctly compared to infrared camera. Found CAC to have some debris in vanes, cleaned out and ran truck. Could not get truck to overheat again.				
(Inspection)				
Labor	Correction: Engine / Air Intake / Induction / Clean CAC - unit not overheating at this time - 6/16/2022	2.00000	\$140.00	\$280.00
			Subtotal	\$280.00
Complaint: 79896 miles 817 hrs				
Cause: Customer request				
(Inspection)				
Labor	Correction: Chassis / Chassis / 79896 miles 817 hrs - 6/16/2022	0.00000		\$0.00
			Subtotal	\$0.00
Complaint: Found during inspection- Warning bands on rear brake chambers showing				
Cause: Brake drum cracking and low shoes				
(Inspection)				
Labor	Correction: Chassis / Air Brake / Replaced brake shoes, hardware and drums - 6/27/2022	0.00000		\$0.00
			Subtotal	\$0.00
Complaint: Found during inspection- rear shoes at 1/4" and drums are heat checked Found during inspection- front brake drums have heat checking, shoes at about 1/2				
Cause: worn				
(Inspection)				
Labor	Correction: Chassis / Air Brake / Replaced front and rear drums, shoes and hardware~ required heating and extracting as pins seized and drums rusted on - 6/27/2022	10.00000	\$140.00	\$1,400.00
Parts	Front Drums	2.00000	\$402.262	\$804.52
Parts	Front Brake shoes	2.00000	\$185.1215	\$370.24
Parts	Rear Brake Shoes	2.00000	\$90.1175	\$180.24
Parts	Rear Drums	2.00000	\$208.80	\$417.60
Parts	Dirty Core for Rear Brake Shoes	-2.00000	\$50.75	-\$101.50
Parts	Inherent Core for Rear Brake Shoes	2.00000	\$50.75	\$101.50
			Subtotal	\$3,172.60
Complaint: Found during inspection- excessive water in air tanks- check and advise				
Cause: Replace air dryer				
(Inspection)				
Labor	Correction: Chassis / Air Brake / Replace air dryer - 6/28/2022	1.50000	\$140.00	\$210.00
Parts	Air Dryer	1.00000	\$329.77	\$329.77
			Subtotal	\$539.77

Item	Description	Quantity	Rate	Amount
Complaint: Found during inspection- driver seatbelt frayed				
Cause: worn (Inspection)				
Labor	Correction: Chassis / Cab Hardware / Replace frayed seat belt - per NFPA should be out of service Chief declined repair at this time - 6/16/2022	0.00000		\$0.00
			Subtotal	\$0.00
Complaint: Found during inspection- officer seatbelt frayed				
Cause: Worn (Inspection)				
Labor	Correction: Chassis / Cab Hardware / Replace frayed seat belt - per NFPA should be out of service - Chief declined repair at this time - 6/16/2022	0.00000		\$0.00
			Subtotal	\$0.00
Complaint: Found during inspection- driver and officer seat covers ripped and cushions are damaged				
Cause: worn Type: Customer Request (Inspection)				
Labor	Correction: Chassis / Cab Hardware / Replace worn pads - customer not concerned today per chief miller - 6/16/2022	0.00000		\$0.00
			Subtotal	\$0.00
Complaint: Found during inspection- batteries failed load test-6 group 31 stud				
Cause: worn (Inspection)				
Labor	Correction: Chassis / Lighting & Electrical / Replace batteries - 6/27/2022	1.00000	\$140.00	\$140.00
Parts	Battery Group 31 Stud 950CCA	6.00000	\$207.669	\$1,246.01
Parts	Inherent Core for Battery	6.00000	\$27.00	\$162.00
			Subtotal	\$1,548.01
Complaint: Found during inspection- L3 compartment light inop				
Cause: not working Type: Customer Request (Inspection)				
Labor	Correction: Chassis / Lighting & Electrical / diagnose problem - customer not concerned per chief miller - 6/16/2022	0.00000		\$0.00
			Subtotal	\$0.00
Complaint: Found during inspection- ENFO III governor display broken but currently working				
Cause: broken (Inspection)				
Labor	Correction: Chassis / Lighting & Electrical / Replace Enfo 3 governor - 6/27/2022	1.00000	\$140.00	\$140.00
Parts	Class III Enfo Display	1.00000	\$976.6456	\$976.65
			Subtotal	\$1,116.65

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Item	Description	Quantity	Rate	Amount
Complaint: Found during inspection- waterous packing dripping				
Cause: needs to be adjusted or replaced				
(Inspection)				
Labor	Correction: Pump / Piping & Couplings / Adjust packing drip rate - 6/28/2022	1.50000	\$140.00	\$210.00
			Subtotal	\$210.00
Complaint: Found during inspection- generator inop				
Cause: Inop				
(Inspection)				
Labor	Correction: Generator / Hydraulic Components / Diagnose inop generator - Chief declined repair at this time - 6/16/2022	0.00000		\$0.00
			Subtotal	\$0.00
Complaint: Found during inspection- driver side body electrical plug box hanging loose				
Cause: rusted				
(Inspection)				
Labor	Correction: Chassis / Instrument & Controls / Chief didn't want this addressed - 6/21/2022	0.00000		\$0.00
			Subtotal	\$0.00
Complaint: Battery box rotted - fabricate new				
Cause: rusted				
(Inspection)				
Labor	Correction: Chassis / Cab Hardware / Fabricate two new battery boxes - coated the boxes for weather resistance~ air tank remount, lots to move and remount to install - 6/27/2022	18.00000	\$140.00	\$2,520.00
Parts	Battery boxes - metal and fabrication parts	1.00000	\$769.0725	\$769.07
			Subtotal	\$3,289.07
Complaint: Rotted through exhaust clamp				
Cause: Rotted exhaust clamp split				
(Inspection)				
Labor	Correction: Engine / Exhaust / Rotted through exhaust clamp replaced - 6/27/2022	0.30000	\$140.00	\$42.00
Parts	band clamp, step	1.00000	\$15.735	\$15.74
			Subtotal	\$57.74
Complaint: Check AC				
Cause: Warm air				
(Inspection)				
Labor	Correction: Chassis / Air Conditioning & Heating / Truck only had 3 lbs of refrigerant in it . Recovered and put system into vacuum for 40min.PASS vacuum leak test Charged system 6lbs of refrigerant and 8 oz of oil per tag in cab. Ran unit and found no visual leaks. High side running around 200 and low side about 15. Ac is blowing cold but recommend replacing compressor.. Replace ac compressor should system blow warm again - The system blows cold today and no leaks were found with the Dye and or sniffer - 6/28/2022	2.50000	\$140.00	\$350.00

Item	Description	Quantity	Rate	Amount
Parts	Refrigerant	6.00000	\$16.50	\$99.00
			Subtotal	\$449.00

Return from unit

Labor	Return from unit 5410 W. 34th Street, Cicero, IL	0.00000		\$0.00
			Subtotal	\$0.00

Unit: Engine 2 (SO 131593) **VIN:** NO TAG
2006 E-One Cyclone II
Engine: 817 Hours

Labor	\$5,852.00
Parts	\$6,592.58
Shop Supplies	\$58.52
Pre Tax Total	\$12,503.10
Exempt, IL (0.0000% of \$6,651.10)	\$0.00
Total	\$12,503.10
Payments & Credits	\$0.00
Balance Due	\$12,503.10

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND APPROVING AN ANNUAL ACTION PLAN FOR PROGRAM YEAR 2022 TO COMPLY WITH THE REQUIREMENTS OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OFFERED THROUGH THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the federal government of the United States of America established the Community Development Block Grant Program (the “Program”) to be administered by the Office of Community Planning and Development of the Department of Housing and Urban Development (“HUD”); and

WHEREAS, through the Program, bodies of local government can seek financial assistance from the federal government in the form of block grants to fund pre-approved programs and projects in the community with the ultimate goals of improving community housing levels, ensuring that residents of local communities are provided suitable living environments, and attempting to expand economic opportunities for persons of extremely low, low, and moderate income levels; and

WHEREAS, the Town previously agreed to participate in the Program and has previously received funding from the federal government under the Program; and

WHEREAS, to remain eligible for the Program and apply for the funds offered through the Program, the Town must present an annual action plan to HUD; and

WHEREAS, the Town's annual action plan for Program Year 2022 (the "Plan") is attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the Plan must be approved by the Town President (the "President") and the Board of Trustees of the Town (the "Town Board" and with the President, the "Corporate Authorities"); and

WHEREAS, the Corporate Authorities have determined that it is necessary, advisable, and in the best interests of the Town and its residents to approve the Plan to ensure the Town's continued participation in the Program;

NOW, THEREFORE, BE IT RESOLVED by the President and the duly authorized Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.0 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preamble to this Resolution are full, true, and correct and do hereby, by reference, incorporate, and make them part of this Resolution as legislative findings.

Section 2.0 Purpose.

The purpose of this Resolution is to authorize and approve the Plan, to take all steps necessary to ensure the Town's continued participation in the Program, and to ratify any steps taken to effectuate those goals.

**ARTICLE II.
AUTHORIZATION**

Section 3.0 Authorization.

The Corporate Authorities hereby authorize the Plan, and the Town Board hereby authorizes and directs the President to approve the Plan and ratifies any previous actions taken to effectuate the intent of this Resolution. The Town Board further authorizes and directs the President or his designee to execute any applicable documents, with such insertions, omissions, and changes as shall be approved by the President and the Town Attorney, to ensure the Town's continued participation in the Program. The Town Clerk is hereby authorized and directed to attest to and countersign any documentation that may be necessary to carry out and effectuate the purpose of this Resolution. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. The Town Clerk or her designee is further directed to cause the filing of a certified copy of this Resolution with HUD or any other required persons and/or entities and to take any and all necessary steps so as to ensure the Town's continued participation in the Program.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.0 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution, nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5.0 Severability.

The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6.0 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.0 Publication.

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.0 Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

EXHIBIT A



TOWN OF CICERO
 Department of Housing
 1634 S. Laramie Avenue
 Cicero, Illinois 60804

Larry Dominick
 TOWN PRESIDENT

MEMORANDUM

TO: Honorable Larry Dominick, Town President
 Michael Del Galdo, Town Attorney

FROM: Tom M. Tomschin, Executive Director *TMT*

DATE: July 18, 2022

RE: Community Development Block Grant Program Annual Action Plan

483

Enclosed you will find the Annual Action Plan (AAP) for the Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) for Program Year 2022 (PY22) (10/1/2022 – 9/30/2023)*. A summary of our PY2022 Budget is below:

Project	Budget
Administration	\$ 330,561.00
Housing Rehabilitation Program	\$ 550,000.00
Lead Hazard Reduction	\$ 75,000.00
Public Services	\$ 220,000.00
Public Facilities	\$ 494,000.00
Total PY2021 CDBG Allocation	\$ 1,764,849.00

PY 2021 ESG Funding	
Town of Cicero Admin	\$2,000.00
Housing Forward	\$73,250.00
Bed's Plus	\$70,000.00
Total Funded	\$145,250.00

PY 2022 ESG Funding	
Town of Cicero Admin	\$2,354.00
Housing Forward	\$50,000.00
Bed's Plus	\$50,000.00
CEDA	\$46,000.00
Total Funded	\$148,354.00

The process for the AAP is to outline funding sources that will be allocated to organizations, projects, and administrative costs during PY22. The Department of Housing has advertised the AAP for a 30 day comment period, and held a public hearing on July 12th in compliance with our Citizen Participation Plan.

Community Development Block Grant Program
 Tom M Tomschin, MPA – Executive Director
 Phone 708-656-8223

I request this AAP be placed on the Town Board of Trustee agenda on July 26th, and fully recommend approval to further the goals of the Town of Cicero and the Department of Housing. Certifications will need to be executed by the Town President prior to final submission to HUD by August 15th.

I thank you in advance for your continued support of the Department of Housings programs and activities. Should you have any questions, concerns, or require additional information, please feel free to contact me directly.

At your service,

TMT



**Please note – for ESG, PY2021 funds are also being obligated during PY2022*

**CERTIFICATION OF PUBLICATION
CASE NO.:**

**TOWN OF CICERO
ANNUAL ACTION PLAN YEAR 2022**

The Lawndale News does hereby certify

The said Lawndale News is a secular newspaper that has been published WEEKLY in the city of Chicago, County of Cook, State of Illinois, continuously or more than one year prior to the first date of publication of the notice appended, that it is a newspaper as defined 485 in "An Act to revise the law in relation to notices," as amended Illinois Compiled Statutes, (715 ILCS 5/1 & 5/5) and that the notice appended was published in Lawndale News on

06/12/22

(Date of Publication)

(Date of Publication)

(Date of Publication)

whereof, the undersigned has caused this to be signed and its corporate seal affixed in Illinois.

(Date) **06/12/22**

LAWNDALE NEWS

**OFFICIAL SEAL
PILAR R DAZZO
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:08/18/22**

TOWN OF CICERO COMMUNITY OF CHICAGO.

TOWN OF CICERO
Department of Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804

Larry Dominick
TOWN PRESIDENT

Public Notice
Town of Cicero - President Larry Dominick
Annual Action Plan Year 2022
(October 1, 2022 - September 30, 2023)

The Town of Cicero, in compliance with Title I of the National Affordable Housing Act of 1990 is drafting its Annual Action Plan for Program Year 2022 for the Community Development Block Grant Program (CDBG) and Emergency Solutions Grant Program (ESG). The plan will serve as a guideline for expenditures of federal funds during Program Year 2022. A draft copy of the plan will be available for public review beginning June 12, 2022 at the following locations:

The Town of Cicero - President's Office
4949 W Cermak Road
Cicero, IL 60804

The Town of Cicero - Public Safety Building
5410 W 34th Street
Cicero, Illinois 60804

The Town of Cicero - Public Library
5225 W Cermak Road
Cicero, Illinois 60804

The Town of Cicero - Department of Housing
1634 S Laramie Avenue
Cicero, IL 60804

The Plan will also be available on-line at:
www.thetownofcicero.com
(Click on Housing Department)

A public hearing to accept in person or drop-off comments will be held on Tuesday, July 12, 2022 at 1 PM at the Town of Cicero Community Center (2250 S 49th Avenue, Cicero, IL 60804). For further information contact The Department of Housing at (708) 656-8223.



The Town of Cicero is an Equal Opportunity Employer
The Town of Cicero does not discriminate on the basis of disability.
This information will be made available in an alternative accessible format upon request.



TOWN OF CICERO
Department of Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804

Larry Dominick
TOWN PRESIDENT

PY2022 Annual Action Plan
Public Hearing: July 12, 2022

Attendance: See Attached Sign-In Sheet

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1:18PM Hearing began

Purpose of this Public Hearing was to allow for any public comments, received verbally or in writing from Cicero residents and the general public, in regards to the proposed budget for Program Year 2022 (PY22) Annual Action Plan (AAP) as outlined in the Public Notice. (See PY22 AAP breakdown pg.4-6)

The Department of Housing is in compliance with the 30-day comment period afforded to the public, to view and comment on the PY22 Annual Action Plan, and is a requirement of the Town's Citizen Participation Plan.

Tom Tomschin (Executive Director) went through the planned budget with their respective activities.

Comments:

Anthony Grazzini (Library Trustee) speaking as a resident, expressed his gratitude to the Town for all the housing rehab programs, heating and cooling programs, and the new improvement program that are needed. It is great that these programs will help the low income residents in the community help this community be healthier.

Mr. Tomschin discussed the cooling program, and added that this is the first year that a Cooling program has been offered, where in previous years; it was only the Emergency Heat Program. The Town started an advertisement campaign for the Cooling program in May and as a result we have seen a very good demand. Based on the demand, the Town may need to increase funding for these safety net programs in the future. The Program is part of the PY2022 AAP.

Mario Martinez (Director of Day & Employment Programs with Community Support Services) asked if the Lead Hazard is a long term program – meaning it will take years and years to address lead hazards in homes.

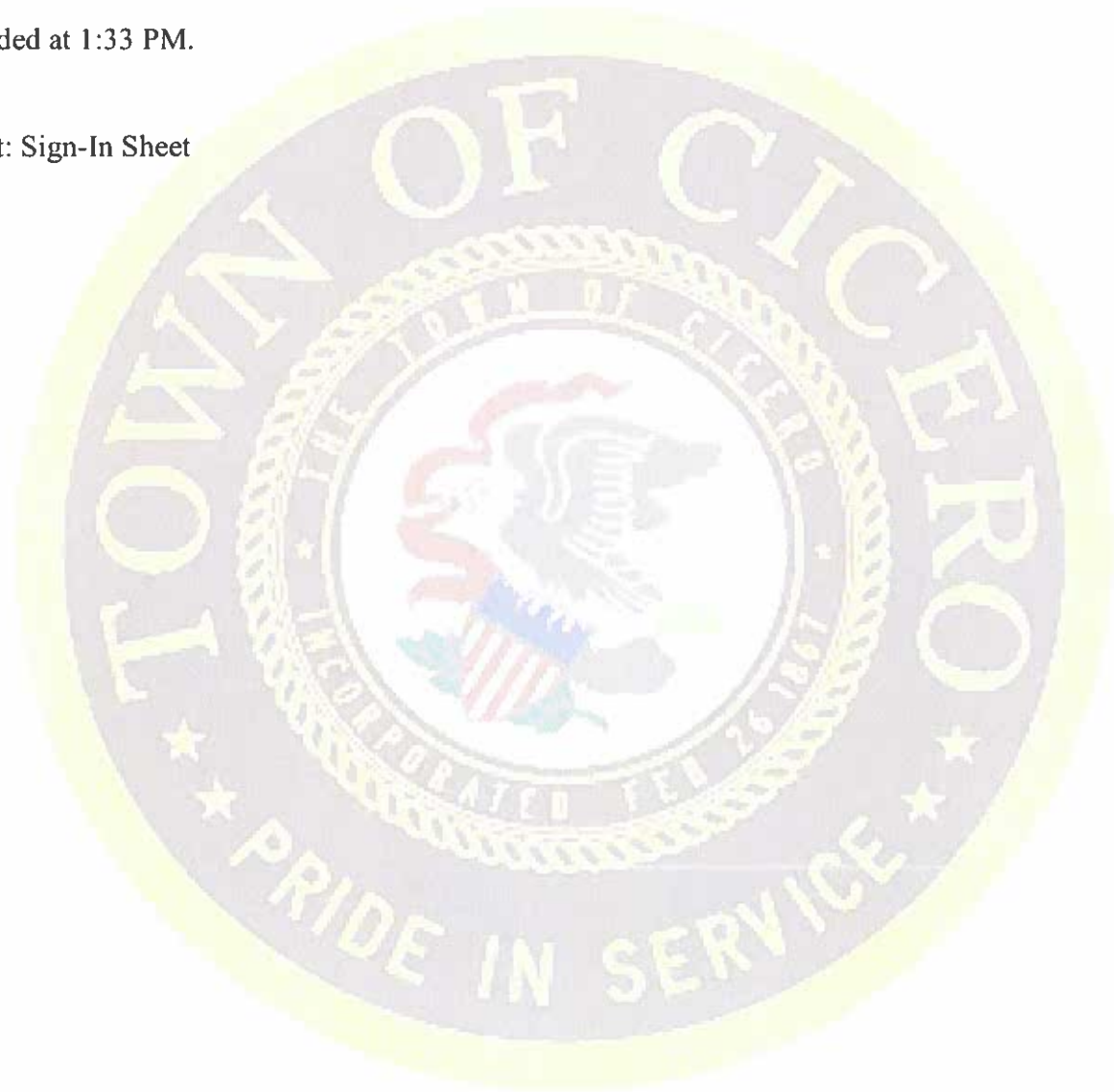
Mr. Tomschin answered that the majority of the homes in Cicero were built before lead paint got banned but the number is going down and will keep going down, especially since many people lost their homes (during the

housing market bubble) and developers came in and started gut rehabbing them. He expects that the Home Improvement program will help identify and remediate the hazards for many residents that come seeking assistance. Mr. Tomschin stated that residents seeking assistance from the Department of Housing usually do not live in rehabbed homes, have limited resources and are looking for assistance to maintain what they have. Therefore lead hazards may still be present in these homes. Common areas include windows, doors, exterior painted surfaces, and even walls if the original plaster is still in place.

No other comments were received.

Hearing ended at 1:33 PM.

Attachment: Sign-In Sheet





TOWN OF CICERO
Department of Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804

Larry Dominick
TOWN PRESIDENT

PY2022 Annual Action Plan Public Hearing: July 12, 2022

Sign in Sheet

	Name	Organization	Phone Number	Email
1	Angelina Marguez	Town of Cicero		amarguez@retiretownofcicero.com
2	Mario Martinez	Community Support Services		mmartinez@cssservices.org
3	Tom M. Tomischin	T.P.C.		Tomischin@thetownofcicero.com
4	Jose Alanis	Town of Cicero		jalanisa@thetownofcicero.com
5	Antwan Green	Cicero SD 99		agreen@ci99.org
6	Candra Tomschin	Cicero Public Library		Stomschin@cicero.library.org
7	Darrell Kay	Cicero PL		LKay@cicero.library.org
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Community Development Block Grant Program
Tom M Tomschin, MPA – Executive Director
Phone 708-656-8223



TOWN OF CICERO
Department of Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804

Larry Dominick
TOWN PRESIDENT

PY2022 Annual Action Plan (AAP) Public Hearing:
July 12, 2022

Please use this sheet to write us any comments, concerns, or recommendations for this year's Annual Action Plan (AAP). Make sure to include your name, agency (if applicable), and title (if applicable). If you choose to remain anonymous, you may do so as well. Thank you for participating in this year's public hearing for the⁴⁸⁹ PY2022 Annual Action Plan.

**Town of Cicero
Community Development Block Grant Program
Annual Action Plan Program Year 2022
October 1, 2022 through September 30, 2023**



**Town of Cicero, Cook County, Illinois
Larry Dominick, Town President**

Prepared Under the Direction Of:
The Cicero Department of Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804
ttomschin@thetownofcicero.com

Phone: (708) 656-8223
Fax: (708) 656-8342

Tom M. Tomschin
Executive Director



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Executive Summary

The Town of Cicero Department of Housing prepares the Annual Action Plan to describe the activities, which will be undertaken in the upcoming year toward meeting the goals, and objectives, which were identified in the 2020-2024 Consolidated Plan. This third year Action Plan will begin October 1, 2022 and end September 30, 2023.

The Action Plan satisfies the application requirements for the Community Development Block Grant (CDBG) formula program offered through the U.S. Department of Housing and Urban Development (HUD). The Town of Cicero, as an entitlement grantee for the CDBG program, has the responsibility of coordinating and developing the Annual Action Plan to remain eligible for this program.

As the third Annual Action Plan of the 5-Year Consolidated Plan Period, the following priorities, objectives, and proposed accomplishments were identified for the upcoming year to meet or exceed each of the priorities identified in the Consolidated Plan:

Priority: Expand the supply of safe, decent, and affordable Housing.

Objective: Improve the quality of housing stock through rehabilitation and repair.

Proposed Accomplishments: Over the course of this action plan year, it is anticipated that 40 homes will be rehabilitated or repaired. This will result in safer living conditions and increased property values.

Priority: Provide safe housing free from lead hazards.

Objective: Implement an educational program that provides information on lead poisoning, and identify and abate sources of lead-based paint in residential Units.

Proposed Accomplishments:

- Provide educational materials to families within the Town of Cicero regarding the hazards of lead poisoning.
- Complete 10 rehabilitation projects that involve lead hazard reduction.

Priority: Improve service to non-homeless Cicero residents who are low-to-moderate income and/or have special needs.

Objective: Make social services available for persons in need who have low-to-moderate incomes.

Proposed Accomplishments: Develop a diverse network of needed services toward enhancing the health, safety, and overall well-being of individuals and persons with special needs, through the provisions for creating and expanding quality public and private human service programs.

Priority: Strengthen the community's living environment by making improvements to Public Facilities.

Objective: Make funding available for infrastructure improvements.

Proposed Accomplishments: Over the course of this consolidated plan, it is anticipated that \$1 million of CDBG funds will be spent on infrastructure improvements such as street and gutter repairs, alley re-paving, and rehabilitation of public facilities.

Town of Cicero, Illinois
Program Year 2022 Annual Action Plan

The Town's entitlement grant for PY 2022 is \$1,669,561.00. The total will be spent in the following categories:

Administration	\$	330,561.00
Housing Repair Program	\$	550,000.00
Lead Hazard Reduction	\$	75,000.00
Public Services	\$	220,000.00
Public Facilities	\$	494,000.00
Total	\$	1,669,561.00

Program Year 2022 Annual Action Plan

Annually, the Town of Cicero must submit a one year action plan, which details the proposed projects and services it will fund with its CDBG funding allocation. The following are the activities and amounts that will be proposed in the next program year.

Project ID 2022-0001 Program Administration.....\$ 330,561.00

The activity will provide general management, oversight, and coordination of the CDBG programs. This activity will fund Administrative salaries, as well as any administrative costs incurred with the management of the office.

Project	Agency	Project Description	Priority	Performance	Service Area	Budget
2022-0001	Town of Cicero	General Administration	5	N/A	Town-Wide	\$30,561.00
2022-0001	Town of Cicero	Staff Salaries	5	N/A	Town-Wide	\$300,000.00
Total						\$330,561.00

Project ID 2022-0002 Housing Repair Program.....\$ 550,000.00

The program will provide home repair assistance and emergency repair assistance to low and moderate income homeowners who are experiencing conditions in and around their home that pose a threat to the health, safety, and welfare of the household occupants. This activity is eligible under 24CFR section 570.202(a) and will benefit low and moderate-income persons qualified under 570.208(a)(2)(i)(A).

Project	Agency	Project Description	Priority	Performance	Service Area	Budget
2022-0002	Town of Cicero	Housing Rehab Program	1	DH-3	Town-Wide	\$130,000.00
2022-0002	Town of Cicero	Housing Staff Salaries	1	N/A	Town-Wide	\$300,000.00
2022-0002	Town of Cicero	Emergency Heat Program	1	DH-1	Town-Wide	\$50,000.00
2022-0002	Town of Cicero	Accessibility Program	1	DH-1	Town-Wide	\$25,000.00
2022-0002	Town of Cicero	Home Improvement Program	1	DH-1	Town-Wide	\$25,000.00
2022-0002	Town of Cicero	Energy Efficiency Weatherization	1	DH-1	Town-Wide	\$20,000.00
Total						\$550,000.00

Town of Cicero, Illinois
Program Year 2022 Annual Action Plan

Project ID 2022-0003 Lead Hazard Reduction Program.....\$ 75,000.00

The Town of Cicero will provide CDBG funding necessary to implement a program to identify and abate the sources of lead-based paint. The Home Repair Program is designed to assist homeowners in lead-based paint in the homes. With the implementation of the Lead-Based Paint Hazard Reduction regulation under 24 CFR 35 the Town has included Lead- Based Paint Hazard Reduction activities in all its rehabilitation programs. These activities include paint testing, safe work practices, occupant protection, education and clearance testing before re-occupancy. The Town of Cicero Department of Housing will distribute an informative brochure on the dangers of lead poisoning in the home. The purpose of the brochure is to make Cicero residents aware of the dangers of lead poisoning, and information on blood testing, abatement, and control.

Project	Agency	Project Description	Priority	Performance	Service Area	Budget
2022-0003	Town of Cicero	Lead Hazard Reduction	2	DH-3	Town-Wide	\$75,000.00
Total						\$75,000.00

Public Services.....\$ 220,000.00

The Town of Cicero Department of Housing will provide CDBG funding necessary for local Public Services to implement their programs. All programs funded with CDBG money will benefit low to moderate income Cicero residents, or presumed low-mod beneficiaries. The services will range from youth programs, to mental health services, to mortgage counseling.

Project	Agency	Project Description	Priority	Performance	Service Area	Budget
2022-0004	Boys Club	After School Program	3	SL-3	Town-Wide	\$30,000.00
2022-0005	Children's Center	Day Care Services	3	SL-3	Town-Wide	\$30,000.00
2022-0006	Youth Commission	After School Program	3	SL-3	Town-Wide	\$40,000.00
2022-0007	Family Services	Mental Health Services	3	SL-3	Town-Wide	\$60,000.00
2022-0008	Literacy Program	Youth Program	3	SL-3	Town-Wide	\$30,000.00
2022-0009	CEDA	Housing Counseling	3	DH-3	Town-Wide	\$10,000.00
2022-0010	Community Support Services	Handicap Services	3	SL-1	Town-Wide	\$20,000.00
Total						\$220,000.00

Public Facilities.....\$ 494,000.00

This year, The Town of Cicero Department of Housing will provide CDBG funds to repair, renovate, and upgrade certain public facilities. These repairs, renovations, and upgrades, will serve a low-mod area benefit and limited clientele.

Project	Agency	Project Description	Priority	Performance	Service Area	Budget
2022-0011	Town of Cicero	Alley Repavement	4	SL-3	Town-Wide	494,000.00
Total						\$494,000.00

CDBG-CV PY 2022 Projects with Budgets

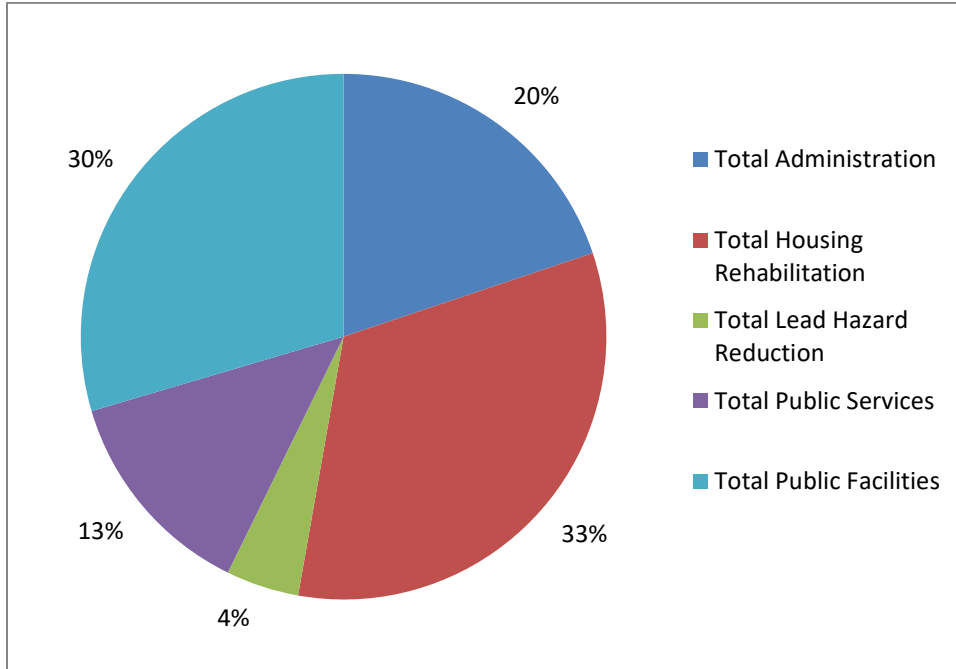
Agency	Project Name	Original Budget	PY 2022 Budget
Town of Cicero	Administration	\$200,000	\$200,000
Town of Cicero	Personal Protective Equipment	\$50,000	\$50,000
Town of Cicero	Health Clinic	\$100,000	\$100,000
Boys Club	Boys Club of Cicero Window Installation	\$20,000	\$20,000
CEDA	CEDA Housing Services	\$40,000	\$40,000
Cicero SD 99	Summer Meal Distribution	\$50,000	\$50,000
Family Services	Family Services	\$50,000	\$50,000
Morton 201	Summer Meal Distribution	\$50,000	\$50,000
Cicero Public Library	Cicero Public Library	\$250,000	\$250,000
Town of Cicero	Health Department	\$50,000	\$50,000
Town of Cicero	Water Bill Program	\$100,000	\$40,000
Seguin	Group Home Renovations	\$42,000	\$42,000
Town of Cicero	Inclusion Park	\$0	\$525,733
Cicero Public Library	Quiet Room Construction	\$0	\$100,000
	Total	\$1,002,000	\$1,567,733

PY 2021 ESG Funding	
Grant Amount	\$145,250.00
Town of Cicero Admin	\$2,000.00
Housing Forward	\$73,250.00
Bed's Plus	\$70,000.00
Total Funded	\$145,250.00

PY 2022 ESG Funding	
Grant Amount	\$148,354.00
Town of Cicero Admin	\$2,354.00
Housing Forward	\$50,000.00
Bed's Plus	\$50,000.00
CEDA	\$46,000.00
Total Funded	\$148,354.00

Resources

PY 2022 CDBG Budget Allocation



Federal Resources	
Source	Amount
Community Development Block Grant (CDBG)	\$1,669,561.00
Community Development Block Grant CARES ACT (CDBG-CV)	\$1,567,733.00
Section 8	\$1,154,948.00
IHDA	\$117,500.00
IDOT/STEP	\$336,192.00
RTA	\$100,000.00
DCEO	\$1,150,000.00
U.S. Department of Justice	\$571,546.86
FEMA	\$817,197.00
PY 2021 Emergency Solutions Grant (ESG)	\$145,250.00
PY 2022 Emergency Solutions Grant (ESG)	\$148,354.00
Total	\$7,778,281.86

Other Resources	
Source	Amount
General Assistance	\$35,404.00
Infrastructure	\$14,489,000.00
708 Board	\$493,000.00
State Grants	\$1,995,306.00
Total	\$17,012,710.00

State and Federal Resources

Name of Grant	Bulletproof Vests Grant 2022
Amount of Grant	\$29,640.00
State Grantor Agency	N/A
CSFA	N/A
Federal Grantor Agency	US Department of Justice
CFDA	16.607
Amount Expended in 2022	\$0.00
Amount Expended Total	\$0.00
Balance	\$0.00
Expiration Date	8/31/2022
This was a 50/50 grant meaning the Town of Cicero would receive \$14,820.00. The total cost would be \$29,640.00.	

Name of Grant	Cicero Police License Plate Recognition Camera project #20-203198
Amount of Grant	\$150,000
State Grantor Agency	DCEO
CSFA	420-00-1771
State Award ID Number	1771-25500
Federal Grantor Agency	N/A
CFDA	N/A
Amount Expended in 2020	\$0
Amount Expended Total	\$0
Balance	\$150,000
Expiration Date	4/30/2023
The Cicero Police Department will install 21 Cameras with License Plate Recognition capabilities strategically located throughout the Town of Cicero	

Town of Cicero, Illinois
Program Year 2022 Annual Action Plan

Name of Grant	Access to Transit Improvement Program IGA-2016-44
Amount of Grant	\$256,600.00
Grantor Agency	IDOT
CSFA	494-00-1003
Federal Grantor Agency	Federal Highway Administration/Federal Transit Administration
CFDA	20.205
Amount Expended in 2020	\$0.00
Amount Expended Total	\$0.00
Balance	\$256,600.00
Expiration Date	12/31/2022
This project will include the installation of bus shelters at ten locations that have been previously approved by RTA and IDOT throughout	

Name of Grant	Tobacco Enforcement Program 2021
Amount of Grant	\$7,700.00
State Grantor Agency	IL Dept. of Human Services/Div. of Alcoholic & Substance Abuse
CSFA	444-26-1565
State Award ID Number	1565-26015
Federal Grantor Agency	U.S. Department of Health and Human Services
CFDA	93.959
Amount Expended in 2021	\$0.00
Amount Expended Total	\$0.00
Balance	\$7,700.00
Expiration Date	6/30/2022
The Cicero Police Department conducted a program to insure tobacco products are not sold to minors at retail establishments throughout the Town of Cicero.	

Name of Grant	FEMA/IEMA Public Assistance Grant
Amount of Grant	\$325,000
State Grantor Agency	IEMA
CSFA	
Federal Grantor Agency	FEMA
CFDA	
Amount Expended in 2020	\$325,000
Amount Expended Total	\$325,000
Balance	\$0.00
Expiration Date	12/31/2022
The Town of Cicero submitted these funds from FEMA for reimbursement of costs associated with COVID-19 related expenses.	

Town of Cicero, Illinois
Program Year 2022 Annual Action Plan

Name of Grant	EMW-2017-FH-00553
Amount of Grant	\$492,197.00
State Grantor Agency	N/A
CSFA	N/A
Federal Grantor Agency	FEMA
CFDA	97.083
Amount Expended in 2020	\$108,477.98
Amount Expended Total	\$198,452.07
Balance	\$293,744.93
Expiration Date	2/17/2022
This grant is to hire three firefighters for the Town of Cicero Fire Department	

Name of Grant	Zoning Code Update
Amount of Grant	\$100,000.00
State Grantor Agency	RTA
CSFA	
Federal Grantor Agency	
CFDA	
Amount Expended in 2020	\$0
Amount Expended Total	\$0
Balance	\$100,000.00
Expiration Date	8/30/2022
This grant is hire technical assistants through the RTA in order to update the Town of Cicero's Zoning Code. RTA share would be \$80,000 and the Town of Cicero \$20,000.	

Name of Grant	STEP FFY22
Amount of Grant	\$14,416.00
State Grantor Agency	IDOT
CSFA	494-10-0343
State Award ID Number	334-28861
Federal Grantor Agency	U. S. Department of Transportation
CFDA	20.6
Amount Expended in 2021	\$0.00
Amount Expended Total	\$0.00
Balance	\$14,416.00
Expiration Date	9/30/2022
The Cicero Police Department will conduct enforcement campaigns during National Holidays and other national events. These campaigns focused on conducting increased enforcement of occupant restraint laws and impaired driving patrols.	

Town of Cicero, Illinois
Program Year 2022 Annual Action Plan

Name of Grant	JAG FY 20 #2020-DJ-BX-0446
Amount of Grant	\$17,429
State Grantor Agency	N/A
CSFA	N/A
Federal Grantor Agency	US DOJ
CFDA	16.738
Amount Expended in 2020	\$0.00
Amount Expended Total	\$0.00
Balance	\$17,429
Expiration Date	9/30/2023
As a subgrantee of the City of Chicago, the Cicero Police Department will use these funds to purchase Police Department equipment.	

Name of Grant	JAG FY 19 #2019-DJ-BX-0682
Amount of Grant	\$16,953
State Grantor Agency	N/A
CSFA	N/A
Federal Grantor Agency	US DOJ
CFDA	16.738
Amount Expended in 2020	\$0.00
Amount Expended Total	\$0.00
Balance	\$16,953
Expiration Date	9/30/2022
As a subgrantee of the City of Chicago, the Cicero Police Department will use these funds to purchase Police Department equipment.	

Name of Grant	JAG FY 18 #2018-DJ-BX-0598
Amount of Grant	\$19,557
State Grantor Agency	N/A
CSFA	N/A
Federal Grantor Agency	US DOJ
CFDA	16.738
Amount Expended in 2020	\$0.00
Amount Expended Total	\$0.00
Balance	\$19,557
Expiration Date	9/30/2022
As a subgrantee of the City of Chicago, the Cicero Police Department will use these funds to purchase Police Department equipment. The	

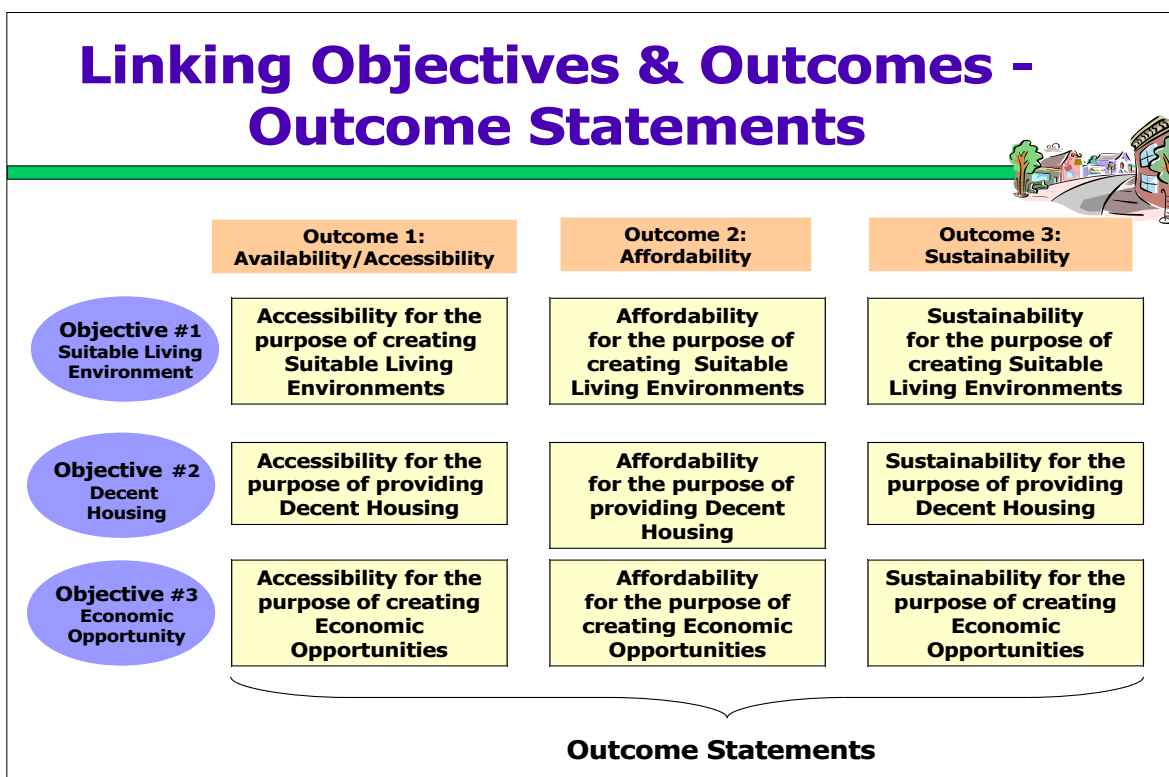
Town of Cicero, Illinois
Program Year 2022 Annual Action Plan

Name of Grant	BJA 2020-VD-BX-1609
Amount of Grant	\$61,259
State Grantor Agency	N/A
CSFA	N/A
Federal Grantor Agency	US DOJ
CFDA	16.034
Amount Expended in 2020	\$61,259
Amount Expended Total	\$61,259
Balance	\$0.00
Expiration Date	1/31/2022
The Cicero Police Department used these funds to pay for Police officer overtime due to COVID-19 pandemic	

Name of Grant	2020 UMWX0293 COPS Hiring Program
Amount of Grant	\$375,000
State Grantor Agency	N/A
CSFA	N/A
Federal Grantor Agency	US DOJ
CFDA	16.710
Amount Expended in 2020	\$0
Amount Expended Total	\$0
Balance	\$375,000
Expiration Date	6/30/2023
The Cicero Police Department will use these funds to pay for hiring 3 additional Police Officers	

Performance Measurement System

HUD has, through a collaborative effort with several Housing and Community Development organizations (as well as several governmental departments) established a standardized performance evaluation measurement system. The system seeks to standardize the language used in gauging the success of the CDBG, HOME and ESG programs, as well as to provide standardized metrics of what those successes are.



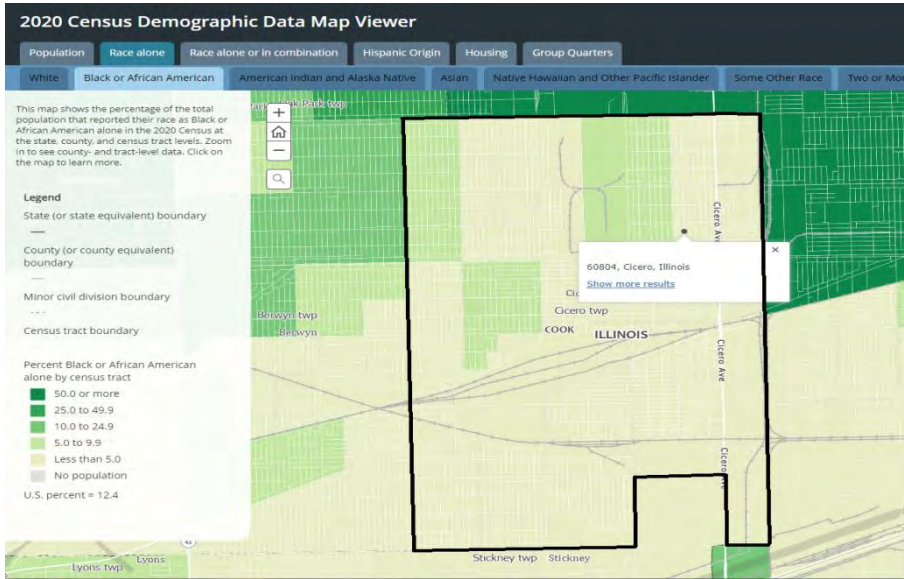
Cicero’s Demographic, Census, and Resource Information

The Town of Cicero is the only incorporated town in Cook County, and one of the oldest and largest municipalities in the State of Illinois. It bears the name of the great Roman statesman of the First Century B.C., Marcus Tullius Cicero. Cicero is composed of eight neighborhoods, with their own distinct characteristics and names: Boulevard Manor, Clyde, Drexel, Grant Works, Hawthorne, Morton Park, Parkholme, and Warren Park. Three Presidents, Dwight D. Eisenhower, Ronald Reagan, and George Bush, visited Cicero on their roads to the White House. The Town of Cicero has a colorful history, which forms a part of the larger stories of the county, state, and nation.

As you will note from the maps below, The Town of Cicero has a consistent ethnic origin distribution. The further south you are in the town, the less the minority population, the further north you are, the more dense the minority population. Therefore, in order to better serve Cicero’s minority population, special consideration must be made to perform housing rehab projects on the northern and central ends of town.

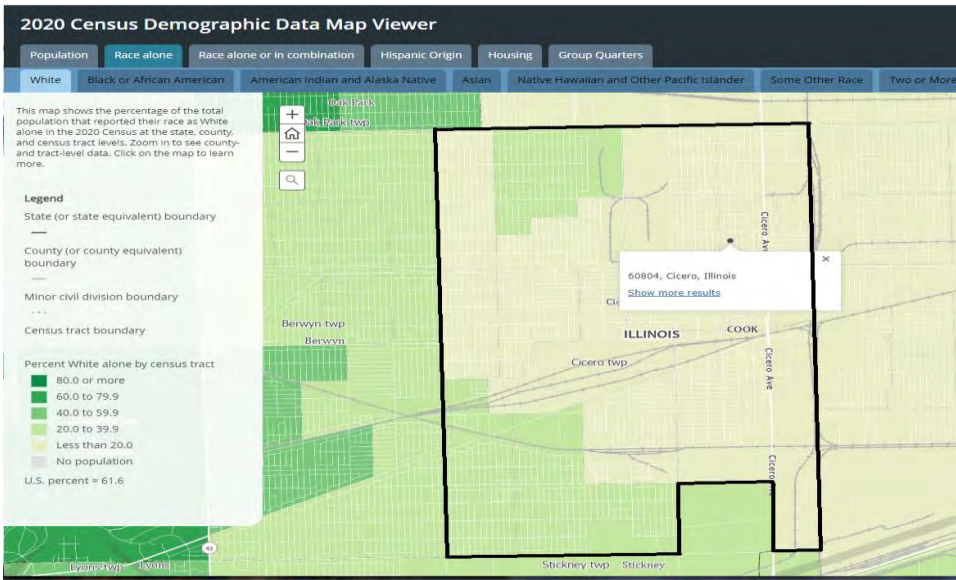
**Percent of Persons Who Are Black or African American Alone: 2020 Census
Cicero IL, 60804**

<https://mtgis-portal.geo.census.gov/arcgis/apps/MapSeries/index.html?appid=2566121a73de463995ed2b2fd7ff6eb7>



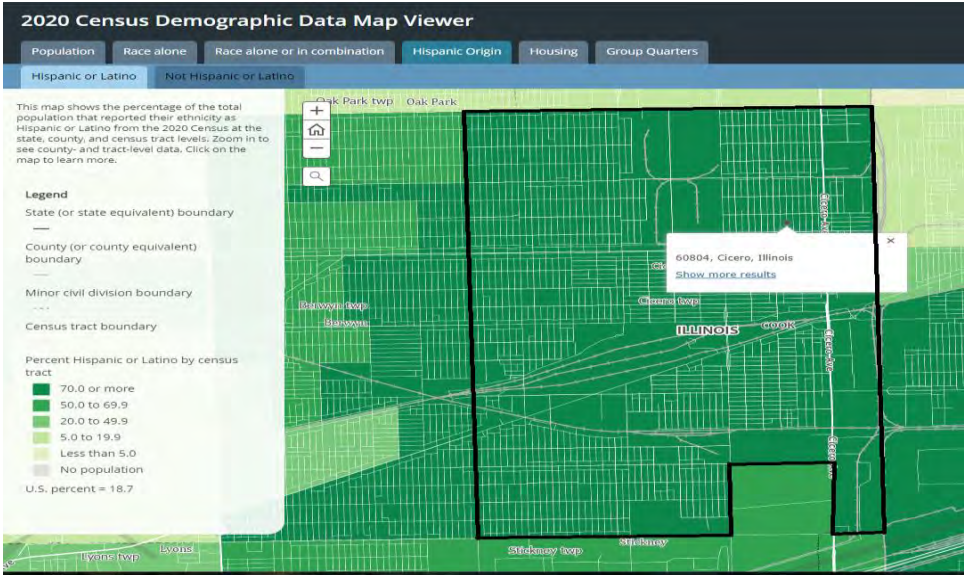
**Percent of Persons Who Are White Alone: 2020 Census
Cicero IL, 60804**

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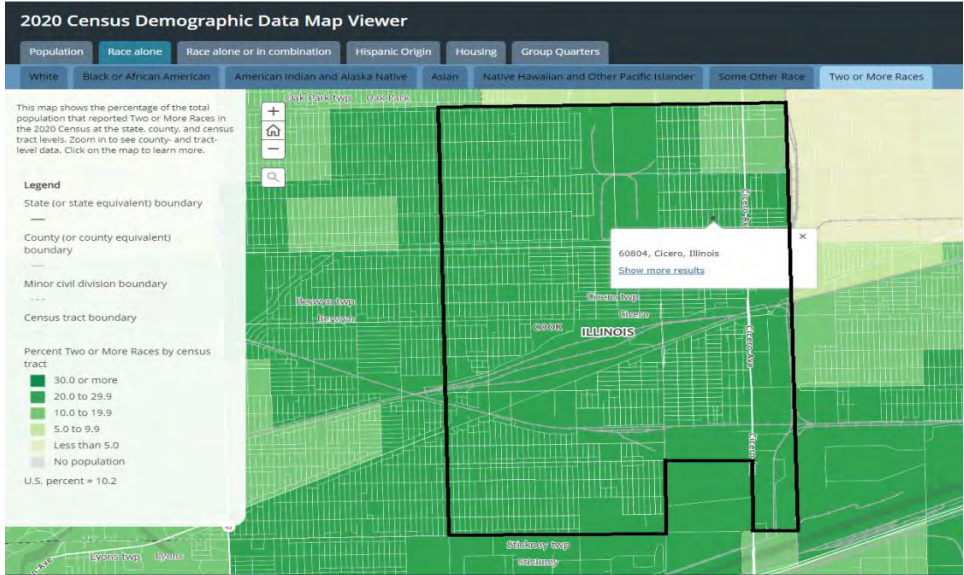
**Percent of Persons Who Are Hispanic or Latino: 2020 Census
Cicero IL, 60804**

<https://mtgis-portal.geo.census.gov/arcgis/apps/MapSeries/index.html?appid=2566121a73de463995ed2b2fd7ff6eb7>

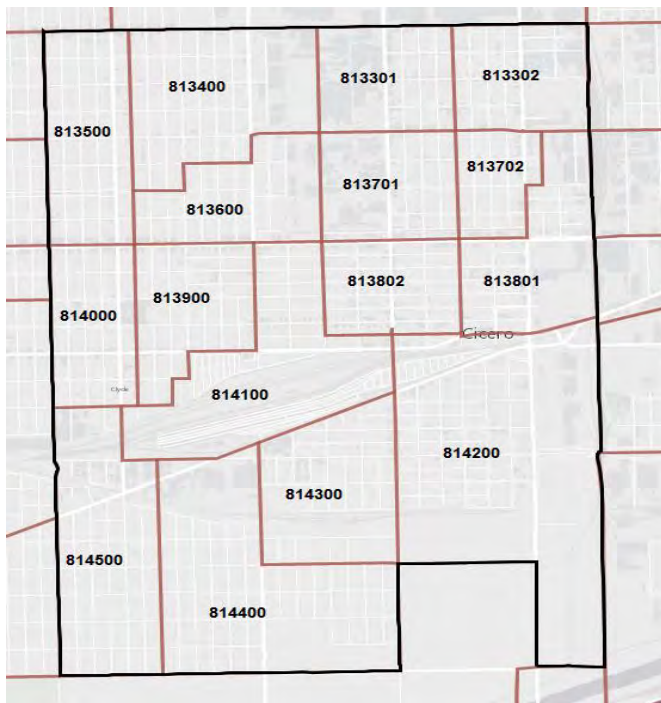


**Percent of Persons Who Are Two or more other Races: 2020 Census
Cicero IL, 60804**

<https://mtgis-portal.geo.census.gov/arcgis/apps/MapSeries/index.html?appid=2566121a73de463995ed2b2fd7ff6eb7>



Town of Cicero Census Tract Map



CDBG ID	CDBG NAME	TRACT #	% Low/Mod
171332	CICERO	813301	68.93
171332	CICERO	813302	85.16
171332	CICERO	813400	67.50
171332	CICERO	813500	51.61
171332	CICERO	813600	72.25
171332	CICERO	813701	71.87
171332	CICERO	813702	57.00
171332	CICERO	813801	78.94
171332	CICERO	813802	72.26
171332	CICERO	813900	66.64
171332	CICERO	814000	65.20
171332	CICERO	814100	61.25
171332	CICERO	814200	67.35
171332	CICERO	814300	57.03
171332	CICERO	814400	55.20
171332	CICERO	814500	48.83

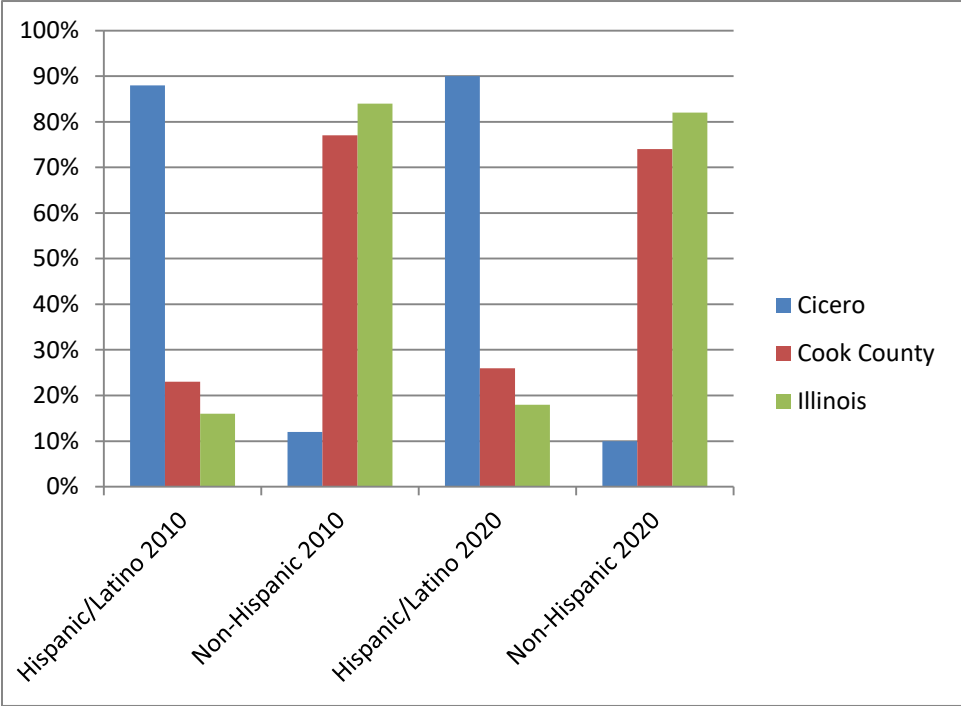
Population Growth

Population Growth 2000-2020 Town of Cicero, Cook County, State of Illinois					
	2000	2010	% Change	2020	% Change
Cicero	85,616	81,716	-4.6%	82,330	1.0%
Cook County	5,376,741	5,103,582	-5.1%	5,198,275	1.01%
State of Illinois	12,419,293	12,581,313	-1.3%	12,671,821	1.0%

Age Characteristics

Age Characteristics 2010 to 2020 Town of Cicero, Cook County, State of Illinois		
	2010	2020
	% Under 18	% Under 18
Cicero	34.63%	33.80%
Cook County	26.00%	23.72%
State of Illinois	26.13%	24.39%
	% 18 - 64	% 18 - 64
Cicero	58.28%	60.26%
Cook County	62.28%	64.34%
State of Illinois	61.79%	63.07%
	% 65 +	% 65 +
Cicero	7.09%	5.94%
Cook County	11.72%	11.94%
State of Illinois	12.08%	12.54%
	Median Age	Median Age
Cicero	27.6	30.5
Cook County	35.5	36.8
State of Illinois	36.7	36.8

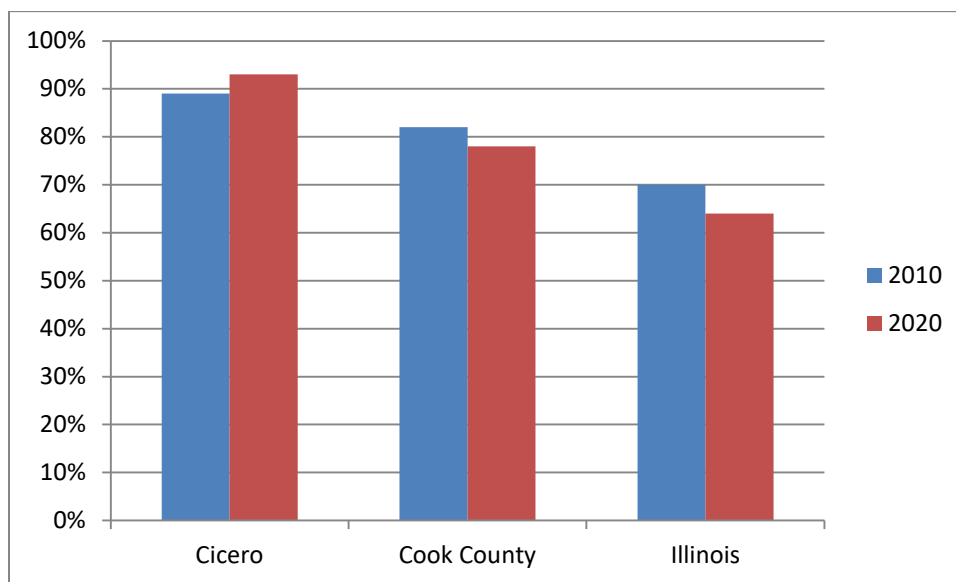
Hispanic or Latino Characteristics



Housing Characteristics



Percent of Houses Built Before 1980



Employment

Major Employers in Cicero			
Employer	Established	Product/Service	Employees
Burlington Northern	1884	Railroad Services	800
The Home Depot	1996	Retail Home Improvement	220
Corey Steel	1924	Manufacturer Steel Bars	204
Amazon	1994	Technology Company	600
Walmart	1962	Department Store	507
The Royal Bay	1922	Fulfillment/Distribution	315
Menards	1960	Home Improvement	200

Infrastructure Program

	Project Description	Total	FUNDING SOURCE						
			ARPA	MFT	Rebuild Illinois	Water Fund	CDBG	IL DCEO	MWRD GI Grant
1	2022 CDBG Alley Paving	\$ 374,000	\$ -	\$ -	\$ -	\$ -	\$ 374,000	\$ -	\$ -
2	2021 Street Rehabilitation-Phase 2	\$ 1,220,000	\$ -	\$ 120,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -
3	2022 Street Rehabilitation	\$ 3,000,000	\$ -	\$ 2,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -
4	L Strip Parking Lot Paving and Lighting Improvements	\$ 6,495,000	\$ 5,500,000	\$ -	\$ -	\$ -	\$ -	\$ 775,000	\$ 220,000
5	Water Main Replacement Program-Phase 1	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	47th Ave Pumping Station Emergency Generator	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -
7	Laramie Ave Pumping Station Pressure Valve Building	\$ 600,000	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -
8	Safety Town Park Improvements	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -
	Totals	\$ 14,489,000	\$ 7,500,000	\$ 2,120,000	\$ 2,100,000	\$ 900,000	\$ 874,000	\$ 775,000	\$ 220,000

2022 CDBG Alley Paving:

Engineer's Cost Estimate: \$374,000

Bid Date: July 8, 2022

Construction Start Date: August 1, 2022

Estimated Completion Date: September 16, 2022

This project includes the reconstruction of two (2) alley locations

2021 Street Rehabilitation – Phase 2 (RBI Fund):

Awarded Cost: \$1,220,000

Construction Start Date: April 18, 2022

Estimated Completion Date: May 27, 2022

This project includes the resurfacing and reconstruction of approximately 1.20 miles of residential streets.

2022 Street Rehabilitation (MFT & RBI Funds):

Awarded Cost: \$3,000,000

Estimate Bid Date: June 23, 2022

Construction Start Date: August 16, 2022

Estimated Completion Date: November 30, 2022

This project includes the resurfacing & reconstruction of approximately 2.5 miles of residential streets.

L Strip Parking Lot Paving & Lighting Improvements – Lombard Ave to Central Ave - (MWRD GI/DCEO/ARPA Fund):

Engineer's Cost Estimate: \$6,495,000

Estimated Bid Date: June 30, 2022

Construction Start Date: July 15, 2022

Estimated Completion Date: November 30, 2022

This project includes the reconstruction of the L Strip parking lot including green infrastructure improvements and lighting improvements

Water Main Replacement Program – Phase 1:

Engineer's Cost Estimate: \$2,000,000

Bid Date: June 28, 2022

Construction Start Date: August 22, 2022

Estimated Completion Date: November 30, 2022

This project includes the replacement approximately 2000 FT of water main including lead service line replacement.

47th Avenue Pumping Station – Emergency Generator

Engineer’s Cost Estimate: \$400,000
 Bid Date: September 8, 2022
 Construction Start Date: October 21, 2022
 Estimated Completion Date: December 30, 2022
 This project includes the installation of a new emergency generator.

Laramie Avenue Pumping Station – Pressure Control Valve Building

Engineer’s Cost Estimate: \$600,000
 Bid Date: August 18, 2022
 Construction Start Date: October 7, 2022
 Estimated Completion Date: December 30, 2022
 This project includes the installation of a pressure control valve with a prefabricated building.

Safety Town Park Improvements

Engineer’s Cost Estimate: \$500,000
 Bid Date: May 26, 2022
 Construction Start Date: June 20, 2022
 Estimated Completion Date: December 30, 2022
 This project includes the rehabilitation of the park including the installation of new playground equipment.

708 Community Health Board

As outlined by the Illinois Community Mental Health Act, the 708 Community Health Board shall make rules and regulations concerning the rendition or operation of services and facilities, which it directs and supervises. During PY2021, the 708 Community Mental Health Board anticipates on funding the following agencies:

2022 Community Mental Health Board Agencies Funded	
<u>Agency</u>	<u>Amount</u>
Cicero Family Service & Mental Health Center	\$ 200,000.00
Cicero Youth Commission	\$ 25,000.00
The Children's Center	\$ 40,000.00
Community Support Services, Inc.	\$ 25,000.00
Oak Leyden	\$ 6,000.00
Pilsen/Little Village Community Mental Health Center	\$ 20,000.00
ProCare Center	\$ 25,000.00
Solutions for Care	\$ 32,000.00
UPC Seguin Services	\$ 35,000.00
Youth Crossroads, Inc.	\$ 70,000.00
A New Awakening	\$ 15,000.00
<u>TOTAL AGENCY DISBURSEMENTS</u>	<u>\$ 493,000.00</u>

Managing the Process

The Town of Cicero Department of Housing, serving on behalf of the Town, is the lead agency responsible for overseeing the development of the Town of Cicero's Action Plan, and is the entity responsible for administering the CDBG and ESG programs covered by the plan. A significant effort was made to involve governmental and not-for-profit representatives at all levels of the planning process.

For further information or to make comments on this Action Plan, please contact:

The Department of Housing
Tom M. Tomschin, Executive Director
1634 South Laramie Avenue
Cicero, IL 60804
(708) 656-8223

The Annual Action Plan is developed by the Town of Cicero Department of Housing with the participation of social service and housing agencies through grant proposals. The Town addresses the needs identified in the 2020-2024 Consolidated Plan through the proposals submitted by existing Subrecipients and new agencies seeking CDBG and ESG funds.

Citizen Participation Plan

The Town of Cicero has adopted this Citizen Participation Plan which sets forth the Town of Cicero's policies and procedures for citizen participation.

Policies and Procedures

The Town of Cicero encourages all Town citizens, especially those of low and moderate income, those living in areas where Community Development Block Grant and Emergency Solutions Grant funds are proposed to be used, and by residents of predominantly low and moderate income neighborhoods to participate in the development of the Consolidated Plan and any substantial amendments to the Consolidated Plan. The Town especially encourages minority citizens, non-English speaking citizens, and those citizens with disabilities to participate in the above. The Town, in conjunction and with consultation with the Cicero Housing Authority, also encourages citizens who reside in subsidized housing to participate in the above.

The Town of Cicero will make this Citizen Participation Plan and any substantial amendments to this plan public and accessible prior to adoption by the Town Board. Citizens will be allowed to comment on this plan and any substantial amendments prior to adoption by the Town Board. The Town of Cicero will take into consideration any comments received.

This Citizen Participation Plan will be in a format accessible to persons with disabilities upon request.

Consultation

When preparing the Consolidated Plan, the Town of Cicero will consult with other public and private agencies that provide assisted housing, health services, and social services (including those focusing: on services to children, elderly persons, persons with disabilities) during preparation of the Consolidated Plan.

When preparing the portion of its Consolidated Plan concerning lead-based paint hazards, the Town of Cicero presumes that these properties have lead-based paint in them, due to the age of Cicero's Housing Stock. Local health data shows that children are more at risk of having high levels of lead in their systems as a result of lead

based paint. The Town will focus on clearing any surfaces that have been disturbed as a result of any construction project performed using CDBG funds.

When preparing the description of priority non-housing community development needs, a unit of general local government must notify adjacent units of general local governments, to the extent practicable. The non-housing community development plan must be submitted to the State for clearance on projects, and to the County when necessary clearances are needed.

The Town of Cicero will also consult with the Alliance to End Homelessness to develop a homeless needs assessment for the Emergency Solutions Grant that the Town may qualify for.

The Town of Cicero also consults with the Cicero Housing Authority concerning consideration of public housing needs and planned Comprehensive Grant program activities.

Homeless Participation

When Emergency Solutions Grant (ESG) funds will be awarded to the Town of Cicero, homeless participation in the planning process is required for policies and decisions regarding any facilities, services, or other assistance that receives ESG funding.

The Town of Cicero will hold a minimum of two (2) meetings/focus groups, inviting the homeless or formerly homeless individuals to participate in the planning process.

1. These meetings will be held during the Program Year, and information will be used to make decisions regarding any facility, service, or other assistance that is proposed to receive ESG Funding.
2. These meetings will be advertised through:
 - a. The Town of Cicero website,
 - b. Postings on information boards at Cicero Town Hall, Cicero Public Library, Cicero Police Department
 - c. Invitation information will be shared with current ESG Subrecipients to share, as well as the CoC.
3. These meetings/focus groups will be scheduled and held at the Cicero Public Library, which is a central location in Cicero, and accessible via public transportation.
4. Food will be provided at each meeting for those that participate.
5. This plan, and participation outcomes, will be included in the annual action plan required under [24 CFR 91.220](#).

Information to be Provided

Prior to the adoption of the Consolidated Plan by the Town Board, the Town will make available to citizens, public agencies and other interested parties the following information:

1. The amount of funds the Town expects to receive including grant funds and program income.
2. The range of activities that may be undertaken including the estimated amount of funds that will benefit persons of low and moderate income.
3. The anti-displacement and relocation policy as follows:
 - a. It is the policy of the Town of Cicero that no CDBG funds or any funding related to the Consolidated Plan will be spent on activities that will result in the displacement of Cicero residents. The Town

plans to carry out this policy by funding only those activities that do not necessitate displacement. However, in the event that displacement does occur, the Town of Cicero will abide by the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, and by the HUD Handbook 1378 Tenant Assistance, Relocation and Real Property Acquisition.

- b. If displacement does occur, the Town of Cicero or its sub-grantees will assist such households/tenants by replacing on a one-to-one basis all occupied low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing as a direct result of activities assisted with funds cited above.
- c. All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. All replacement housing will be allocated within the same community* sufficient in number and size to house at least the number of occupants that could have been housed in the units demolished or converted provided in standard condition designed to remain low/moderate income dwelling units for at least 10 years from the date of initial occupancy of the units.
- d. Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Cicero will make public and submit to the HUD Field Office the following information in writing:
 - 1) Description of the proposed assisted activity
 - 2) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity
 - 3) A time schedule for the commencement and completion of the demolition or conversion
 - 4) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement units
 - 5) The source of funding and a time schedule for the provisions of replacement dwelling units
 - 6) The basis for concluding that each replacement dwelling unit will remain a low/moderate dwelling unit for at least 10 years from the date of initial occupancy.
4. The Town will conduct a public hearing directed at those residents affected by the proposed project to review the above and to provide-more information on what services, benefits and counseling will be made available to them.
5. The Town of Cicero must conduct at least one public hearing during the development of the Consolidated Plan.
6. The Town of Cicero must make available the proposed Consolidated Plan and Annual Action Plan prior to adoption by the Town Board to allow citizens, public agencies and other interested parties opportunity to examine its contents and submit comments. The Town of Cicero will accomplish this by making available draft copies of the Consolidated Plan and/or One Year Action Plan to the public and individuals. Copies of these Plans are made available to the public at:
 - a. The Cicero Public Library
 - b. Town of Cicero President's Office,
 - c. Town of Cicero Department of Housing,
 - d. Town of Cicero Public Safety Office
 - e. On Town of Cicero website (www.thetownofcicero.com)

Public Hearings

Timing

The Town of Cicero will conduct at least two public hearings per year to obtain citizen's views and to respond to proposals and questions. These hearings must be conducted at a minimum of two different stages of the program year.

- 1) One public hearing must be held before the proposed Consolidated Plan and Annual Action Plans are submitted to HUD in order to obtain views on housing, community development and homeless needs.
- 2) The second public hearing must be conducted to address the housing and community development needs, development of proposed activities, and review program performance at the end of the program year.

Notices

- 1) The Town of Cicero must publish notice of public hearings in at least one newspaper of general circulation at least one week prior to the hearing. The notice must include brief description about the subject of the hearings to allow informed comment.
- 2) Public notice will also be posted at government offices, The Town's website, and the Town's Facebook Page.
- 3) The Town will make a reasonable number of free copies of the Consolidated Plan available to citizens and groups that request it.
- 4) The Town will provide a comment period of 30 days prior to signing of the Plans by the Town President and submission to HUD to allow for changes in the document based upon citizen input.
- 5) The Town will consider any comments or views of citizens' received, both written or orally at the public hearings, or received via email or other electronic communication, in preparing the final Consolidated Plan.
- 6) The Town will attach a summary of all comments or views, and a summary of any comments or views not accepted and the reasons therefore, to the final Consolidated Plan.

Performance Reports

The Town of Cicero will provide citizens with notice and an opportunity to comment on performance reports by doing the following:

1. Publish a notice in a newspaper of general circulation that the performance report is available for comment and the locations at which it is available.
2. Make the performance report available for viewing at the Department of Housing and at the Clerk's Office of the Town of Cicero, and the Town's website.
3. Make the performance report available for viewing for 15 days prior to submittal to HUD.
4. Provide citizens at least 15 days to submit comments on the performance report prior to the submission to HUD.
5. Consider any comments or views of citizens received in writing or orally at public hearings in preparing the performance report. A summary of these comments or views will be attached to the performance report.

Minor and Substantial Amendments to the Consolidated Plan

An amendment is a transfer of funds from one line item to another which will increase or decrease a line item by more than 5%. Any lesser change is minor.

A line item change of 6% to 10% only requires submission, review, and approval of the Cicero Town Board of Trustees.

A Substantial Amendment is a transfer of funds from one line to another which will increase or decrease a line item by more than 10%. A Substantial Amendment is also a transfer of funds from one or multiple line items to create and fund a new activity. No Substantial Amendment will be made without first conducting a public hearing regarding that change.

To substantially amend the Consolidated Plan, the Town of Cicero must do the following:

- a. Publish the proposed substantial amendment in a newspaper of general circulation prior to implementation.
- b. Allow a comment period of 30 days prior to the adoption to receive comments on a substantial amendment prior to implementation.
- c. Consider any comments or views of citizens received in writing or orally at public hearings, if any, in preparing the substantial amendment.
- d. Attach a summary of any comments or views and a summary of any comments or views not accepted and the reasons thereof, to the substantial amendment of the Consolidated Plan.

Locations

Hearings will be held at the Cicero Community Center or Town of Cicero Council Chambers which are centrally located in Cicero's low and moderate income neighborhood, convenient to potential and actual program beneficiaries. The building is equipped to accommodate persons with disabilities. Morning, afternoon and/or evening hearings may be held at these locations. If needed, public hearing sites and times may be changed to accommodate those citizens potentially affected. A significant number of non-English speaking citizens are expected to attend. A translator will be provided.

Meetings

Citizens will be provided with reasonable and timely access to all meetings as follows:

- 1) Public notice will be published in a newspaper of general circulation at least one week prior to meeting.
- 2) Public notice will be posted in government offices and the Town's website.
- 3) Meetings will be held at the Cicero Community Center or Town of Cicero Council Chambers which are centrally located in Cicero's low and moderate income neighborhood, convenient to potential and actual program beneficiaries. The building is equipped to accommodate persons with disabilities.
- 4) When a significant number of Spanish speaking citizens are expected to attend, a translator will be provided.

Availability

The Consolidated Plan, substantial amendments, and performance reports will be available; upon request to the public for viewing at the Town of Cicero Department of Housing, the Town of Cicero's President's Office, The Town of Cicero Community Center and the Cicero Public Library, and digitally on the Town of Cicero's website.

These materials will be available upon request in a form that is accessible for persons with disabilities. Records and information relating to the Town of Cicero's Consolidated Plan and the Town's use of assistance under related programs will be retained for the preceding five years. Citizens, public agencies and other interested parties will be provided viewing access to these records upon written request.

Technical Assistance

Technical assistance will be provided to persons of low and moderate income that request such assistance to develop proposals for funding under any program covered by the Consolidated Plan. The assistance may include the provision of copies of Federal Regulations pertaining to the programs covered by the Consolidated Plan. It may also include consultation to determine if a proposed project is eligible for funding by any of the programs covered by the Consolidated Plan.

Complaints

Written citizen complaints related to the Consolidated Plan, Substantial Amendments and Performance Report will be answered in writing from the Town of Cicero within 15 days of the receipt of the complaint.

Use and Responsibility

The Town of Cicero will follow this Citizen Participation Plan. The requirements for citizen participation do not restrict the responsibility or authority of the Town of Cicero for the development and execution of its Consolidated Plan.

Summary of Citizen Comments

In preparation for the Town of Cicero's Annual Action Plan for Program Year 2022, the Town provided this Annual Action Plan report for viewing at multiple locations throughout the Town. The viewing period of 30-days started on Sunday; June 12, 2022 to Tuesday; July 12, 2022. The locations that the Action Plan was available were:

- Town of Cicero – President's Office – 4949 W Cermak Rd., Cicero, IL 60804
- Town of Cicero – Public Safety Building – 5410 W 34th St., Cicero, IL 60804
- Town of Cicero – Department of Housing – 1634 S Laramie Ave., Cicero, IL 60804
- Town of Cicero - Public Library – 5225 W Cermak Rd., Cicero, IL 60804

Along with these locations, the Annual Action Plan was also available for viewing on the Town of Cicero's website under the Housing Department. **A Public Hearing to accept comments on this report was held on Tuesday; July 12, 2022 at the Town of Cicero Community Center located at 2250 S 49th Ave., Cicero, IL 60804.** Public comments were accepted and submitted to HUD along with the Annual Action Plan.

Institutional Structure

The Town has in place a network of agencies, programs and resources to meet the social service and housing needs of our residents. Any unmet needs will be reviewed and the programs reassessed and addressed on an ongoing basis from year to year.

Social Service Needs

Within the Town of Cicero, social service needs are addressed by town departments such as the Community Mental Health Board, Health Department, Cicero Housing Authority, President's Office for People with Disabilities, and the Cicero Youth Commission.

Other governmental bodies such as the Clyde Park District and West Suburban Special Recreation Association also contributed to servicing the community.

Other governmental agencies that are also involved include: Illinois Planning Council on Developmental Disabilities, Illinois Housing Authority, Illinois Department of Public Health, Illinois Department of Alcohol and Substance Abuse, Illinois Department of Mental Health and Developmental Disabilities, Illinois Department of Public Aid, and the Illinois Department of Aging.

Cicero also has a wide variety of not-for-profit, social service agencies providing a wide-range of services: Berwyn-Cicero Council on Aging, Children's Center of Cicero-Berwyn, the Fillmore Center for Human Services, Oak/Leyden Developmental Services, Inc., Sarah's Inn, WIC, Salvation Army, OARS (Older Adult Rehabilitative Services), Catholic Charities, Boy's Club, Family Service and Mental Health Center of Cicero, Seguin Services, Seguin Retarded Citizens Association, and Pillars Community Services.

Housing Needs

Housing needs are addressed by the following governmental and social service agencies: Cicero Health Department (Emergency Shelter Program), Cicero Housing Authority, Illinois Housing Authority, Illinois Department of Health Care and Family Services, Catholic Charities, Sarah's Inn, Seguin Services, and Seguin Retarded Citizens Association.

Monitoring

The Town of Cicero Department of Housing is the designated lead agency responsible for administering the Community Development Block Grant Program (CDBG) funded by the U.S. Department of Housing and Urban Development (HUD). With its CDBG entitlement grant, the CDBG funds a number of "Subrecipients", particularly agencies that administer public service projects serving Cicero's low-moderate income population. All these agencies receiving CDBG funds are required to sign an agreement detailing all pertinent regulations, certifications, project descriptions, and performance requirements.

Subrecipients of CDBG and ESG funds are required to adhere to the same rules and regulations HUD imposes on entitlement grantees. One way to ensure Subrecipients are in compliance with HUD rules and regulations is through monitoring. All of the Town of Cicero Department of Housing Subrecipients are monitored regularly during the program year with a minimum of two on-site visits. Verbal correspondence and mail correspondence between the subrecipient and the grantee is ongoing and plays a valuable role in ensuring compliance.

The monitoring visits performed by The Town of Cicero Department of Housing addresses the five following components:

- 1. Compliance with Eligible Activities and National Objectives**
 - The Town of Cicero Department of Housing verifies that the Subrecipient has documentation showing that the funded activity is HUD eligible and meets one of the prescribed national objectives.
- 2. Progress against Production Goal as stated in the Written Agreement.**
 - The Town of Cicero Department of Housing reviews the Subrecipients' production goals to determine if they are achieved and on time. If the production goals were not met, The Town of Cicero Department of Housing determines whether the Subrecipient took all reasonable actions and steps to try to meet their production goals on time. The Town of Cicero Department of Housing determines whether or not the subrecipient has the capacity to meet production goals.
- 3. Compliance with CDBG Program Rules and Administrative Requirements.**
 - The Town of Cicero Department of Housing determines if the subrecipient selected households/individuals who were income eligible and if income was verified correctly. The

Town of Cicero Department of Housing determines if requirements for conflict of interest and religious organizations are being met.

4. Timely use of Funds

- The Town of Cicero Department of Housing determines if the subrecipient uses funds in a timely manner, and if there is program income, The Town of Cicero Department of Housing verifies whether it was used before additional funds were requested. If the subrecipient has program income, the Town of Cicero Department of Housing determines if the subrecipient is tracking its receipts and if the funds were expended before requesting CDBG funds from the Town of Cicero Department of Housing.

5. Prevention of Fraud and Abuse of Funds

- The Town of Cicero Department of Housing determines if the Subrecipient's financial management system prevents fraud and mismanagement of funds.

The monitoring visit also includes a review of all financial records associated with the CDBG and ESG grants, income/racial verification procedures, visual audits of items purchased, inventory schedules, salary documentation, labor standards, EEO compliance, fair housing literature, procurement, etc.

The Town of Cicero Department of Housing also conducts site inspections during and after the construction of infrastructure projects, and the rehabilitation and/or lead abatement of residential units. The inspections are carried out to ensure that high quality construction work is performed and completed on time. The Department also performs follow-up audits after it receives single audit reports from Subrecipients. Reports are generated which identify project status, findings, corrective actions, and unused funds. The Town of Cicero Department of Housing also has a delegated "Project Monitor" to monitor all public facility projects to ensure compliance with all federal regulations, including the Davis Bacon Act. The Department also requires a quarterly written status report from all Subrecipients, to assess the overall performance of each program and activity.

Overall, the goals of The Town of Cicero Department of Housing monitoring policy is to ensure that HUD rules and regulations in respect to the CDBG and ESG programs are being met and that those Subrecipients are fulfilling their pledge to achieve the goals in their respective agreements with the Town of Cicero. The Town of Cicero Department of Housing also uses the monitoring process as a way to determine whether or not the goals stated in the one-year Action Plan and five-year Consolidated Plan are being met.

Specific Housing Objectives

The 2020 US Census reported Cicero to have 24,562 housing units and 99% of these were built prior to 1990. Most of these units are single-family dwellings and multiple unit buildings of up to four stories tall. The age of Cicero's housing stock coupled with the fact that many of the occupied housing units are severely overcrowded, has had a negative impact on the safety and livability of these housing units. While the development of new housing would be an ideal goal, the best strategy for the immediate future is to rehabilitate and repair existing housing and bring them up to code.

The need for housing rehabilitation has vastly outgrown the available financial resources. Currently, we are going to accept 40 new applicants per year. On a yearly basis we estimate on doing 40 projects. From the 40 applicants, it is assumed some applicants will not qualify, no longer need the assistance, will not respond to correspondence, or some will not supply the appropriate documentation needed to be approved for the program. As a result we may receive further applications to continue the process with more individuals, so we may reach the 40 projects per year accomplishment.

The Town of Cicero's Housing Rehabilitation Program is designed to preserve our existing housing stock and neighborhoods, while assisting property owners to eliminate all property code violations. The program encourages property owners to take responsibility for home maintenance and develop pride in their homes and neighborhoods. These goals are achieved by providing grants through the Housing Rehabilitation Program, which enables property owners to make improvements to mechanical and structural systems and to correct other code violations.

Action to be taken:

The Department of Housing will use \$550,000.00 of its PY2022 CDBG allocation for the Housing rehabilitation Program to assist low-to moderate income owner/occupants of one and two unit residential properties. These programs include:

1. The Home Repair Program, which has a cap of \$4,999, will provide assistance to correct substandard living conditions, address other health and safety hazards and alleviate deficiencies in the structure such as heating, plumbing, and electrical systems. The Town of Cicero Department of Housing will work throughout the next program year to identify a means to deliver and recycle funds to the Town to assist future homeowners in need.
2. The Emergency Heating Assistance Program is aimed at providing financial assistance to low income homeowners of one (1) and (2) unit residential properties in the form of a grant for the purpose of repairing/replacing a defective heating unit which requires immediate action to restore heat for the occupants of the structure. This assistance is provided between October 1st and March 31st. In this time period, approximately 10 residents will be assisted.
3. The Emergency Access Grant for People with Disabilities Program will assist low-moderate income disabled individuals with access to their property in a form of an exterior wheelchair lift, interior chairlift, and or handicap accessibility to eliminate physical barriers which inhibit the use of the dwelling unit by a person with disabilities. The Emergency Access Grant for People with Disabilities Program has been a program in need for the past few years since more individuals need the assistance. During the program year it is anticipated that 4 accessibility projects will be performed.
4. The Home Improvement Program (HIP) will be used to revitalize and upgrade neighborhoods and make them into decent, safe and sanitary living conditions. The HIP will provide assistance to correct substandard living conditions, address health and safety hazards, and alleviate deficiencies in the structure, heating equipment, plumbing and electrical systems. The HIP may be used for: improvements to bring the property up to code, energy conservation improvements, code violations, incipient code violations, weatherization items (including storm windows and doors, weather stripping & insulation), non-code violation items that are considered standard in nature i.e., medium grade cabinets, tile, fixtures etc., as based industry standards, and Lead hazard evaluation and reduction activities.
5. The purpose of the Weatherization Energy Efficiency Program (WEE) is to correct substandard living conditions, address health or safety hazards, and alleviate deficiencies in the structure, heating equipment; plumbing, electrical and sewage systems (flood control). Through the

Weatherization and Energy Efficiency Program homeowner occupants can apply for flood control assistance, which will help reduce basement backups and property loss. Improve public health protection from mold, bring homes up to code with overhead plumbing, reduce volumes of inflow/infiltration, and improve property value and potentially reduce the likelihood/impacts of future flooding.

Lead-based Paint

The Town of Cicero, as with all older communities, contains a large number of dwelling units containing lead based paint. Of these, 22,957 or 93.3% were built prior to 1970; and thus presumed that these dwellings all have lead based paint to some extent. The Town of Cicero Department of Housing has performed lead based paint testing on Home Repair Projects where lead paint may be disturbed. It is anticipated that the Town of Cicero will perform at least 10 lead-based projects to clear any lead-based paint that may have been disturbed during construction.

Action to be taken:

The Town of Cicero has a three-prong attack on the lead hazard problem:

- 1) Continue implementing an education program that provides information on what lead poisoning is, how lead affects children, the importance of screening and methods that individuals may undertake on their own for reducing lead hazards and advising on the effects of good nutrition.
- 2) Before a building containing residential units is sold, it must be brought up to code and all lead hazards abated. The Town of Cicero using both CDBG funds and TIF funds is looking at implementing a program making deferred payment loans, which are to be repaid when the property is sold. If such a program is deemed feasible, it will be implemented in the next program year's Action Plan. This should result in little or no financial hardship for the homeowner. The Town of Cicero will have first lien on the property. This will return funds to the Town of Cicero, which it can recycle to assist other homeowners in need.
- 3) The Town of Cicero will continue to provide CDBG funding necessary to implement a program to identify and abate the sources of lead-based paint. With the implementation of the Lead-Based Paint Hazard Reduction regulation under 24 CFR 35 the Town has included Lead- Based Paint Hazard Reduction activities in all its rehabilitation programs. These activities include paint testing, safe work practices, occupant protection, education and clearance testing before re-occupancy.

Needs of Public Housing

The Cicero Housing Authority was established for the purpose of operating and maintaining housing for low-income households. The Federal Government sets the Housing Authority's Program Guidelines. The Housing Authority is funded for 232 units of Section 8 housing. Pursuant to these programs, property owners participating in the programs are allowed to charge fair market rents. Those rents as currently applied, are:

- Efficiency\$ 870
- One - Bedroom\$ 950
- Two - Bedroom\$ 1,100
- Three - Bedroom.....\$ 1,390
- Four - Bedroom\$ 1,660

Participants in the program pay a designated sum pursuant to the terms of the Act and Department of Housing and Urban Development pays the balance. All of the eligible units are filled, and there are currently about 80 households on the waiting list. The Cicero Housing Authority currently serves 196 families, including 20 port-ins.

The Cicero Housing Authority has needs in excess of the vouchers available and estimates that it could use at least an additional 250 vouchers in order to meet the needs of those on the waiting list and others. Within the Town of Cicero, there is no publicly owned housing. No public housing units expected to be demolished. Units utilized within the Section 8 program meet all requirements of this program with regard to the physical conditions of the units. The Town of Cicero and the Cicero Housing Authority have common goals, policies, and strategies to increase the supply of decent, safe, and affordable housing; to decrease the number of people living in poverty; to improve declining neighborhoods; to target the same income categories for assistance; to Re-concentrate low-income families on Section 8; to affirmatively further fair housing goals and analyze the impediments to fair housing; to promote home ownership; and to meet public participation requirements as set forth by HUD. The mission of the Cicero Housing Authority and the Town of Cicero in this Plan is to promote adequate and affordable housing, economic development, and a suitable living environment that is free from discrimination.

The Cicero Housing Authority objectives are:

- To increase the supply of Section 8 vouchers, by applying for more vouchers from HUD
- To improve the quality of assisted housing
- To improve the quality of management and customer service
- To increase housing choices by encouraging more landlords to participate
- To promote self-sufficiency by providing more information on social service agencies, and
- To ensure equal opportunity and affirmatively further fair housing by undertaking measures to ensure access for all.

Currently, the Cicero Housing Authority has made significant progress in an attempt to better meet the needs of residents participating and seeking assistance through the Housing Choice Voucher Program. The Cicero Housing Authority has begun various initiatives, which are intended to exemplify the mission statement established at the inception of the Housing Choice Voucher Program (HCV):

The Cicero Housing Authority's mission is to provide safe, decent and sanitary housing conditions for very low-income families and to manage resources efficiently. The Cicero Housing Authority will promote personal, economic and social upward mobility to provide families the opportunity to make the transition from subsidized to non-subsidized housing.

The Cicero Housing Authority continues to explore the possibility of acquiring the Housing Choice Voucher Homeownership Program, as well as, the Family Self-Sufficiency Program. Although participating and acquiring both of these programs is preliminary, the Cicero Housing Authority's objective is two-tiered:

1. To identify household participants that may be capable and willing to transition into non-subsidized housing, while creating and executing a plan of full self-sufficiency.
2. To provide residents the opportunity of realizing the "American Dream" of homeownership.

Barriers to Affordable Housing

Additions to the cost or increases to the regulations upon housing, adds to the expense of purchasing or owning housing. To acquire property whether for rent or for direct occupancy, every person must have a minimum down payment and income sufficient to meet lending institutions loan guidelines. Given the paperwork involved in documenting a loan and obtaining title, the process is generally complex enough to require a purchaser to obtain an attorney to aid in the closing of the loan and the purchase, which only adds to the cost.

Generally a purchaser will require title insurance, a survey, a termite inspection, and in The Town of Cicero, a Town Compliance Certificate is required, in order to purchase and/or sell a property. All these costs can be considered to be subsumed within the purchase price. Once a property is purchased or rented, insurance, taxes, and utilities must be paid and the housing must be maintained, all of which present some level of a barrier to affordable housing.

The Town of Cicero requires an inspection of the property of all homes, prior to the sale, to determine code compliance. This process is done at a minimal expense to offset the cost of the inspection. The properties not “up to code” are cited with a list of code violations, which must be corrected in order to obtain a Certificate of Compliance. The Town of Cicero believes that the minimal cost is outweighed by the benefits of providing safe and sanitary housing that meets minimum codes. The Town of Cicero has adopted the 2009 International Building Code.

All code requirements add to the cost of producing and maintaining homes, but costs are outweighed by the benefits of safe, sanitary housing. Building codes are necessary to ensure some standard and average livability. An example of one of these codes, which is deemed to be essential, is the requirement that every dwelling unit have two (2) safe, unobstructed exits, and the requirement of having smoke and carbon monoxide detectors.

Likewise, property taxes add to housing costs. In the Town of Cicero, all property is assessed by the Cook County Assessor’s Office and the assessed value of the property is multiplied by the sum of the tax rates for all taxing bodies having authority within the corporate limits of The Town of Cicero, to arrive at the annual tax bill. As property values increase, taxes may increase even if the rates do not change. The Town of Cicero has adopted a program of minimizing its tax rate increase at no more than five (5%) percent over the previous year’s rate. Commercial and industrial property is taxed at a higher rate than residential and commerce and industry; in effect subsidizing home ownership.

The Town of Cicero also maintains a Zoning Ordinance dividing the Town into eight districts, five of which permit residential uses. Within the residential districts are provisions between single family and multiple family uses. One of the purposes of a Zoning Ordinance is to protect residential uses from commercial and industrial encroachment and to preserve the sanctity of housing districts. The Town of Cicero’s building permit process is simplified and user friendly, and permits are issued at a minimal cost designed to offset the cost of the regulatory process. The Zoning Ordinance is strictly enforced and attempts to intensify the use of residential property are rarely permitted. However, the application process used is simple and the required hearings are promptly scheduled. The Town has struggled to maintain itself as a desirable place to live and believes that all of its codes are necessary in order to further that desire.

The Town conducted a recent Affirmatively Furthering Fair Housing (AFFH) report and at its conclusion of this process, the Town of Cicero Department of Housing did identify potential impediments to Fair Housing Choice. The complete Analysis of Impediments to Fair Housing is on file, and available for review at the Town of Cicero Department of Housing. The impediments to Fair Housing Choice and the suggested recommendations are:

Impediments to Fair Housing identified through this Analysis are:

- Lack of employee training regarding Fair Housing Laws, and discriminatory practices.
- Lack of Knowledge regarding Fair Housing Laws and Protective Classes.
- Lack of local government/community service agency participation in community outreach

- regarding/education regarding to Fair Housing.
- Language barriers and information asymmetry an impediment to fair housing.

The Town of Cicero Department of Housing recommends:

- The Town of Cicero Employees should complete Fair Housing Training, to ensure all employees are aware of Fair Housing and Discrimination Laws.
- The Town should sponsor workshops and events on Fair Housing, tailored to renters, purchasers, landlords, local government, and social service workers.
- The Town of Cicero should conduct informative seminars with private business, non-profit agencies, and the public to affirmatively further Fair Housing.
- The Town of Cicero should publish information regarding protective classes, and fair housing laws in their monthly Town News Letter.
- The Town of Cicero needs to ensure that bilingual materials, services, and outreach are available to communities across the state. The Town of Cicero agrees with both their identification of the impediments, and their recommendation.
- The Town of Cicero should have a Certified Fair Housing Investigator; this certification can be received from the National Fair Housing Training Academy.

Impediments to Decent Affordable Housing identified through this analysis are:

- The demand for housing is high in Cicero, but the amount of decent, affordable housing units is not keeping pace with demand.
- The age of Cicero's current housing stock places a greater burden on upkeep and maintenance, thus raising the price of decent housing, and also adding to financial burden from issuance of tickets/violations.
- The Foreclosure crisis may have forced families to “double-up” in homes/apartments.
- Illegal Apartments located in the Town, are impediments to safe, affordable housing.
- Cost-Burden in homeownership is rising in the Town of Cicero.
- Local infrastructure (Streets/Alleys/Sewer) is deteriorating, and with high cost-burden, need to be invested in.
- Town policy of requiring licensed/bonded contractors for most work that can be done by a handy homeowner adds to the cost of maintaining a home in Cicero.

The Town of Cicero Department of Housing recommends:

- The Town needs to perform outreach to educate the public on the safety issues related to illegal apartments.
- The Town needs to strictly enforce zoning and building codes, to ensure illegal apartments are identified and remediated accordingly.
- The Town should expand CDBG Housing Rehabilitation Program to include a program for homeowners to correct violations that they receive from the Town of Cicero’s Building Department.
- The Town should investigate the possibility of offering a reimbursement incentive through the CDBG Housing Rehabilitation Program to offer incentives for homeowners to make improvements to their properties.
- Investigate the possibility of offering an incentive program to install energy efficient appliances/windows, insulation, and etcetera in properties.
- Continue, or expand the “Keep Cicero CLEAN” event.
- Increase investments in Town Road and Alley pavement projects, to maintain the safety and livability of

our neighborhoods.

- The Town of Cicero should explore additional funding sources, or internally subsidize/offer incentives for a developer to build on all “Town-Owned” property zoned for residential purposes, with a clause that these units be made “affordable”, and made available to current Town of Cicero Residents to attempt to alleviate the population density.
- The Town of Cicero through the Comprehensive Plan, should determine community goals and aspirations in terms of community development. This Comprehensive Plan will dictate public policy in terms of transportation, utilities, land use, recreation, infrastructure and housing, and be a cooperative process between local government, the private sector, and the general public.
- The Town of Cicero needs to perform a land-use assessment/needs assessment, to determine creative ways to alleviate the overcrowding issue in regards to people-per-unit, illegal basement apartments, parking congestion, traffic congestion, school congestion, etc...
- The Town Board should work collaboratively with the Building Department to ensure internal policies do not add to the cost burden currently facing the residents of Cicero.

HOME/ American Dream Down payment Initiative

As a member of the Cook County HOME Consortium, the Town of Cicero is entitled to receive HOME dollars from Cook County as a subrecipient. HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. Each year it allocates approximately \$2 billion among the states and hundreds of localities nationwide. The program was designed to reinforce several important values and principles of community development:

- HOME's flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities.
- HOME's emphasis on consolidated planning expands and strengthens partnerships among all levels of government and the private sector in the development of affordable housing.
- HOME's technical assistance activities and set-aside for qualified community-based nonprofit housing groups builds the capacity of these partners.
- HOME's requirement that participating jurisdictions (Participating Jurisdictions) match 25 cents of every dollar in program funds mobilizes community resources in support of affordable housing.

HOME funds are awarded annually as formula grants to participating jurisdictions. HUD establishes HOME investment trust funds for each grantee, providing a line of credit that the jurisdiction may draw upon as needed. The program's flexibility allows states and local governments to use HOME funds for grants, direct loans, loan guarantees or other forms of credit enhancement, or rental assistance or security deposits.

Eligible Activities

Participating jurisdictions may choose among a broad range of eligible activities, using home funds to provide home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers; build or rehabilitate housing for rent or ownership; or for "other reasonable and necessary expenses related to the development of non-luxury housing," including site acquisition or improvement, demolition of dilapidated housing to make way for home-assisted development, and payment of relocation expenses. Participating Jurisdictions may use home funds to provide tenant-based rental assistance contracts of up to 2 years if such activity is consistent with their Consolidated Plan and justified under local market conditions. This assistance may be renewed and up to 10 percent of the Participating Jurisdictions annual allocation may be used for program planning and administration.

Rental Limitations

Home-assisted rental housing must comply with certain rent limitations. Home rent limits are published each year by HUD. The program also establishes maximum per unit subsidy limits and maximum purchase-price limits.

Special Conditions

Some special conditions apply to the use of HOME funds. Participating Jurisdictions must match every dollar of HOME funds used (except for administrative costs) with 25 cents from nonfederal sources, which may include donated materials or labor, the value of donated property, proceeds from bond financing, and other resources. The match requirement may be reduced if the Participating Jurisdiction is distressed or has suffered a presidentially declared disaster. In addition, participating jurisdictions must reserve at least 15 percent of their allocations to fund housing to be owned, developed, or sponsored by experienced, community-driven nonprofit groups designated as Community Housing Development Organizations (CHDOs). Participating jurisdictions must ensure that HOME-funded housing units remain affordable in the long term (20 years for new construction of rental housing; 5-15 years for construction of HOME ownership housing and housing rehabilitation, depending on the amount of HOME subsidy). Participating jurisdictions have two years to commit funds (including reserving funds for CHDOs) and five years to spend funds.

As of today, no applications for funding have been approved by Cook County. The Town of Cicero will continue to investigate ways to secure needed HOME funding.

Neighborhood Stabilization Program (NSP)

The Town of Cicero Department of Housing is in the close out stage of its NSP1 grant. Outcomes of NSP1 will be reported in the Town of Cicero's 2021 CAPER. The Town of Cicero has met 100% of the obligation.

Program Summary

Previously the Town of Cicero's NSP Program was established to assist low to middle income homebuyers with the purchase of a Town-Owned NSP Redeveloped home, while attempting to stabilize the Town during the foreclosure crisis throughout the country. The program also attempted to draw interest in home-ownership, and to sustain property values. The Town of Cicero Department of Housing administers the program.

In addition, to maximize the effectiveness of the NSP Program as a vehicle for enhancing affordability, borrowers pay no current principal or interest on the second mortgage for as long as they own their home. A mortgage in which payment is deferred is also known as a "silent second" mortgage. There is no interest calculated on the amount borrowed.

Loan principal is due and payable upon a variety of conditions or circumstances, the most common one being the sale or transfer of the home.

The Town of Cicero left a subsidy in the property purchased to ensure the new homes were affordable to the homebuyer. The Town of Cicero Department of Housing staff will calculate the specific amount of the subsidy at the time of offer acceptance.

Example 1: A Pre-Approved Applicant makes an offer of \$175,000.00 on a Town-Owned NSP Redevelopment Property. The Town of Cicero calculates that a 20% subsidy will ensure affordability in the property. At closing, the applicant will sign a "silent second" mortgage with the Town for \$35,000.00 which will be secured by a lien. The new homeowner will only be required to make monthly mortgage payments for the remaining balance of \$140,000.00

Housing purchased with NSP funds under this program must remain the principal place of residence of the borrower for a minimum period of time as defined by the amount of NSP funds invested and as shown below:

NSP Funds Invested Minimum Period of Affordability

New Construction: 20 years

- Year 5 – 25%
- Year 10 – 25%
- Year 15 – 25%
- Year 20 – 25%

Rehabilitated Property: 10 years

- Year 6 – 20%
- Year 7 – 20%
- Year 8 – 20%
- Year 9 – 20%
- Year 10 – 20%

Failure of the borrower to occupy the NSP-assisted unit as his or her principal place of residence for the applicable period shall cause the NSP loan to become immediately due and payable.

As of this Annual Action Plan process, 12 homeowners who purchased NSP homes have completed their time in the program and their liens have been released. Three (3) homeowners unfortunately lost their homes and one homeowner is currently in the Period of Affordability of the program. The Town has also sold a vacant lot that was purchased using NSP funds.

Eligible Property

Only Town-Owned NSP-Acquired and Redeveloped properties listed for sale are eligible for Redevelopment Program Subsidies.

Estimated Number of Units

Over the course of the NSP grant, the Town of Cicero Department of Housing demolished six (6) properties targeted as slum and blight by the Town of Cicero Building Department.

Specific Homeless Prevention Elements

The Town of Cicero is part of Cook County HOME Consortium. Therefore, in preparing Cicero's 5 Year Consolidated Plan all issues relating to housing are subsumed by Cook County's 5 Year Consolidated Plan, which run concurrent with Cicero's - October 1, 2020 through September 30, 2024. Cook County has prepared the County's Plan on behalf of, and with the assistance of, non-entitlement municipalities and the entitlement communities of Cicero and Berwyn. These jurisdictions make up the Cook County Consortium. Cook County is the official grantee, which receives the federal CDBG, HOME, and ESG funds from HUD on behalf of the Cook County Consortium. Cook County is responsible for the overall administration, planning, monitoring and reporting requirements for these programs. The following is information received on behalf of the Alliance to End Homelessness in Suburban Cook County for this year's Annual Action Plan:

Homelessness

One major responsibility of any locality is to ensure the health, welfare and safety of its residents. Planning is essential to coordinate the use of all available resources to aid in the eradication of homelessness in Suburban Cook County. A Homeless person is a person who lacks a fixed, regular, and adequate nighttime residence. To

be considered or qualify as a Homeless person, an individual or family must be 1) Literally homeless; 2) At imminent risk of homelessness; 3) Homeless under other federal statutes; and 4) Fleeing/attempting to flee domestic violence. There are limited emergency shelters, transitional housing facilities, safe havens and permanent supportive housing units in suburban Cook County to help aid homeless persons.

The primary purpose for an Emergency Shelter is to provide temporary shelter for a homeless person or family/household. Transitional Housing programs provide people experiencing homelessness a place to stay combined with supportive services for up to 24 months. Permanent Supportive Housing (PSH) provides housing (project and tenant based) and supportive services on a long term basis to formerly homeless people. HUD McKinney Vento funded programs require that the clients have a disability for program eligibility, and therefore, the majority of homeless persons in PSH have disabilities.

The most recent Point in time or PIT Survey for the Homeless population taken in Suburban Cook County was conducted on January 27, 2021. A total of 1,044 homeless persons were counted on that date. This is 198 more than last count's total of 846. From the 1,044 total homeless persons, almost all were housed in emergency shelters, transitional shelters, permanent supportive housing, or safe havens. 230 homeless persons were recorded as 'chronically homeless'. Any homeless persons with disabilities are housed in PSH.

According to the PIT Survey, a total of 39 homeless persons are Veterans. Of those 39 veterans, 27 were male and 4 were female. 4 Veteran households were counted with at least one adult and one child. There are 238 homeless persons reported to have a serious mental illness, and 101 are reported to have suffered or suffer from substance use disorder. There are 11 adult homeless persons reported to have HIV/AIDS, and 133 adult homeless persons are reported to be survivors of domestic violence.

The Continuum of Care's Survey Research Process

92% of the data for the homeless count is taken from the point in time homeless count or PIT Count, and 8% is taken from shelter surveys. The PIT Homeless Count, which includes both sheltered and unsheltered homeless populations, is taken on one (1) single night during the last week of January and is conducted biennially. The process is mandated by HUD and is used as a data source in the Annual Homeless Assessment Report to Congress. The PIT count for Suburban Cook County was taken on January 27, 2021.

Sheltered Homeless Count

The Continuum of Care has identified an inventory of homeless housing providers that are made up of emergency shelters, transitional shelters, safe havens, permanent supporting housing, rapid re-housing, and other permanent housing. For this report, only the data from transitional housing, emergency shelters and permanent supporting housing taken from the PIT Count, was used.

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The following table represents a brief summary of the Emergency Shelter system site name, location, bed capacities, and persons housed on the date of the Cook county Continuum of Care PIT Survey.

EMERGENCY SHELTER PROGRAMS						
ES Program Provider Name	CoC Region (CBSA)	Beds for Households W/Children	Units for Households W/Children	Beds for Households W/O Children	Total Year-Round Beds	Point-in-Time Homeless Count
Aunt Martha's Youth Services	South	2	1	10	12	12
B.E.D.S. Plus Care, Inc.	West	0	0	0	177	177
Bethel Family Resource Center	South	52	12	12	64	64
Catholic Charities	All				17	17
Connections for the Homeless	North	7	1		7	7
Connections for the Homeless	North	23	6	55	78	78
Connections for the Homeless	North	0	0	2	2	1
Crisis Center for South Suburbia	South	25	1	10	35	32
Family Promise North Shore	North	14	4		14	4
Featherfist	All	0		0	1	1
Housing Forward/PADS	West	0	0	0	20	10
Housing Forward	West	6	2	4	10	0
Housing Forward	West	18	6	37	55	52
Housing Forward	West	0		18	18	12
Housing Forward	West	0		4	4	4
Interfaith Action of Evanston	North				20	18
Journeys/The Road Home	North				122	122
Pillars Community Health	West	16	4	2	18	7
Respond Now	South	16	2	47	63	63
South Suburban PADS	South	0	0	0	100	74
The Harbour Inc.	North	0	0	5	10	1
Volunteers of America of Illinois	All			0	1	1
Way Back Inn	West			6	6	1
Wings Program Inc.	North	30	10	5	35	31
YMCA Evanston/North Shore	North	24	8	8	32	4

The following table represents a brief summary of the Transitional Housing programs site name, location, bed capacities, and persons housed on the date of the Cook county Continuum of Care Point PIT Survey.

TRANSITIONAL HOUSING SHELTER PROGRAMS						
TH Program Provider Name	CoC Region (CBSA)	Beds for Households W/Children	Units for Households W/Children	Beds for Households W/O Children	Total Year-Round Beds	Point-in-Time Homeless Count
Aunt Martha's Youth Services	South	0	0	4	4	0
Aunt Martha's Youth Services	South			8	8	1
Aunt Martha's Youth Services	South	0		12	12	3
B.E.D.S. Plus Care, Inc.	West	14	4		14	6
Catholic Charities	North	18	5	0	18	18
CEDA Bloom Rich	West			6	6	2
Connections for the Homeless	North			6	6	6
Connections for the Homeless	North			2	2	1
Connections for the Homeless	North			4	4	3
Connections for the Homeless	North	0	0	5	5	3
Crisis Center for South Suburbia	South	45	17	9	54	50
Heartland Alliance Health	West	0	0	4	4	4
Housing Forward	West	4	2	6	10	4
Northwest Compass, Inc.	North	15	5	3	18	18
Northwest Compass, Inc.	North	0	0	12	12	10
South Suburban Family Shelter	South	29	10		29	29
The Harbour Inc.	North	16	8		16	10
The Harbour Inc.	North			9	9	9
The Harbour Inc.	North			6	6	2
WINGS Program Inc.	North	2	1		2	2
WINGS Program Inc.	North	4	2	0	4	4
WINGS Program Inc.	North	47	19	0	47	47

The following table represents a brief summary of the Permanent Supportive Housing programs site locations, bed capacities, and persons housed on the date of the Cook county Continuum of Care Point Prevalence Survey.

PERMANENT SUPPORTIVE HOUSING PROGRAMS						
PSH Program Provider Name	CoC Region (CBSA)	Beds for Households W/Children	Units for Households W/Children	Beds for Households W/O Children	Total Year-Round Beds	Point-in-Time Homeless Count
B.E.D.S Plus Care, Inc.	West			20	20	16
Catholic Charities	North			19	19	18
Catholic Charities	North	25	7	4	29	29
Connections for the Homeless	North	64	17	6	70	70
Connections for the Homeless	North	2	1	33	35	35
Heartland Alliance Health	West	14	4	12	26	26
Housing Authority of Cook County	ALL	242	60	552	794	637
Housing Forward	West	30	6	70	100	81
Housing Forward	West	31	7	70	101	101
Housing Forward	West	15	5	70	85	83
Housing Opportunity Dev. Corp.	North			7	7	7
IBHP Housing Options	North			10	10	7
IBHP Housing Options	North			26	26	24
Interdependant Living Solutions Center	South			10	10	4
Northwest Compass, Inc.	North	0	0	12	12	12
Respond Now	South			12	12	12
South Suburban PADS	South			16	16	14
South Suburban PADS	South	14	4	4	18	13
South Suburban PADS	South	4	2	26	30	23
Thresholds Inc.	North	8	2		8	8
Thresholds Inc.	North			34	34	33
Together We Cope	South	18	5		18	16
WINGS Program Inc.	North	22	8	0	22	22
YWCA Evanston/North Shore	North	16	7	9	25	23

Homeless Demographic Data and Subpopulations

The Cook County's Continuum of Care homeless Count taken on January 27, 2021, produced some of the most accurate data to date. This is primarily due thanks to participation of community partners and a more focused methodology of the Count Coordinators. As previously stated, 92% of the data for the Homeless Count is taken from the point in time homeless count (PIT), and 8% is taken from Shelter Surveys. The PIT Count includes the data from both sheltered and unsheltered persons. A total of 1,044 Homeless persons were counted, and from the 1,044 homeless persons, all were sheltered. A total of 39 homeless persons were veterans. There were 238 adult homeless persons reported to have a Serious Mental Illness and 101 adult homeless persons have suffered or suffer from Substance Use Disorder, which is also known as Drug Use Disorder. This means that the homeless person is suffering from a medical condition in which the use of 1 or more substances leads to a clinically significant impairment or distress. Also, a total of 11 adult homeless persons were reported to have HIV/AIDS, and 133 adult homeless persons were Survivors of Domestic Violence.

Out of the 1,044 homeless persons counted, there were 516 that were considered households or families with at least 1 child. The number of children under the age of 18 was reported at 317. A total of 46 persons were between the ages of 18 and 24 years, and 153 homeless persons were over the age of 24 years. There is a total of 66 unaccompanied youth. According to the PIT Count, a total of 495 homeless persons were female and 546 were male. Only 2 persons identified as transgender and 1 was considered gender non-conforming.

It is estimated that the total number counted is less than actual number of homeless persons out there in the streets. This could be due to the unique characteristics of Suburban Cook County. Suburban Cook County is made up of vast urban, residential and rural areas. Some undeveloped areas such as forest preserve become "Camp grounds" of sorts for homeless persons and could create a very dangerous atmosphere for count volunteers without the escort of law enforcement.

The McKinney-Vento homeless Assistance Program refers to a set of federal programs that were created by the McKinney-Vento Homeless Assistance Act. Those programs administered by HUD are The Emergency Solutions Grant or ESG and the Continuum of Care or CoC. The McKinney-Vento programs provide outreach, shelter, transitional housing, supportive services, short- and medium-term rent subsidies, and permanent housing for people experiencing homelessness and in some cases for people at risk of homelessness. Funding is distributed by formula to jurisdictions for the Emergency Solutions Grants (ESG) program, and competitively for the Continuum of Care (CoC) process. HUD requires that the clients have a disability for McKinney-Vento funded programs in order to be eligible, so the majority of homeless persons in Permanent Supportive Housing have disabilities.

The following chart shows the organizations and their projects that may or may not receive McKinney-Vento Homeless Assistance and the PIT Count of beds that are available year round in each:

Organization	Project Name	McKinney-Vento	Beds Year Round
Aunt Martha's Youth Services	On your own Emergency Shelter	Yes	12
Aunt Martha's Youth Services	Homeless Youth Program	No	4
Aunt Martha's Youth Services	Independent Place	Yes	8
Aunt Martha's Youth Services	TH YHDP Joint Project	Yes	12
B.E.D.S. Plus Care, Inc.	Emergency Overnight	Yes	177
B.E.D.S. Plus Care, Inc.	LATH	No	14
B.E.D.S Plus Care, Inc.	Ogden Avenue Supportive Housing	No	20
Bethel Family Resource Center	G.R.I.P.P: Grooming Races in Poverty Places	Yes	64
Catholic Charities	New Hope Apartments-First Stage	No	18

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Catholic Charities	NorthWest PSH Partnership	Yes	19
Catholic Charities	NHA-Family PSH	Yes	29
Catholic Charities	SSVF EHA	No	17
CEDA Bloom Rich	South Suburban Housing Initiative	Yes	6
Connections for the Homeless	Family Bridge Housing	No	7
Connections for the Homeless	Hotel Emergency Shelter	No	78
Connections for the Homeless	Family Supportive Housing	Yes	70
Connections for the Homeless	PSH Individuals Evanston	Yes	35
Connections for the Homeless	Our House	No	2
Connections for the Homeless	Bridges to Home	No	6
Connections for the Homeless	Our House RHY TLP	No	4
Connections for the Homeless	TH YHDP Connections Youth	Yes	5
Crisis Center for South Suburbia	Crisis Center for South Suburbia- TH	No	54
Crisis Center for South Suburbia	Emergency Shelter	Yes	35
Family Promise North Shore	Family Shelter	No	14
Faeatherfist	SSVF EHA	No	1
Heartland Alliance Health	HAH Shelter Plus Care	Yes	26
Heartland Alliance Health	Transitional Scattered Sites	No	4
Housing Authority of Cook County	VASH Vouchers	No	794
Housing Forward	PADS	Yes	20
Housing Forward	Sojourner House	No	10
Housing Forward	24/7 Emergency Shelter	Yes	55
Housing Forward	CCH Medical Respite	Yes	18
Housing Forward	Sojourner Medical Respite	No	4
Housing Forward	TH YHDP Bridge for Youth	Yes	10
Housing Forward	Open Door Housing	Yes	100
Housing Forward	WCHIP Plus	Yes	101
Housing Forward	WIN Plus	Yes	85
Housing Opportunity Dev. Corp.	Claridge Apartments	No	7
IBHP Housing Options	Claire/Ganey Houses	Yes	10
IBHP Housing Options	Pathways	Yes	26
Interfaith Action of Evanston	Emergency Shelter	No	20
Interdependant Living Solutions Center	Genesis Place	Yes	10
Journeys/The Road Home	Emergency Shelter (Seasonal)	Yes	122
Northwest Compass, Inc.	Community Family Homes Initiative I	Yes	18
Northwest Compass, Inc.	Community Family Homes Initiative IV	Yes	12

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Northwest Compass, Inc.	TH YDHP NW Project	Yes	12
Pillars Community Health	Constance Morris House	Yes	18
South Suburban Family Shelter	The Sanctuary	Yes	29
Respond Now	Motel Vouchers	Yes	63
Respond Now	Responding with Care	Yes	12
South Suburban PADS	PADS	Yes	100
South Suburban PADS	CCH Wellness Center	Yes	16
South Suburban PADS	NSP	No	18
South Suburban PADS	Southland Supporting Housing	Yes	30
The Harbour Inc.	Safe Harbour Emergency Shelter	Yes	10
The Harbour Inc.	STEP	No	16
The Harbour Inc.	Youth In Transition	No	9
The Harbour Inc.	Youth In Transition Phase 2	No	6
Thresholds Inc.	Esperanza	Yes	34
Thresholds Inc.	Family Project (fka PHHH)	No	8
Together We Cope	Families First PSH	Yes	18
Volunteers of America of Illinois	SSVF EHA	No	1
Way Back Inn	HCHV/CERS Homeless Veterans Housing	No	6
Wings Program Inc.	Safe House	Yes	35
WINGS Program Inc.	Can-Dota Apartments-LCMM	No	2
WINGS Program Inc.	McCabe House Shared Living	No	4
WINGS Program Inc.	Transitional Housing	Yes	47
WINGS Program Inc.	Permanent Housing Program	Yes	22
YMCA Evanston/North Shore	YMCA Domestic Violence Services Emergency Shelter	Yes	32
YMCA Evanston/North Shore	Permanent Supportive Housing	No	25

Emergency Solutions Grants (ESG)

During this program year, the Town of Cicero will be receiving an Emergency Solutions Grant (ESG) in the amount of \$148,354, from the U.S. Department of Housing and Urban Development (HUD). The Town currently has the PY 2021 ESG grant available to fund as well in the amount of \$145,250. In preparation for this Annual Action Plan, the Town accepted applications for both ESG Program Year grants. These grants will be used to address the needs for homeless prevention in the Town of Cicero. Homelessness is an area of focus for the Town of Cicero. The Alliance to End Homelessness in Suburban Cook County (the Alliance) is the nonprofit organization responsible for planning and coordinating homeless services and housing options in suburban Cook County and leads the local Continuum of Care (CoC). The Alliance, as the CoC, coordinates annual funding applications for and distribution of HUD Shelter Plus Care and Supportive Housing Program dollars to address the needs of homeless persons, and those at risk of homelessness throughout suburban Cook County. The Alliance recently completed a strategic plan, providing a comprehensive look at homeless trends in suburban Cook County. The Alliance found that while homelessness is predominantly an issue afflicting single-individuals, a growing share of the homeless population is in families. More than 1/5 of those who are homeless suffer from Serious Mental Illness and about 12% struggle with Substance Use Disorder. If all people in suburban Cook County who are residing in “doubled-up” living situations (e.g., living with relatives or friends typically temporarily) were considered homeless, the number of homeless would be far higher.

The Alliance’s plan emphasizes the role that structural factors such as housing costs and employment opportunities play a role in homelessness trends. Nearly 13% of the known homeless population in suburban Cook County is considered chronically homeless, meaning he or she has been homeless for an extended period of time or has cycled in and out of homelessness repeatedly. Over 11% are veterans, and over 10% are leaving domestic violence situations. A substantial share has a disability, such as substance use (17%) or a mental illness (21%). When the most vulnerable people experiencing homelessness in the county were surveyed, nearly ½ reported having spent time in a jail or prison in the past.

Since the inception of the Alliance, the supply of permanent supportive housing has quadrupled, while chronic homelessness has decreased by almost ⅔. These trends can be attributed to a number of factors, including the success of the national 100,000 Homes Campaign and stimulus funding for homeless prevention and rapid re-housing. As a result, one of the Alliance’s main goals is ending chronic homelessness in suburban Cook.

The Cook County Consortium and the Alliance have an existing strong partnership related to homeless programming, funding, and special initiatives. During the development of this plan, the Town of Cicero consulted with the Alliance as well as homeless, formerly homeless and homeless agencies to determine the needs of homeless persons or persons at risk of homelessness. This consultation and coordination will continue throughout the implementation of this grant for this program year.

Homeless Strategy

The Town of Cicero will work closely with the suburban Cook Continuum of Care (CoC) and its lead agency, the Alliance to End Homelessness in Suburban Cook County (the Alliance), to align our use of ESG with the CoC’s efforts. The Town of Cicero collaborates with the Alliance to set targets for the use of ESG funding by ESG component. The Town also emphasizes the outcome-focused performance standards that have been developed in consultation with the CoC during our annual ESG application process and as we monitor Subrecipients throughout each program year.

The Town also held two (2) focus group meetings at the Town of Cicero Library to accept feedback from current homeless, formerly homeless and homeless agencies as to the best way to target ESG funding for the homeless community in Cicero. **Information regarding these two meetings can be found under Exhibit 11.**

The following are the budgets and Subrecipients the Town of Cicero will fund using the PY 2021 and PY 2022 ESG grants:

PY 2021 ESG Funding	
Grant Amount	\$145,250.00
Town of Cicero Admin	\$2,000.00
Housing Forward	\$73,250.00
Bed's Plus	\$70,000.00
Total Funded	\$145,250.00

PY 2022 ESG Funding	
Grant Amount	\$148,354.00
Town of Cicero Admin	\$2,354.00
Housing Forward	\$50,000.00
Bed's Plus	\$50,000.00
CEDA	\$46,000.00
Total Funded	\$148,354.00

- 1) Street Outreach is directed toward finding people experiencing homelessness who might not use shelter or services. It includes building relationships, checking on and monitoring clients' welfare, assessing vulnerability, linking to services, and providing follow-up case management to ensure successful linkage to services. Outreach is a critical first step in connecting chronically homeless people with the services they need and reducing the length of time they spend homeless. This is a challenge as a result of limited resources available to support such services. The Alliance has been making strides in expanding outreach, and through the work of the Alliance staff and street outreach providers, the Town will focus in partnership towards increasing the geographic coverage of street outreach and securing adequate resources for street outreach.

- 2) Emergency shelters in suburban Cook County are largely operated on a seasonal basis, in rotating congregations and staffed primarily through volunteers. They operate within a funding and practice context that is moving away from using shelters as a housing solution and with growing recognition that, for many people who end up in shelters, their homelessness could have been prevented in the first place. In order to respond to this context and to meet the goals of reducing how many people enter the homeless system, the Alliance will focus on strengthening assessment and referral practices to connect people to housing as quickly as possible and divert emergency shelter stays whenever possible.

- 3) Homelessness prevention activities are designed to reduce the number of people who become homeless for the first time. Activities include short or medium-term financial assistance and services as well as tenant and legal services. In addition it includes systems prevention efforts with institutions that may discharge people without stable housing lined up. A newly emerging area of prevention work is identifying the situations that make a person most likely to become homeless and intentionally targeting households with those situations. This reinforces the importance of assessment in the process.
 - Transitional housing is itself going through a transition across the nation. Through research and the emergence of newer housing and service models, it is becoming clearer that transitional housing should prioritize individuals and families going through transitional periods in their lives. Their service needs are acute but not indefinite. Examples include survivors of domestic violence, people in recovery or in treatment, and young adults with a history of child welfare involvement. In order to create the right mix of housing types for those within the homeless system and to promote housing stability and success, the Alliance will focus on redefining the role of transitional housing within local housing continuum and developing alternative funding and service models for

transitional housing. The Town of Cicero will participate in and support these efforts as appropriate.

- Permanent supportive housing is broadly understood to effectively end homelessness for those with disabilities, especially chronically homeless individuals and families. The expansion of permanent supportive housing has been a core feature of the Alliance's work since its inception. The 150 Homes campaign has reached new people and established processes to get chronically homeless off the streets quickly and housed permanently. In short, persons who are assessed and score low will be provided with services only. Those who score in the middle will be targeted with rapid re-housing, and those who score high will be targeted for permanent supportive housing. The Alliance has been working very closely with the Veterans Administration on this initiative. Moreover, the Alliance believes that ending chronic homelessness is attainable in suburban Cook County with more newly created and newly targeted permanent housing. The Alliance will also focus on ensuring that permanent supportive housing targets populations with intensive service needs, those who experience long-term homelessness, those who are vulnerable, and those who are the hardest to house. The Town of Cicero will participate in and support these efforts as appropriate.
- 4) Rapid re-housing, short to medium term rental assistance with limited services, is the newest player in terms of interventions on the housing continuum targeted at people experiencing homelessness. While it has many features similar to transitional housing, in rapid re-housing the assistance is temporary but the housing is meant to be permanent. The rapid re-housing programs in suburban Cook County are small given the limited amount of funds available. The Alliance sees rapid re-housing as a key tool to shorten the duration of homelessness, and through staff leadership and the work of many committees and providers, the Alliance will focus on increasing rapid re-housing capacity, ensuring that rapid re-housing targets populations with low to moderate service needs, and developing standards and procedures for rapid re-housing.
 - 5) Administration – Up to 7.5 % of the ESG funds can be used for administrative activities. These activities include general management, oversight, and coordination on reporting on the program.

Under the PY 2022 Annual Action Plan, the Town of Cicero will aim to address the emergency shelter and transitional housing needs of homeless persons through the deployment of ESG resources to agencies that provide said housing options as noted.

Additionally, The Town of Cicero will be committed to helping homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living as well as to shorten the period of time that individuals and families experience homelessness. To shorten the period of time that individuals and families experience homelessness, the Town of Cicero will support rapid-re-housing assistance that helps participants quickly obtain and sustain stable housing through the ESG program.

Community Development

As part of the development of the Town of Cicero's 5-year Consolidated Plan, the Town identified community development needs that directly and indirectly impact housing. Only a limited amount of CDBG funds will be used for these improvements. The remaining funds necessary to complete these improvements will come from motor fuel tax monies, TIF monies, the Town of Cicero's general operating fund, and a possible bond issue.

The Town of Cicero has also made a commitment to the redevelopment of its commercial and industrial areas. Historically, the Town of Cicero has been a blue collar and industrial community and at one time was the largest exporter of heavy, industrial goods in the State of Illinois outside of the City of Chicago. During the 1980's, many of the Town's largest industrial plants ceased operations. In 1985, in response to the loss of industry, the Town of Cicero began to develop and implement strategies for economic development that included the adoption of a Tax Increment Financing District. The Town of Cicero continues to identify sites, which are appropriate for redevelopment, and offers incentives to businesses and industries that desire to relocate to the Town of Cicero, or expand current operations and increase the employment opportunities available within the Town. The Town of Cicero desires to continue its efforts to develop and redevelop both commercial and industrial areas within its corporate limits.

There is a need for additional affordable housing for the entire population of Cicero; in particular: the elderly, handicapped, low-income, and other special needs populations. The Town of Cicero has provided many programs to help low-income homeowners with repairs needed on their homes, including roofs, windows, tuck pointing and concrete work. These programs have helped low-to-moderate income homeowners throughout the years to maintain their homes they otherwise would have difficulty in paying for the repairs.

Recently the Town of Cicero accepted applications from Social Service Agencies and other local Non-Profit Agencies. The Town of Cicero Department of Housing received 11 CDBG applications in total. These 11 applications requested \$378,000.00 in Public Service activities, and \$1,004,400.00 in Public Facility projects. In addition, the Town also received application for the PY 2022 ESG grant. Three (3) applications were submitted for this grant totaling \$719,061.00.

The Town of Cicero Department of Housing reviewed all applications for HUD activity eligibility and feasibility. The Town of Cicero was able to include most of the applicants for CDBG and ESG in this year's budget, and fund their Public Service and Public Facility activities for PY2022. The Public Facility funds being requested will go towards infrastructure work on dilapidated alleys throughout the Town.

HUD eligibility was not the only consideration. Following the 5-year Consolidated Plan's priorities/objectives was also taken into consideration.

The Priorities/Objectives are:

Priority 1: Housing

- 14A Single Family Rehabilitation
- 14H Rehabilitation Administration

Priority 2: Lead Hazard Reduction

- 14I Lead-Based/Lead Hazard Test/Abatement

Priority 3: Service to Non-Homeless Persons with Special Needs

- 05 Public Services
- 05A Senior Services
- 05B Handicapped Services
- 05D Youth Services
- 05L Child Care Services

- 05M Health Services
- 05O Mental Health Services

Priority 4: Improvements to Public Facilities

- 03 Public Facility and Improvements
- 03B Handicapped Centers
- 03K Street Improvements

Priority 5: Program Administration

Priority 6: Homeless Prevention

PY2022 Agencies Contacted

Agency Name
The Boys Club of Cicero
CEDA
Children’s Center of Cicero-Berwyn
Cicero Youth Commission
Cicero School District #99
Community Chest of Cicero
Community Support Services
Corazon Community Services
Family Service & Mental Health Center of Cicero
J.Sterling Morton High School District #201
The President's Office for Literacy
Sarah's Inn
UCP Seguin Services(United Cerebral Palsy Seguin of Greater Chicago)
TOC – Clerk's Office/Alley Repavements
TOC-Library
TOC-Health Department
TOC-Water Department
Housing Forward
BEDS, Plus Inc.
Alliance to end Homelessness
HOPE Fair Housing Center

PY2022 Applications Received

PY2022 CDBG Applications Received			
#	Name of Agency	Public Service	Public Facility
1	The Children's Center of Cicero-Berwyn	\$50,600.00	
2	The Boys Club of Cicero	\$35,000.00	
3	UCP Seguin		\$54,400.00
4	TOC – Alley Repavements		\$600,000.00
5	TOC – Community Center Ventilation Improvement		\$250,000.00
6	Family Service & Mental Health Center of Cicero	\$67,000.00	
7	J. Sterling Morton High School District #201		\$100,000.00
8	CEDA	\$53,750.00	
9	Cicero Youth Commission	\$100,000.00	
10	Community Support Services	\$21,650.00	
11	President's Office of Literacy	\$50,000.00	
	Total	\$378,000.00	\$1,004,400.00

PY2022 CDBG-CV Applications Received			
#	Name of Agency	Public Service	Public Facility
1	The Boys Club of Cicero		\$30,000.00
2	Family Service & Mental Health Center of Cicero	\$67,000.00	
3	TOC - Library		\$110,000.00
4	TOC- Inclusion Park		\$750,000.00
	Total	\$67,000.00	\$890,000.00

PY2021 ESG Applications Received			
#	Name of Agency	Public Service	Public Facility
1	Housing Forward	\$224,785.00	
2	BEDS Plus Care	\$168,525.00	
	Total	\$393,310.00	\$0.00

PY2022 ESG Applications Received			
#	Name of Agency	Public Service	Public Facility
1	Housing Forward	\$224,785.00	
2	BEDS Plus Care	\$173,276.00	
3	CEDA	\$321,000.00	
	Total	\$719,061.00	\$0.00

Town of Cicero, Illinois
Program Year 2022 Annual Action Plan

The following lists are the Proposed CDBG Projects that will be funded with CDBG funds to help continue The Town of Cicero's Community Development needs. The Town of Cicero also uses HUD's Performance Measurement Outcome Statements for each project of a Program Year.

Administration and Housing Rehabilitation Program						
Project	Agency	Project Description	Priority	Performance	Service Area	Budget
2022-0001	Town of Cicero	General Administration	5	N/A	Town-Wide	\$30,561.00
2022-0001	Town of Cicero	Staff Salaries	5	N/A	Town-Wide	\$300,000.00
2022-0002	Town of Cicero	Housing Rehab Program	1	DH-3	Town-Wide	\$130,000.00
2022-0002	Town of Cicero	Housing Staff Salaries	1	N/A	Town-Wide	\$300,000.00
2022-0002	Town of Cicero	Emergency Heat Program	1	DH-1	Town-Wide	\$50,000.00
2022-0002	Town of Cicero	Accessibility Program	1	DH-1	Town-Wide	\$25,000.00
2022-0002	Town of Cicero	Home Improvement Program	1	DH-1	Town-Wide	\$25,000.00
2022-0002	Town of Cicero	Energy Efficiency Weatherization	1	DH-1	Town-Wide	\$20,000.00
2022-0003	Town of Cicero	Lead Hazard Reduction	2	DH-3	Town-Wide	\$75,000.00
Total						\$955,561.00

Public Services						
2022-0004	Boys Club	After School Program	3	SL-3	Town-Wide	\$30,000.00
2022-0005	Children's Center	Day Care Services	3	SL-3	Town-Wide	\$30,000.00
2022-0006	Youth Commission	After School Program	3	SL-3	Town-Wide	\$40,000.00
2022-0007	Family Services	Mental Health Services	3	SL-3	Town-Wide	\$60,000.00
2022-0008	Literacy Program	Youth Program	3	SL-3	Town-Wide	\$30,000.00
2022-0009	CEDA	Housing Counseling	3	DH-3	Town-Wide	\$10,000.00
2022-0010	Community Support Services	Handicap Services	3	SL-1	Town-Wide	\$20,000.00
Total						\$220,000.00

Public Facilities						
2022-0011	Town of Cicero	Alley Repavement	4	SL-3	Town-Wide	494,000.00
Total						\$494,000.00

PY 2022 CDBG Total \$1,669,561.00

Antipoverty Strategy

The Town of Cicero's strategy to eliminate poverty is to assist persons and households to obtain and keep employment. Through a general assistance program, the Town provides income maintenance and food distribution tied to participation in vocational training and job searches. Through its economic development function, the Town tends to create new employment and encourage businesses to use Cicero residents as a first source for its labor needs.

Non-homeless Special Needs (91.220 (c) and (e))

Services to this particular population require the coordination and collaboration of both governmental and non-for-profit agencies. Persons served include the developmentally disabled, the mentally ill, victims of domestic violence, victims of sexual abuse, and youths in need of daycare services, after school programs, summer programs, and cultural awareness programs.

Specific HOPWA Objectives

Not Applicable

Rationale for Geographic Distribution of Assistance

The Town of Cicero does not specifically target any particular area for CDBG assistance. As seen from the Town of Cicero's Census Tract Data, all but one (1) census tract have low/mod concentrations greater than 50%. Using this information, The Town of Cicero has adopted the policy to offer CDBG assistance "Town Wide". If demographics change within the boundaries of Town of Cicero, the local government will revisit this policy and amend as needed, to ensure those who need assistance most will benefit from the programs offered.

Under-served Needs

Funding seems to be the largest obstacle for under-served needs, as well as building collaborative relationships with outside agencies.

The Town of Cicero's Grant Writer is working closely with the Department of Housing and will be able to determine the unmet needs in order to apply for outside funding. The Grant Writer will also be instrumental in developing our next strategic plan, and performing a local needs assessment.

The Town of Cicero Department of Housing CDBG staff continues to work on building collaborative relationships with outside agencies such as PADS, the Continuum of Care, Cook County, and neighboring communities.

Forming collaborative relationships will allow all parties to strategically plan, and take a proactive approach to issues rather a reactive stance. Needs are not isolated to individual communities, and most issues tend to be regional. By forming regional relationships, communities can share success stories, and learn from one another.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND APPROVING A SUBSTANTIAL AMENDMENT TO THE ANNUAL ACTION PLAN FOR PROGRAM YEAR 2019 FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the federal government of the United States of America established the Community Development Block Grant Program (the “Program”); and

WHEREAS, the Town previously agreed to participate in the Program and has previously received funding from the federal government under the Program; and

WHEREAS, to remain eligible for the Program and apply for the funds offered through the Program, the Town presented an annual action plan for the Program (the “Plan”); and

WHEREAS, the Corporate Authorities desire to amend the Plan for Program Year 2019 (“the Amended Plan”), attached hereto and incorporated herein as Group Exhibit A; and

WHEREAS, the Town’s Department of Housing advertised the Amended Plan for a thirty (30) day comment period and held a public hearing on July 12, 2022 in compliance with the Town’s Citizen Participation Plan; and

WHEREAS, the Amended Plan must be approved by the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”); and

WHEREAS, the Corporate Authorities have determined that it is necessary, advisable, and in the best interests of the Town and its residents to approve the Amended Plan to ensure the Town’s continued participation in the Program;

NOW, THEREFORE, BE IT RESOLVED by the President and the duly authorized Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.0 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preamble to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section 2.0 Purpose.

The purpose of this Resolution is to authorize and approve the Amended Plan, to take all steps necessary to ensure the Town’s continued participation in the Program and to ratify any steps taken to effectuate those goals.

**ARTICLE II.
AUTHORIZATION**

Section 3.0 Authorization.

The Corporate Authorities hereby authorize the Amended Plan, and the Town Board hereby authorizes and directs the President to approve the Amended Plan and ratifies any previous actions taken to effectuate the intent of this Resolution. The Town Board further authorizes and directs the President or his designee to execute any applicable documents, with such insertions, omissions, and changes as shall be approved by the President and the Town Attorney, to ensure the Town's continued participation in the Program. The Town Clerk is hereby authorized and directed to attest to and countersign any documentation that may be necessary to carry out and effectuate the purpose of this Resolution. The Town Clerk is also authorized and directed to affix the Seal of the Town to such documentation as is deemed necessary. The Town Clerk or her designee is further directed to cause the filing of a certified copy of this Resolution with the U.S. Department of Housing and Urban Development or any other required persons and/or entities and to take any and all necessary steps so as to ensure the Town's continued participation in the Program.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.0 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution, nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5.0 Severability.

The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6.0 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.0 Publication.

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.0 Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

GROUP EXHIBIT A



TOWN OF CICERO
 Department of Housing
 1634 S. Laramie Avenue
 Cicero, Illinois 60804

Larry Dominick
 TOWN PRESIDENT

MEMORANDUM

TO: Honorable Larry Dominick, Town President
 Michael Del Galdo, Town Attorney
FROM: Tom M. Tomschin, Executive Director *TMT*
DATE: July 18, 2022
RE: Community Development Block Grant Program Substantial Amendment

548

Enclosed you will find documentation to support the Substantial Amendment to the Town of Cicero's Program Year 2019 Annual Action Plan for the Community Development Block Grant Coronavirus Funds (CDBG-CV). The Town of Cicero Department of Housing advertised this proposed amendment and held the required Public Hearing on July 12th for the proposed use of funds.

Funds to Allocate	
Unobligated CDBG-CV Funding	\$565,733.00
Funds to Reallocate (From Water Bill Program)	\$60,000.00
Total Funds to Allocate	\$625,733.00

Proposed Activities	Original Budget	Proposed Budget	Difference
Town of Cicero Inclusion Park	\$ -	\$525,733.00	\$525,733.00
Library Quiet Room Construction	\$ -	\$100,000.00	\$100,000.00
Total funds Allocated			\$625,733.00

This amendment adds two (2) additional projects (Inclusion Park Construction and Public Library Quiet Room Construction). Both projects are in compliance with the 5 Year Consolidated Plan and pandemic response, as they promote either outdoor recreation and/or social distancing. This also fully obligates all of the Town of Cicero's CDBG-CV dollars.

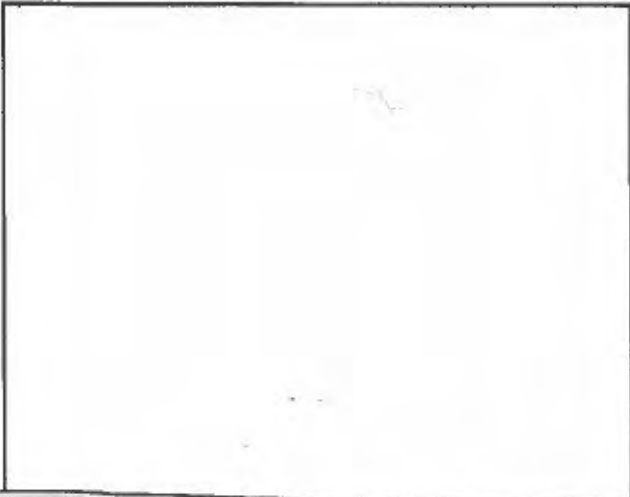
I request this Substantial Amendment be placed on the Town Board of Trustee agenda on July 26, and fully recommend approval to further the goals of the Town of Cicero and the Department of Housing.

I thank you in advance for your continued support of the Department of Housings programs and activities. Should you have any questions, concerns, or require additional information, please feel free to contact me directly.

At your service,

TMT

Community Development Block Grant Program
 Tom M Tomschin, MPA – Executive Director
 Phone 708-656-8223



**CERTIFICATION OF PUBLICATION
 CASE NO.:**

**TOWN OF CICERO
 AMENDMENT TO PROGRAM YEAR 2019
 ANNUAL ACTION PLAN**

The Lawndale News does hereby certify

The said Lawndale News is a secular newspaper that has been published WEEKLY in the city of Chicago, County of Cook, State of Illinois, continuously or more than one year prior to the first date of publication of

ended, that it is a newspaper as defined 549
 "under the law in relation to notices," as
 provided in the Illinois Compiled Statutes, (715 ILCS 5/1 &
 5/2) and the notice appended was published in
 the Lawndale News on

06/12/22

(Date of Publication)

(Date of Publication)

(Date of Publication)

Therefore, the undersigned has caused this
 document to be signed and its corporate seal affixed
 hereon.

(Date) 06/12/22

LAWNDALE NEWS

OFFICIAL SEAL
 PILAR R DAZZO
 NOTARY PUBLIC - STATE OF ILLINOIS
 MY COMMISSION EXPIRES 08/18/22

LAWNDALE NEWS COMMUNITY OF CHICAGO.

TOWN OF CICERO
 Department of Housing
 1634 S. Laramie Avenue
 Cicero, Illinois 60804

Larry Dominick
 TOWN PRESIDENT

**PUBLIC NOTICE - TOWN OF CICERO
 AMENDMENT TO PROGRAM YEAR 2019
 ANNUAL ACTION PLAN**

The Town of Cicero invites public review and comment on the proposed amendment affecting the 5-Year Consolidated Plan and Program Year 2019 Annual Action Plan as identified in the following information:

Funds to Allocate	
Unobligated CDBG-CV Funding	\$ 565,733.00
Funds to Reallocate (From Water Bill Program)	\$ 60,000.00
Total Funds to Allocate	\$ 625,733.00

Proposed Activities	Original Budget	Proposed Budget	Difference
Town of Cicero Inclusion Park	\$ -	\$ 525,733.00	\$ 525,733.00
Library Quiet Room Construction	\$ -	\$ 100,000.00	\$ 100,000.00
Total funds Allocated		\$ 625,733.00	

The public is asked to review and comment on the Town of Cicero's proposed amendment during the 30-day comment period from June 12, 2022 to July 12, 2022. A public hearing to accept in person or drop-off comments will be held on:

July 12, 2022 at 1 PM
 Town of Cicero
 Community Center
 2250 S 49th Avenue, Cicero, IL 60804

Comments can also be emailed to: amarquez@thetownofcicero.com

For further information contact:
 The Department of Housing at (708) 656-8223.
 1634 S. Laramie Ave. Cicero, IL 60804
 708-656-8223





TOWN OF CICERO
Department of Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804

Larry Dominick
TOWN PRESIDENT

Amendment to the PY2019 Annual Action Plan
Public Hearing: July 12, 2022

Attendance: See Attached Sign-In Sheet

550

1:00 PM Hearing began

Tom M. Tomschin (Executive Director) stated people in attendance could submit comments on the forms that are available, if they did not feel comfortable making statements in public. He also stated he will give some time, to let people find parking and the room if needed, and thanked those in attendance for their patience.

The purpose of this Public Hearing was to allow for any public comments, received verbally or in writing from Cicero residents and the general public, in regards to the Amendment made to the Program Year 2019 (PY19) Annual Action Plan for the Community Development Block Grant Coronavirus Funds (CDBG-CV) as outlined in the Public Notice. This hearing is required by the Town's Citizen Participation Plan.

The total amount of unobligated CDBG-CV funds was \$565,733.00. Funds seeking to be reallocated from the Water Bill program are \$60,000, which makes the total amount of funds to allocate at \$625,733.

The Proposed Activities the Town of Cicero plans to allocate to:

1. Town of Cicero Inclusion Park - (19th and Laramie) A safe park space for children where they can play on equipment designed for all capabilities, whether they are special needs or not. Proposed budget is \$525,733.
2. Library Quiet Room - (Construction of 2 rooms) two quiet rooms for anyone who can go and study alone or in small tutoring groups that will have small cubicles where social distancing is encouraged. Proposed budget is \$100,000.

The Department of Housing is in compliance with the 30-day comment period afforded to the public, to view and comment on the Amendment to the PY19 Annual Action Plan.

Comments:

Sandra Tomschin (Director of the Town of Cicero Library) expressed her gratitude and thanks to the Town for the CDBG funding which will really help the Cicero Library.

Community Development Block Grant Program
Tom M Tomschin, MPA – Executive Director
Phone 708-656-8223

Anthony Grazzini (Library Trustee) also expressed gratitude for the funding to help create the safe spaces to help the patrons and keep the community safe and stop the spread of the coronavirus.

Mario Martinez (Director of Day & Employment Programs with Community Support Services, which serves children, young adults, and adults with Intellectual/Developmental Disabilities (I/DD)), stated that the Library is very heavily used by his agency for the different programs. He believes that having a park like the proposed Inclusion Park is great for families and brings the whole community together.

Mr. Tomschin stated that serving not only children but also children with special needs is a high priority goal of Town President Larry Dominick. It is very important to him to be able to implement but also to see these projects succeed.

Mr. Tomschin also stated that when drawing up the CDBG-CV funds and setting aside the money for the Water Bill program, it didn't necessarily go as planned, even though it was advertised throughout the Town. Residents were not applying at the rate that was expected. That is the main reason why some of the funding will be moved over to other programs where funding will get used more efficiently on other projects.

Mr. Grazzini also added that it is another example of the forward thinking when the items that are needed in the community, like the park, will allow siblings and families to play in the same space whether one is with special needs or not. It is a fantastic idea and it's great that it is happening in the community.

Mr. Martinez agreed that it is definitely something positive and that it is much needed, especially after everything dealing with the pandemic.

Mr. Tomschin also added that hopefully having more and more people vaccinated will alleviate or help with the symptoms that were overwhelming the hospitals. Hopefully it truly is behind us so that we can get to some normalcy.

No other comments were received.

Hearing ended at 1:18 PM.

Attachment: Sign-In Sheet



TOWN OF CICERO
Department of Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804

Larry Dominick
TOWN PRESIDENT

Amendment to the PY2019 Annual Action Plan Public Hearing: July 12, 2022

Sign in Sheet

Name	Organization	Phone Number	Email
1 Maella Marquez	Town of Cicero		marquez2@thetownofcicero.com
2 Mario Martinez	CST Community Smart Services		MMartinez@csservices.org
3 Tom M. Fenshau	T.O.S.		tom@tosofcicero.com
4 Jose Alanis	Town of Cicero		jalanis@thetownofcicero.com
5 Anthony Smetana	Cicero SP 45		asmetana@icd99.edu
6 Gaydra Munschlin	Cicero Public Library		gtsunschlin@CCLP
7 Lauren Kay			@cicero.library.org
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Community Development Block Grant Program
Tom M Tomschlin, MPA - Executive Director
Phone 708-656-8223



TOWN OF CICERO
Department of Housing
1634 S. Laramie Avenue
Cicero, Illinois 60804

Larry Dominick
TOWN PRESIDENT

Amendment to the PY2019 Annual Action Plan (AAP) Public Hearing:
July 12, 2022

Please use this sheet to write us any comments, concerns, or recommendations for this year's Annual Action Plan (AAP). Make sure to include your name, agency (if applicable), and title (if applicable). If you choose to remain anonymous, you may do so as well. Thank you for participating in this year's public hearing for the Amendment to the PY2019 Annual Action Plan. ⁵⁵³

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND APPROVING THE SETTLEMENT OF LITIGATION IN THE CASE *COLEMAN V. TOWN OF CICERO* FOR THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Town was named as a defendant (the “Defendant”) in an arbitration claim brought by Jamarie Coleman (the “Plaintiff”) and the Illinois Fraternal Order of Police (the “Union”), styled *Jamarie Coleman v. The Town of Cicero*, Case No. 210804-08966 or GR191211-KAHS, regarding disciplinary charges filed against the Plaintiff (the “Litigation”); and

WHEREAS, the Town does not admit any wrongdoing on its part or on the part of any of its current or former employees, officers, or officials, but the Plaintiff, the Defendant, and the Union (together, the “Parties”) wish to settle these matters to avoid protracted litigation or additional arbitration and the costs associated therewith; and

WHEREAS, in an effort to avoid further controversy, costs, legal fees, inconvenience, and any future litigation regarding any issue contained in or arising from

the Litigation, the Defendant, on one hand, and the Plaintiff, on the other hand, wish to settle the Litigation, and the Town hereby authorizes the Town Attorney (the “Attorney”) to settle the Litigation for an amount not to exceed fifteen thousand dollars and No/100 U.S. Dollars (\$15,000.00), as well as the waiver of insurance related costs as set forth in the settlement agreement (the “Settlement Agreement”), attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”) have determined that it is in the best interests of the Town and its residents to agree to authorize settlement of the Litigation as set forth herein; and

WHEREAS, the President is authorized to enter into and the Town Attorney (the “Attorney”) is authorized to revise agreements for the Town making such insertions, omissions, and changes as shall be approved by the President and the Attorney;

NOW, THEREFORE, BE IT RESOLVED by the President and the duly authorized Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.0 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preamble to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section 2.0 Purpose.

The purpose of this Resolution is to authorize the Attorney to settle the Litigation for an amount not to exceed fifteen thousand dollars and No/100 U.S. Dollars (\$15,000.00)

as well as the waiver of insurance related costs as set forth in the Settlement Agreement, and to further authorize the President, or his designee, to approve any such Settlement Agreement which conforms to the authorization herein granted so as to settle the Litigation to avoid further controversy, costs, legal fees, inconvenience, and any future litigation regarding any issue contained in or arising from the Litigation, to further authorize the President, or his designee, to take all steps necessary to carry out the terms of the Settlement Agreement and to ratify any steps taken to effectuate that goal.

ARTICLE II. AUTHORIZATION

Section 3.0 Authorization.

The form, terms, and provisions of the Settlement Agreement, including exhibits and attachments thereto, are hereby approved with such insertions, omissions, and changes as shall be approved and set forth by the President and the Attorney. The Town Board ratifies any and all previous action taken to effectuate the intent of this Resolution. The President, or his designee, is hereby authorized and directed to execute, and the Town Clerk is hereby authorized and directed to attest to, countersign, and affix the Seal of the Town to any and all documents that may be necessary to carry out and effectuate the purpose of this Resolution. The Town is hereby authorized and directed to remit payment in accordance with the terms of the Settlement Agreement and to take all action necessary or appropriate to effectuate the terms of the Settlement Agreement.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.0 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution, nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5.0 Severability.

The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6.0 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.0 Publication.

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.0 Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

EXHIBIT A



DEL GALDO LAW GROUP, LLC

Attorneys & Counselors

• MEMORANDUM •

TO: Board of Trustees, Town of Cicero

FROM: Veronica Bonilla-Lopez-Del Galdo Law Group, LLC

DATE: July 15, 2022

RE: Town of Cicero/ Superintendent of Police v. Jamarie Coleman – Case No. 210804-08966 & GR191221-KAHS

ATTORNEY-CLIENT PRIVILEGED

This memo is to request approval of settlement on the subject matter arbitration.

I. Summary of Facts and Proposed Resolution

The Superintendent of Police brought forth termination charges against police officer Jamarie Coleman. The original charges included allegations of excessive force in striking a minor (16 years old) in the face causing his nose to bleed. An investigation by the Office of Professional Standards was conducted prior to the charges being filed. The investigation revealed, the minor was a runaway that was handcuffed to avoid his flight. While the minor was standing by the front of the police SUV, still handcuffed, the minor's phone began to ring. Officer Coleman began to search the minor. According to Coleman, the minor began to resist including kicking the officer. Coleman claims he went to perform a stunt technique where you stun the detainee by striking them at the side of the head, however, the minor's actions caused Coleman to inadvertently strike the minor in the nose. The minor and Coleman's partner who was on scene, deny that the minor resisted in any way as to justify Coleman's force. Coleman was placed on unpaid suspension in December 2019 when the charges were filed against him.

The charges were amended in March of 2022 and added allegations that Officer Coleman concealed evidence in washing the minor's blood from the hood of his squad car. The charges also added allegations that Officer Coleman was unfit to be a police officer based on admissions made during Coleman's pension disability proceeding that he has PTSD.

Coleman elected to have his disciplinary charges heard before an arbitrator. The arbitration hearing was set for June 16, 2022. Days prior to the hearing, the Union objected to certain Town exhibits. At a prehearing meeting with the arbitrator, the union argued that the original charges should be the only allegations at issue since Coleman was terminated based on those allegations. While the Town argued that the hearing was yet to be conducted and the amended charges included

additional violations of police rules. The arbitrator agreed with the Union and denied the Town the ability to present evidence related to the amended charges.

Understanding the risk that this same arbitrator may ultimately rule against the Town on the underlying charges, which would result in Coleman being reinstated as a police officer and a back pay award in favor of Coleman for the period to cover when he was on unpaid status (from December 2019 until the date of the arbitrator's decision), the Police Superintendent recommended the following settlement which has been negotiated:

- 1) Jamarie Coleman will be paid \$15,000;
- 2) Coleman will irrevocably resign from his position with the Town of Cicero effective retroactively to June 16, 2022; and
- 3) the Town will agree to waive the debt Coleman owes in the amount of approximately \$15,252.76 which reflects contributions to health insurance premiums that were erroneously not billed to Coleman.

This settlement is advantageous for the Town. It ensures that Coleman will not be employed by the Town of Cicero moving forward. It also eliminates the possibility of a back pay award that would be greater than the settlement amount negotiated herein. Attached is a settlement agreement signed by Coleman and the Union. Also, attached is a copy of Coleman's resignation letter. I am requesting approval of the settlement as outlined above and contemplated in the agreement and attached resolution.

This document and the information in it is private and confidential and is only for the use and review of the designated recipient(s) named above. If you are not the designated recipient, do not read, review, disseminate, copy, or distribute this document, as it is strictly prohibited. The sender of this document hereby claims all privileges at law or in equity regarding this document, and specifically does not waive any privilege related to the secrecy of this document.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND APPROVING THE SETTLEMENT OF LITIGATION AND THE EXECUTION OF A CERTAIN SETTLEMENT AGREEMENT IN THE CASE *CARLOS PALOMAR V. TOWN OF CICERO* FOR THE TOWN OF CICERO, COUNTY OF COOK, STATE OF ILLINOIS.

WHEREAS, the Town of Cicero (the “Town”) was created by a charter enacted by the Illinois General Assembly (the “Charter”); and

WHEREAS, the Corporate Authorities of the Town (as defined below) are governed by the Charter and the Constitution of the State of Illinois and the statutes of the State of Illinois when not specified in the Charter; and

WHEREAS, the Town is a home rule unit of local government as is provided by Article VII, Section 6 of the Illinois Constitution of 1970, and as a home rule unit of local government the Town may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Town was named as a defendant (the “Defendant”) in a lawsuit brought by Carlos Palomar (the “Plaintiff”), styled *Carlos Palomar v. Town of Cicero*, Case No. 21 WC 026752, regarding injuries allegedly sustained while transporting a prisoner (the “Litigation”); and

WHEREAS, the Plaintiff alleges personal injury claims against the Defendant (the “Claims”); and

WHEREAS, the Plaintiff sought damages from the Defendant for the Claims; and

WHEREAS, the Town does not admit any wrongdoing on its part or on the part of any of its current or former employees, officers, or officials, but the Plaintiff and the

Defendant (together, the “Parties”) wish to settle these matters to avoid protracted litigation and the costs associated therewith; and

WHEREAS, in an effort to avoid further controversy, costs, legal fees, inconvenience, and any future litigation regarding any issue contained in or arising from the Litigation, the Defendant, on one hand, and the Plaintiff, on the other hand, have agreed to resolve the Litigation as to all Parties in accordance with the terms set forth in an agreement, entitled “Illinois Workers’ Compensation Commission Settlement Contract Lump Sum Petition and Order” (the “Settlement Agreement”), attached hereto and incorporated herein as Exhibit A; and

WHEREAS, the Town President (the “President”) and the Board of Trustees of the Town (the “Town Board” and with the President, the “Corporate Authorities”) have determined that it is in the best interests of the Town and its residents to agree to and accept the Settlement Agreement; and

WHEREAS, the President is authorized to enter into and the Town Attorney (the “Attorney”) is authorized to revise agreements for the Town making such insertions, omissions, and changes as shall be approved by the President and the Attorney;

NOW, THEREFORE, BE IT RESOLVED by the President and the duly authorized Board of Trustees of the Town of Cicero, County of Cook, State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

Section 1.0 Findings.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preamble to this Resolution are full, true, and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

Section 2.0 Purpose.

The purpose of this Resolution is to authorize the President, or his designee, to approve of the Settlement Agreement so as to settle the Litigation to avoid further controversy, costs, legal fees, inconvenience, and any future litigation regarding any issue contained in or arising from the Litigation, to further authorize the President, or his designee, to take all steps necessary to carry out the terms of the Settlement Agreement and to ratify any steps taken to effectuate that goal.

**ARTICLE II.
AUTHORIZATION**

Section 3.0 Authorization.

The form, terms, and provisions of the Settlement Agreement, including exhibits and attachments thereto, are hereby approved in substantially the same form as set forth in Exhibit A, with such insertions, omissions, and changes as shall be approved and set forth by the President and the Attorney. The Town Board ratifies any and all previous action taken to effectuate the intent of this Resolution. The President, or his designee, is hereby authorized and directed to execute, and the Town Clerk is hereby authorized and directed to attest to, countersign, and affix the Seal of the Town to any and all documents that may be necessary to carry out and effectuate the purpose of this Resolution. The Town is hereby authorized and directed to remit payment in accordance with the terms of the Settlement Agreement and to take all action necessary or appropriate to effectuate the terms of the Settlement Agreement.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

Section 4.0 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution, nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 5.0 Severability.

The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 6.0 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 7.0 Publication.

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Town as provided by the Illinois Municipal Code, as amended.

Section 8.0 Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

ADOPTED this _____ day of _____, 2022, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Viruso				
Cundari				
Reitz				
Garcia				
Porod				
Cava				
Vargas				
(President Dominick)				
TOTAL				

APPROVED by the President on _____, 2022

 LARRY DOMINICK
 PRESIDENT

ATTEST:

 MARIA PUNZO-ARIAS
 TOWN CLERK

EXHIBIT A

Agenda Request Memo

To: Town of Cicero Board of Trustees and the Honorable Larry Dominick, Town President.
From: Robert E. Luedke
Re: worker's compensation claim for petitioner Carlos Palomar
Date: July 6, 2022

Attached is an Illinois Worker's Compensation Commission settlement contract signed by petitioner Carlos Palomar. I am requesting authority to sign this settlement contract. I recommend the resolution called for in the settlement contract.

Officer Palomar alleges that on September 5, 2021 he was transporting a prisoner and was walking on the floor of the sally port when he slipped on a slick spot. The petitioner did not fall but stated that his right knee buckled, causing right knee pain.

The petitioner was seen on September 6, 2021 by Dr. Desai at West Suburban Hospital. Dr. Desai diagnosed a right knee strain and released the petitioner to light-duty employment for one week. When the petitioner failed to resolve, Dr. Desai prescribed a right knee MRI. The MRI was performed on October 4, 2021 and showed [REDACTED]

The petitioner came under the care of Dr. Hejna on October 19, 2021. Dr. Hejna removed the petitioner from all employment. On December 13, 2021 the petitioner underwent [REDACTED]

The petitioner was seen for follow-up at Dr. Hejna's office for the next few months. Petitioner participated in physical therapy.

Petitioner was seen on April 20, 2022 and was again kept off all work. We scheduled an exam of the petitioner with Dr. Neal who issued a report dated June 12, 2022 finding the petitioner capable of full unrestricted employment. Pursuant to this report the petitioner was directed to return to regular duties. At that point the petitioner decided to retire.

Petitioner's counsel contacted me regarding a resolution of his Worker's Compensation claim. In my opening opinion letter I thought the claim was worth 20% of the right lower extremity or 43 weeks of compensation. At the petitioner's permanency rate of \$871.73 a resolution for 20% of the right lower extremity would be \$37,484.39.

I suggested a resolution to Petitioner's counsel of 17 ½% of the right leg or \$32,789.84 which was accepted. Petitioner's counsel is aware that all settlements are subject to final approval by the Board of Trustees.

Petitioner has a pending grievance regarding lost time reimbursement. Petitioner alleged 38 unpaid work days from October 21, 2021 to December 15, 2021. Petitioner was taken off all work by Dr. Hejna. Dr. Neal had released the petitioner to light-duty employment and this report was sent to plaintiff's counsel on November 15, 2021. I proposed to Petitioner's counsel that Petitioner be reimbursed for unpaid benefits at his PEDA rate from October 21, 2021 until the date of Dr. Neal's report on November 15, 2021. Light-duty employment was available and offered to the petitioner. This compromise was accepted.

Mr. Palomar will reimburse the Town of Cicero for health insurance premiums in the amount of \$955.72. The Town of Cicero will pay the employer's share of Mr. Palomar's pension contribution to the pension fund for Mr. Palomar's lost time. We are paying permanent disability to Mr. Palomar in the amount of 17 ½% of the right leg or \$32,789.84. Petitioner will dismiss his grievance.

I believe that this settlement is advantageous to the Town of Cicero. I recommend that I be authorized to sign the settlement contracts and settle the petitioner's worker's compensation claims before the IWCC. Thank you.

**ILLINOIS WORKERS' COMPENSATION COMMISSION
SETTLEMENT CONTRACT LUMP SUM PETITION AND ORDER**

ATTENTION. Answer all questions. Attach a recent medical report.

Internal# S0073470

Workers' Compensation Act **Yes** Occupational Diseases Act **No** Fatal case? **No** Date of death

Carlos Palomar
Employee/Petitioner

Case# **21WC026752**

v.

Town of Cicero
Employer/Respondent

Setting **Chicago**

To resolve this dispute regarding the benefits due the petitioner under the Illinois Workers' Compensation or Occupational Diseases Act, we offer the following statements. We understand these statements are not binding if this contract is not approved.

Carlos Palomar
Employee/Petitioner

[REDACTED]
Street address

[REDACTED]
City, State, Zip code

Town of Cicero
Employer/Respondent

4949 W. Cermak
Street address

Cicero, IL 60804
City, State, Zip code

State employee? **No** Gender: **Male**

Marital status: **Single**

Dependents under age 18: **1**

Birthdate: [REDACTED]

Average weekly wage: **\$2,000.00**

How did the accident occur? **While on the job**

What part of the body was affected? **Right knee**

What is the nature of the injury? [REDACTED]

The employer was notified of the accident **orally and in writing.** Return-to-work date: **June 12, 2022.**

Location of accident: **Cicero** Did the employee return to his or her regular job? **No**

If not, explain below and describe the type of work the employee is doing, the wage earned, and the current employer's name and address.

Petitioner received a full release from respondent's examining physician on June 12, 2022. No current off work slip has been received from any other physician. Petitioner's regular employment was offered to him by respondent. Petitioner has voluntarily retired.

TEMPORARY TOTAL DISABILITY BENEFITS: Compensation was paid for **26** weeks at the rate of **\$2,000.00** /week. The employee was temporarily totally disabled during the following period(s):

From	Through
<u>12-15-21</u>	<u>6-12-21</u>

Notes regarding temporary total disability benefits:

Petitioner paid full salary pursuant to a Public Employees' Disability Act.

MEDICAL EXPENSES: The employer **has not** paid all medical bills. List unpaid bills in the space below.
see terms of settlement

PREVIOUS AGREEMENTS: Before the petitioner signed an Attorney Representation Agreement, the respondent or its agent offered in writing to pay the petitioner \$ **n/a** as compensation for the permanent disability caused by this injury.
An arbitrator or commissioner of the Commission previously made an award on this case on **n/a** regarding
TTD \$ **n/a** Permanent disability \$ **n/a** Medical expenses \$ **n/a** Other \$ **n/a**



TERMS OF SETTLEMENT: Attach a recent medical report signed by the physician who examined or treated the employee. Respondent offers and Petitioner agrees to accept subject to the approval of the IWCC the full and final sum of \$32,789.84 to fully settle all claims for benefits or reimbursement under the Act arising from the occurrence of 9-5-21. This settlement includes any and all amounts claimed or due for TTD, TPD, PPD, and past, present, and future medical expenses. This settlement is calculated as 17.5% of the right leg or 37.625 weeks times \$871.73 totaling \$32,789.84. Notwithstanding the foregoing, respondent agrees to pay additional loss time benefits to the petitioner at the full salary PEDA rate from October 21, 2021 through November 15, 2021. Petitioner agrees to voluntarily dismiss any union grievance involving alleged unpaid wages or lost time benefits. Petitioner agrees to pay respondent \$955.72 for unpaid health insurance premiums. Respondent agrees to pay the employer's share of petitioner's pension contribution for the period of time from October 21, 2021 to December 15, 2021. Parties waive all rights pursuant to Sections 8(a) and 19(h) of the Act. The parties have considered the interests of Medicare in this settlement. No amount is allocated for future medical expenses based on the opinion of treating physician Dr. Hejna that the petitioner will need no further medical treatment as a result of this accident.

Total amount of settlement	<u>\$32,789.84</u>
Deduction: Attorney's fees	<u>\$6,557.96</u>
Deduction: Medical reports, X-rays	<u>\$56.14</u>
Deduction: Other (explain)	<u>\$0.00</u>
Amount employee will receive	<u>\$26,175.74</u>

PETITIONER'S SIGNATURE. Attention, petitioner. Do not sign this contract unless you understand all of the following statements.

I have read this document, understand its terms, and sign this contract voluntarily. I believe it is in my best interests for the Commission to approve this contract. I understand that I can present this settlement contract to the Commission in person. I understand that by signing this contract, I am giving up the following rights unless expressly reserved or left open for a specified period of time in the terms of settlement:

1. My right to a trial before an arbitrator;
2. My right to appeal the arbitrator's decision to the Commission;
3. My right to any further medical treatment, at the employer's expense, for the results of this injury;
4. My right to any additional benefits if my condition worsens as a result of this injury.

<u>/s/</u> 	Carlos Palomar		7/6/2022
Signature of petitioner	Name of petitioner	Telephone number	Date

PETITIONER'S ATTORNEY. I attest that any fee petitions on file with the IWCC have been resolved. Based on the information reasonably available to me, I recommend this settlement contract be approved.

Signature of attorney

Justin Green

Attorney's name

ANGELINI & ORI LLC

155 NORTH MICHIGAN AVENUE

SUITE 400

CHICAGO, IL 60601

Firm name and address

0000201509

Telephone number

Date

02814

IWCC Code #

jgreen@aolawoffice.com

E-mail address

RESPONDENT'S ATTORNEY. The respondent agrees to this settlement and will pay the benefits to the petitioner or the petitioner's attorney, according to the terms of this contract, promptly after receiving a copy of the approved contract.

Signature of attorney

Robert Luedke

Attorney's name

DEL GALDO LAW GROUP LLP

1441 S HARLEM AVE

BERWYN, IL 60402

Firm name and address

(708) 222-7000

Telephone number

Insurance Program Managers Group

Name of respondent's insurance or service company

Date

04217

IWCC Code #

luedke@dlglawgroup.com

E-mail address

ORDER OF ARBITRATOR OR COMMISSIONER:

Having carefully reviewed the terms of this contract, in accordance with Section 9 of the Act, by my stamp I hereby approve this contract, order the respondent to promptly pay in a lump sum the total amount of settlement stated above, and dismiss this case.