

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## CITY COUNCIL MEETING MONDAY, JANUARY 19, 2015 - 7:00 P.M. 475 MAIN STREET, WEST CHICAGO, ILLINOIS

### AGENDA

1. **Call to Order**
2. **Pledge of Allegiance to the Flag**
3. **Invocation**
4. **Roll Call and Establishment of a Quorum**
5. **Public Participation**
6. **City Council Meeting Minutes of January 5, 2015**
8. **Corporate Disbursement Report  
- January 19, 2015 (\$1,452,758.08)**
9. **Consent Agenda – Consideration of an Omnibus Vote:**
  - **Development Committee:**
    - (A) **Ordinance No. 15-O-0002 – An Ordinance Granting a Special Use Permit for an Automobile Repair Facility – 1965 Powis Road.**
    - (B) **Resolution No. 15-R-0002 – A Resolution Approving the Sonni Nguyen Shell Plat of Re-subdivision.**
  - **Items Not Sent to Committee:**
    - (C) **Resolution No. 15-R-0003 – A Resolution Authorizing the Mayor to Execute a Grant Agreement With the State of Illinois Department of Commerce and Economic Opportunity for the West Washington Street Environmental Cleanup Project.**
10. **Reports by Committees**
11. **Unfinished Business**
12. **New Business**

**13. Correspondence and Announcements**

<b>January 22, 2015</b>	<b>Finance Committee (cancelled)</b>
<b>January 26, 2015</b>	<b>Public Affairs Committee</b>

**14. Mayor's Comments**

**15. Executive Session**

- A. Land Acquisition – 5 ILCS 120/2 (C) (5) (6)**
- B. Litigation – 5 ILCS 120/2 (C) (11)**
- C. Personnel Matters – 5 ILCS 120/2 (C) (1)**
- D. Review of Official Record – 5 ILCS 120/2 (C) (21)**

**16. Items to be Referred for Final Action from Executive Session.**

**17. Adjournment**

CITY OF WEST CHICAGO – 475 Main Street  
CITY COUNCIL MINUTES  
Regular Meeting  
January 5, 2015

1. **Call to Order.** Mayor Ruben Pineda called the meeting to order at 7:00 pm.
2. **Pledge of Allegiance to the Flag.** Alderman Birch led all in the pledge of allegiance.
3. **Invocation.** The City Clerk gave the invocation.
4. **Roll Call and Establishment of a Quorum.**

Roll Call found Aldermen Lori J. Chassee, James E. Beifuss, Jr., James Smith, Laura Grodoski, Alton Hallett, Sandy Dimas, Melissa Birch, John C. Smith, Kurt Meissner, Mark Edwalds, Rebecca Stout, John F. Banas, and Matt Fuesting present. Alderman Donald F. Earley was absent. The Mayor announced a quorum.

City Clerk Nancy M. Smith was also present.

Also in attendance were City Attorney Patrick K. Bond, City Administrator Michael L. Guttman, Acting Chief of Police Mike Uplegger, Community Development Director John D. Said, and Administrative Services Director Linda Martin.

5. **Public Participation.** No one spoke during regular Public Participation:

**Public Hearing: Fourth Amendment to the Annexation Agreement with the DuPage Airport Authority.** The Mayor opened the public hearing at 7:03 pm. No one spoke for or against the Fourth Amendment to the Annexation Agreement. The Mayor closed the Public Hearing at 7:04 pm. Minutes for the Public Hearing are filed separately.

6. **City Council Meeting Minutes – December 15, 2014.** Alderman Banas made a motion, seconded by Alderman Dimas, to approve the minutes of December 15, 2014, with no changes. Voting Aye: Aldermen Chassee, Beifuss, James Smith, Grodoski, Hallett, Dimas, Birch, John Smith, Meissner, Edwalds, Stout, Banas, and Fuesting. Voting Nay: 0. Motion carried.

7. **Corporate Disbursement Report.** Alderman John Smith made a motion, seconded by Alderman Edwalds, to approve the January 5, 2015, Corporate Disbursement Report in the amount of \$ 836,642.28. Voting Aye: Aldermen Chassee, Beifuss, James Smith, Grodoski, Hallett, Dimas, Birch, John Smith, Meissner, Edwalds, Stout, Banas, and Fuesting. Voting Nay: 0. Motion carried.

8. **Consent Agenda – Consideration of an Omnibus Vote.**

\* **Development Committee:** Alderman Stout read and explained the following items:

A. **Ordinance 14-O-0032** – An Ordinance Amending the Code of Ordinances of the City of West Chicago – Appendix A – Article 10.5 of the Zoning Code

B. **Resolution 14-R-0083** – A Resolution Approving and Authorizing the Execution of the Fourth Amendment to an Intergovernmental Agreement between the DuPage Airport Authority and the City of West Chicago, DuPage County, Illinois, Providing for Amendments to Ordinance No. 1603, Resolution No. 01-R-0093, Resolution No. 05-R-0092 and Resolution No. 11-R-0099

C. **Ordinance 14-O-0033** – An Ordinance Granting Certain Site Usage Variances – 2500 Enterprise Circle

D. **Resolution 14-R-0084** – A Resolution Approving a Final Development Plan – 2500 Enterprise Circle – DuPage Business Center

Alderman Stout made a motion, seconded by Alderman Fuesting, to adopt the above items. Voting Aye: Aldermen Chassee, Beifuss, James Smith, Grodoski, Hallett, Dimas, Birch, John Smith, Meissner, Edwalds, Stout, Banas, and Fuesting. Voting Nay: 0. Motion carried.

\* **Items Not Sent to Committee:** Mayor Pineda read and explained the following items:

E. **Resolution 14-R-0080** – A Resolution Authorizing the Execution of a Retirement Agreement – Lazaro Perez

Alderman Dimas made a motion, seconded by Alderman Chassee, to adopt the above items. Voting Aye: Aldermen Chassee, Beifuss, James Smith, Grodoski, Hallett, Dimas, Birch, John Smith, Meissner, Edwalds, Stout, Banas, and Fuesting. Voting Nay: 0. Motion carried.

**9. Reports by Committees.** None

**10. Unfinished Business.** None

**11. New Business.** None

**12. Correspondence and Announcements.**

**Upcoming Meetings**

- January 13, 2015

Development Committee

The City Clerk announced that the VFW was sponsoring a Trivia Night this Friday, starting at 7:00 pm. The public is invited to attend.

The City Clerk announced that the VFW was sponsoring a chili cook-off again on January 24, 2015, starting at 5:00 pm until 8:00 pm. Cost is \$7.00 per adult, \$3.00 for children 4-11, and 3 and under is free. She invited the Mayor and Aldermen to be judges again.

The Mayor wished Chuck Scheckel a happy 90<sup>th</sup> birthday. Mr. Scheckel has been a part of the community for quite a while, and is very involved with Honor Flight. Three airplane loads have been sent to Washington, D.C. as a result of the DuPage Honor Flight fundraisers. The Mayor said Mr. Scheckel's daughter bought him an 800 pound anchor. It will be cleaned up and dedicated to the VFW. (Mr. Scheckel is a World War II Navy veteran.)

**13. Mayor's Comments.** The Mayor said there was an incident this weekend in Prairie Meadows where a man had a heart attack. Officer Jeff Moos was able to quickly revive him with an AED which was in his vehicle. Officer Moos saved the man's life. The Mayor is very proud of Officer Moos and is looking forward to honoring him for his quick actions. Alderman Meissner, who is a neighbor of the stricken man, said he is doing well and joking around. The Mayor said AED's do work, and he would like to see them more widely distributed.

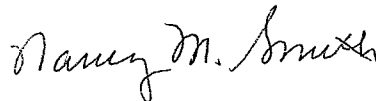
The Mayor wished everyone a Happy New Year and hoped all would have a healthy and prosperous 2015.

**14. Executive Session.** There was no executive session.

**15. Items to be Referred for Final Action from Executive Session.** Not applicable.

**16. Adjournment.** At 7:10 pm, Alderman Chassee made a motion, seconded by Alderman Stout, to adjourn. Motion was carried by voice vote.

Respectfully submitted,



Nancy M. Smith  
City Clerk



## CITY OF WEST CHICAGO

### DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Special Use for an Auto Repair Facility  
1965 Powis Road  
P&L Motorsports  
  
Ord. No. 15-O-0002

**AGENDA ITEM NUMBER:** \_\_\_\_\_**FILE NUMBER:** \_\_\_\_\_**COMMITTEE AGENDA DATE:** Jan. 12, 2015**COUNCIL AGENDA DATE:** Jan. 19, 2015**STAFF REVIEW:** John D. Said, AICP**SIGNATURE** \_\_\_\_\_ **APPROVED BY CITY ADMINISTRATOR:** Michael Guttman**SIGNATURE** \_\_\_\_\_**ITEM SUMMARY:**

The applicant, Paul Szuba of P&L Motorsports in Franklin Park, is requesting approval of a special use for automobile repair facility at 1965 Powis Road. The subject property is approximately 2 acres in area and is located on the east side of Powis Road south of North Avenue (IL Route 64).

The subject property was originally developed in 1958 through Dupage County. In 2010 the property was annexed into the City and an internet based auto sales dealership occupied the property. As part of the internet based auto sales zoning approval the property owner was required to make substantial improvements to the property. Those improvements included cleaning up the property, on-site wet-land restoration, paving all of the parking and drive areas, and removing the dilapidated loading dock at the southwest corner of the building. Those improvements are now complete, along with all of the Powis Road right-of-way improvements that were completed along with the North Avenue widening project, resulting in the site as it exists today.

The applicant is proposing to operate an auto repair facility that specializes in customizing automobiles for both over the road and racing industries from the existing 10,000 square foot building on-site. Another aspect of the applicant's business is the fabrication and sales of custom parts and accessories desired by various car enthusiasts. Although the applicant's business primarily focuses on the customized car market, he will also be providing typical repair services such as oil changes, brakes, mufflers, etc. for everyday passenger vehicles. Because the property was previously being used by an auto related use the site is, for the most part, equipped with all the basic necessities desired to operate an auto repair facility. Therefore no exterior site improvements are required or are being proposed.

City staff recommends approval of the requested auto repair special use, subject to the following six (6) conditions:

1. No repair work shall be performed on the subject property that is visible from Powis Road.
2. All vehicles being serviced or waiting to be serviced shall be parked or stored within the paved fence area east of the building.
3. Only business related vehicles or equipment or vehicles being serviced or waiting to be serviced shall be parked or stored within the paved fenced area east of the building.
4. No vehicles in any state of disrepair shall be parked or stored on the subject property that are visible from Powis Road.

5. No business related activities shall occur east the fence located parallel to the easternmost edge of pavement on the subject property.
6. No vehicle sales from the subject property shall be permitted.

At its January 6, 2015 meeting, the Plan Commission/Zoning Board of Appeals (PC/ZBA) recommended approval of the requested auto repair special use by a (6-0) vote. Their recommendation is included as Exhibit "B" of the attached ordinance.

**ACTIONS PROPOSED:**

Consideration of a special use for an auto repair facility at 1965 Powis Road.

**COMMITTEE RECOMMENDATION:**

At its January 12, 2015 meeting, the Development Committee recommended approval of the requested special use for an auto repair facility at 1965 Powis Road.



## CITY OF WEST CHICAGO

### DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Shell Gas Station Plat of Resubdivision  
1307 S. Neltnor Boulevard

Resolution No. 15-R-0002

**AGENDA ITEM NUMBER:** \_\_\_\_\_

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** Jan. 12, 2015

**COUNCIL AGENDA DATE:** Jan. 19, 2015

**STAFF REVIEW:** John D. Said, AICP

**SIGNATURE** \_\_\_\_\_ 

**APPROVED BY CITY ADMINISTRATOR:** Michael Guttman

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

The property owner of the proposed Lot 1 (Sonni Nguyen) desires to resubdivide land with the adjacent property owner to the east. The subject property is located at the southeast corner of Neltnor Boulevard (Route 59) and Dayton Avenue and is commonly known as 1307 S. Neltnor Boulevard.

The subject property is zoned B-2, General Business District and the total area to be resubdivided is approximately 2.3 acres. The B-2 zoning district has a minimum lot area of 15,000 square feet (0.34 acres) and a minimum lot width of 100 feet, measured at the front building setback line. The proposed Lot 1 will be 1.4 acres in area, 215 feet wide and is developed with a gas station. All of the existing improvements (i.e. the building, parking lot and landscaping) on the proposed Lot 1 comply with the City's minimum B-2 zoning requirements with respect to their proximity to the newly proposed shared lot line. The proposed Lot 2 will be 0.9 acres in area, 150 feet in width and is currently undeveloped. The intention of the proposed resubdivision is to swap a 38 foot wide by 153 foot long piece of land between the two lots

At its January 6, 2015 meeting, the Plan Commission/Zoning Board of Appeals (PC/ZBA) recommended approval of the requested plat of resubdivision by a (6-0) vote. Its recommendation is included as Exhibit "B" of the attached resolution.

**ACTIONS PROPOSED:**

Consideration of the Sonni Nguyen Shell Plat of Resubdivision.

**COMMITTEE RECOMMENDATION:**

At its January 12, 2015 meeting, the Development Committee recommended approval of the Sonni Nguyen Shell Plat of Resubdivision.

## CITY OF WEST CHICAGO

### DEVELOPMENT COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Authorization for the Mayor to Execute Grant Agreement  
West Washington Street Environmental Cleanup

Res. No. 15-R-0003

**AGENDA ITEM NUMBER:** \_\_\_\_\_

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:**

**COUNCIL AGENDA DATE:** Jan. 19, 2015

**STAFF REVIEW:** John D. Said

**SIGNATURE** \_\_\_\_\_ 

**APPROVED BY CITY ADMINISTRATOR:** Michael Guttman

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

The City of West Chicago is being awarded a \$150,000 grant from the State of Illinois, through the Department of Commerce and Economic Opportunity, to contribute funding towards the environmental remediation of the West Washington Street site. The subject site is generally located at the northwest corner of Washington Street and Fremont Street. The site includes contaminated soil which must be remediated so that the area can be redeveloped with new uses in the downtown area.

The State of Illinois has already awarded this grant to the City of West Chicago; no application process is required. However, the City will need to complete the required documents associated with administration of this grant. The grant is being provided from the State's Bond Fund, and will be subject to the applicable requirements as administered by the State of Illinois. The funds provided by this grant will supplement City expenses associated with the planned cleanup. Use of funding from the downtown Tax Increment Financing (TIF) Program is anticipated for this project. The City is also applying for federal funding through the EPA, which, if granted, will further assist in funding this project.

The project consists of soil removal and remediation from a number of locations within the subject site. After removal of all contamination, a No Further Remediation (NFR) letter would be obtained to complete the remediation process. The City will then seek redevelopment of the site, potentially including a new City Hall, public open space, commercial, residential and other uses

**ACTIONS PROPOSED:**

Staff respectfully requests City Council approval of Resolution No. 15-R-0003 authorizing the Mayor to execute the grant agreement for this project.

**COMMITTEE RECOMMENDATION:**

While there was no formal Committee review and recommendation for this item due to timing, it was discussed informally at the Development Committee meeting on January 12.



**RESOLUTION NO. 15-R-0003**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A  
GRANT AGREEMENT WITH THE STATE OF ILLINOIS DEPARTMENT  
OF COMMERCE AND ECONOMIC OPPORTUNITY FOR THE WEST  
WASHINGTON STREET ENVIRONMENTAL CLEANUP PROJECT**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to execute a Grant Agreement with the State of Illinois Department of Commerce and Economic Opportunity, in the amount of \$150,000, for the West Washington Street Environmental Cleanup Project, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this 19<sup>th</sup> day of January, 2015.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

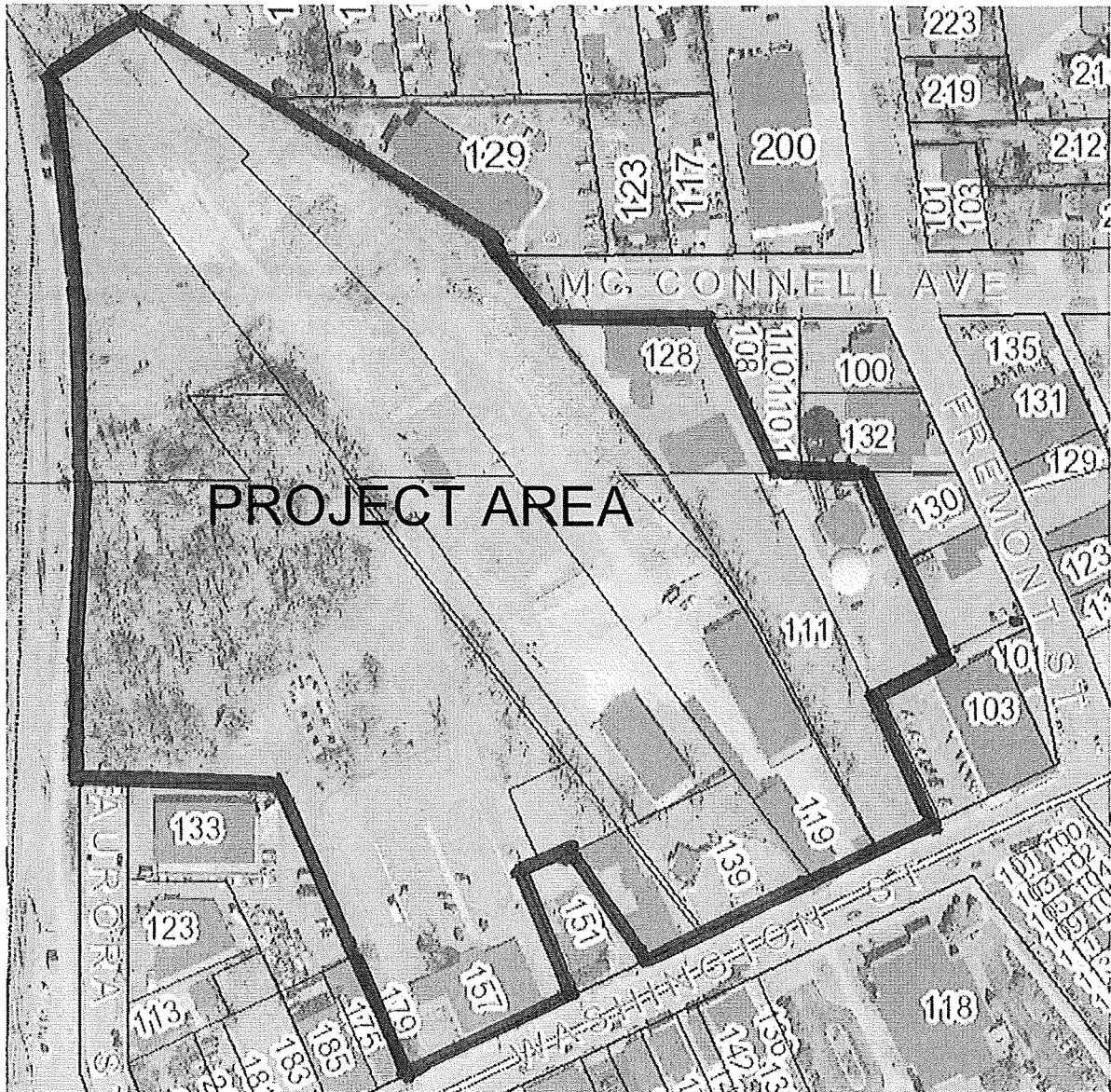
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
City Clerk Nancy M. Smith

West Washington Street Environmental Cleanup  
Location Map & Image





State of Illinois  
Department of Commerce and Economic Opportunity

F I S C A L Y E A R 2 0 1 5

A black and white photograph of a hand holding a pen, writing on a document. The hand is positioned on the right side of the frame, with the pen angled downwards towards the bottom left. The document is partially visible, showing some text and a grid-like pattern. The background is a soft, out-of-focus light gray.

# *DCEO Grant Survey*





## NOTICE OF GRANT REQUIREMENT

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

The Comptroller's Office requirement derives from Attorney General Opinion No. 00-018 that states, where a non-governmental entity receives a grant of public funds for the construction of a fixed work, the provisions of the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) apply to the project. **NOTE: Public bodies continue to be subject to Prevailing Wage requirements.**

**Please be advised that DCEO will not render a legal opinion as to applicability of the Prevailing Wage Act to any project. You should consult your own legal counsel for such an opinion.** Questions regarding the applicability of Prevailing Wage requirements may also be referred to the Illinois Department of Labor at 312/793-2800 or 217/782-6206 Attorney General Opinion No. 00-018 may be accessed on the Attorney General's web site at [www.ag.state.il.us/opinions/00-018.htm](http://www.ag.state.il.us/opinions/00-018.htm).

### **Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 et seq.)**

If an entity receives funds from the Capital Bill (HB3793) for construction related activities, the entity must employ at least 90% Illinois laborers on such projects during periods of excessive unemployment in Illinois.

- Defines "period of excessive unemployment" to mean any month immediately following two consecutive calendar months during which the level of unemployment in the State of Illinois has exceeded 5%.
- Defines "Illinois laborer" as any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident.
- Establishes civil penalties for violations of the Act not to exceed \$1,000 for each violation found in the first investigation by the Department, not to exceed \$5,000 for each violation found in the second investigation and not to exceed \$15,000 for a violation found in a third or subsequent investigation. Each violation for each worker and for each day the violation continues is a separate and distinct violation.

The Act may be found in its entirety at <http://www.state.il.us/agency/idol/laws/Law570.htm>. Any questions regarding the Act should be directed to the Illinois Department of Labor's Conciliation and Mediation Division at (217) 782-1710. For further information, please visit the IDOL website at: [www.state.il.us/agency/idol/](http://www.state.il.us/agency/idol/).

**Public Act 96-1064 - Business Enterprise Program** - Public Act 96-1064 mandates that each award by grant or loan of State funds of \$250,000 or more for capital construction costs or professional services is conditioned upon the recipient's written certification that the recipient shall comply with the business enterprise program practices for minority-owned businesses, female-owned business, and businesses owned by persons with disabilities of the Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105).

**Conflict of Interest:** A conflict of interest exists if a Grantee's officers, directors, agents, employees and family members use their position for a purpose that is, or gives the appearance of, being motivated by a desire for a private gain, financial or nonfinancial, for themselves or others, particularly those with whom they have a family business or other ties. Safeguards, evidenced by rules or bylaws, shall also be established to prohibit persons from engaging in actions, which create or which appear to create a conflict of interest.





## DCEO Grant Survey

**NOTICE:** The Department's provision of this survey form does not serve as a guarantee of future funding availability.

### IMPORTANT GRANT INFORMATION

- The grant award may not be finalized, and grant funds may not be disbursed, until all necessary approvals have been obtained and a Grant Agreement has been executed between DCEO and the Grantee. **All sections of the attached survey are required to be completed.** The time required to finalize this process depends largely upon the completeness and accuracy of the information submitted in the attached survey.
- The grant term should begin no earlier than July 1, 2014. The grant term cannot exceed two years. All project activities must be completed within this time.
- All project activities and all expenditures of grant funds must be consistent with the Scope of Work and Budget included in the Grant Agreement. The Scope of Work and the Budget will be developed based upon the information provided in the Grantee's completed survey.
- Proceeds of tax-exempt bonds can be used to reimburse for expenditures previously made. The reimbursement can be made for a period of up to 18 months after the date of expenditures were made or when the property is placed in service, but no later than three years after the date of the expenditures.
- All environmental approvals must be submitted and cleared by the appropriate state agency **prior to payment** of costs related to renovation of a building/structure or "dirt-moving" costs.\*
- Payment provisions will be specified in the Grant Agreement. Payment for bond fund projects will be disbursed on a reimbursement basis, unless otherwise approved by DCEO.
- **Any** contractual agreement between the Grantee and another party (being paid with grant funds) must include special language to allow DCEO access to the other party's records, relative to the grant. This includes construction subcontractors, consultants who provide services, and **any other entity** with which the grantee has a legal agreement to expend grant funds. Please contact your grant manager if you need a copy of this language (to incorporate into your legal subcontracts) prior to receiving your grant agreement.
- If required by the Grant Agreement, the Grantee must provide an audit relating to its compliance with the terms of the Grant Agreement.
- The Grantee shall ensure that grant funds are expended in accordance with generally accepted sound, business practices, arms-length bargaining, applicable federal and state laws and regulations. Grant expenditures should conform to the terms and conditions of the grant agreement and should not exceed the amount that would be incurred by a prudent person under the circumstances prevailing at the time the decision is made to incur the costs. Grant accounting should be consistent with generally accepted accounting principles.

**NOTE:** Please be aware that until a Grant Agreement has been executed by the Grantee and DCEO, the Grantee is at risk for any costs incurred that it intends to be paid for from grant funds. Thus, recipients of grant appropriations are advised not to begin project activities and not to incur costs until they have received a fully executed Grant Agreement reflecting the agreed upon Scope of Work and Budget.

PLEASE SUBMIT THE FOLLOWING SUPPORTING DOCUMENTATION ALONG WITH THE SURVEY (If Applicable)

#### SUBMITTED

- \_\_\_\_\_ List of Principal Individuals and Board Members–Non-governmental Grantees only. This list must include each individual's name, home address, home phone number and (if different) daytime phone number.
- \_\_\_\_\_ Job Descriptions of Staff Positions to be Funded by Grant Funds
- \_\_\_\_\_ W-9 form (revised January 2011) – **REQUIRED FOR ALL GRANTEEES** –
- \_\_\_\_\_ IRS Letter or Verification of Entity Name on File with the Internal Revenue Service – **REQUIRED FOR ALL GRANTEEES** –

\* "Dirt-moving" costs are costs incurred in activities that disturb or alter the project site.



## DCEO Grant Survey

### 1) GRANTEE/PROJECT INFORMATION

Project No.: IL150120

(Provided on survey cover memo.)

Project Title: West Washington Street Environmental Cleanup

Legal Name of Grantee: City of West Chicago Year Established 1906 (as city)

Address: 475 Main Street

City: West Chicago State: Illinois ZIP + 4: 60185 - 2840  
(Mandatory)

County: DuPage Business Phone: ( 630 ) 293 - 2200 ext. 140

Fax: ( 630 ) 293 - 1257 E-mail address: jsaid@westchicago.org

Web site Address: www.westchicago.org

Name and Title of Person Authorized to Sign Legal Documents for Grantee (see Appendix 2 on page 19):

Ruben Pineda, Mayor

Name of Project Contact/Administrator of Grant (if other than listed above):

John D. Said, AICP

Title: Director of Community Dev. Contact's Phone: ( 630 ) 293 - 2200 ext. 140

Address: 475 Main Street

City: West Chicago State: Illinois ZIP + 4: 60185 - 2840  
(Mandatory)

Fax: ( 630 ) 293 - 1257 E-mail address: jsaid@westchicago.org

FEIN: 3 6 - 6 0 0 6 1 4 4 (9 digit federal taxpayer identification number)

NAICS Code: 9 2 1 1 9 0 (6 digit Industry Classification Code) Grantee's DUNS Number: 1 1 3 5 5 4 4 4 8  
See page 15 for information about NAICS Code and DUNS Number.

Legal Name of Owner of FEIN: City of West Chicago

You must provide the FEIN number of the entity that will directly receive the grant funds from DCEO. Do not use the FEIN number of any Subgrantee or affiliate of the Grantee. Providing an incorrect FEIN will cause a delay in grant processing.

GRANTEE'S FISCAL YEAR: From: January 1 To: December 31

**CERTIFICATION:** Under penalty of perjury, I certify that I have examined this document and the document(s), schedule(s), and statement(s) submitted in conjunction herewith, and that, to the best of my information and belief, the information contained herein is true, correct, and complete. I represent that I am the person authorized to submit this document on behalf of the Grantee. (Please refer to page 19 for listing of Authorized Signatories)

I hereby release to DCEO the rights and use of photographs and/or any written statements or information, regardless of format (whether they are direct quotes or paraphrased by DCEO), contained in or provided after the grant survey for the purpose of publication on DCEO's website. I hereby also release any and all claims against DCEO, its officers, agents, employees and/or affiliates arising out of, or in connection with, the usage of photographs and/or written statements or information, regardless of format (whether they are direct quotes or paraphrased by DCEO), for the purpose of publication on DCEO's website.

Authorized Official (signature)

Ruben Pineda, Mayor

Printed Name & Title

Date





## DCEO Grant Survey

### TYPE OF ORGANIZATION (Check only one):

- ☐ Individual
- ☐ Sole Proprietor
- ☐ Partnership/Legal Corporation
- ☐ Corporation providing or billing medical and/or health care services
- ☒ Governmental
- ☐ Other :
- ☐ Not-for-profit Corporation
- ☐ Minority-Owned
- ☐ Female-Owned
- ☐ Charitable/Not-for-profit entity
- ☐ Minority-Owned
- ☐ Female-Owned
- ☐ Tax exempt entity
- ☐ If your organization or entity is not named above, please identify or describe the type of organization/entity that will be receiving grant funds:

---



---



---



---

- 2) **SCOPE OF WORK:** Please use the space below to describe what you intend to do with the funding. This must include a **detailed narrative** description of the activities **which will be funded by the grant** (e.g., land, property, easement, right-of-way acquisition; construction/renovation activities [including all ADA compliance covered by the project]; equipment; development/delivery of programs and services [including administrative activities]; or other activities). This information will be included in the Grant Agreement as the Scope of Work.

Soil contaminated with metals and organic constituents: These soils will be excavated, staged and disposed first. Confirmation sampling and contaminant delineation will continue until all soil exceeding cleanup standards is removed or managed under an engineered barrier.

Soils with elevated radioactive radium and thorium levels: These soils will be excavated, staged and removed or managed under an engineered barrier, so that residual materials in the soil are within acceptable levels set by the United States Environmental Protection Agency.

a) Grantee will complete the following tasks:

	ESTIMATED COMPLETION DATE
Task 1. Enter site into Illinois EPA Site Remediation Program (SRP).	June 1, 2015
Task 2. Hire consulting contractor to perform cleanup services.	August 1, 2015
Task 3. Finalize cleanup plan.	September 1, 2015
Task 4. Mark site for cleanup based on soil types and locations.	October 1, 2015
Task 5. Initiate excavation and remediation activities.	November 1, 2015
Task 6. Complete excavation and remediation activities.	May 1, 2016
Task 7. Obtain No Further Remediation (NFR) approval.	August 1, 2016
Task 8. _____	



## DCEO Grant Survey

b) Provide details to identify the items that will be included in each line of the budget (*attach information as needed*).

Please see attached budget summary info.

c) Project Location: (*Must provide an electronic/digital photo of project location*)

Address 111 through 179 W. Washington (except 154) City West Chicago County DuPage

Zip Code + 4 60185-2802

d) If the property is being improved, is the property owned by the grantee? ☒ Yes ☐ No, or leased by the grantee? ☐ Yes ☐ No

If your organization is a **non-governmental** entity, please provide the answers to questions 3 and 4 (which are required of all non-governmental entities) If not, please skip to question 5.

3) YOUR ORGANIZATION: a) What is your organization's mission statement? b) What are the primary goals of your organization?

4) YOUR PARTICIPANTS: a) Describe any eligibility criteria for participation in your program(s) (*i.e., income level, age, employment status, etc.*). b) Describe how participants are identified or recruited, or describe who refers participants to your organization for services. c) If services cannot be provided to all that apply, describe the manner in which participants are selected (*i.e., standardized testing; first-come, first served*). d) State the cost to participants for these programs and services, and specify whether a sliding scale (*i.e. cost for services is reduced or waived, based on income or ability to pay*) is enacted.

5) PUBLIC PURPOSE: What is the public purpose? Why is this project necessary? What is the expected benefit of this project (*i.e., city will no longer be on IEPA restricted status list; unemployed persons will receive job training, etc.*)?

- 1) Removal of environmental contamination from downtown area, thereby improving community health.
- 2) Redevelopment of large vacant and underutilized downtown properties.
- 3) Development of new public/civic uses (including new City Hall), residential, retail and commercial areas.
- 4) Increase in commerce, property values, tax revenues, residential options and employment opportunities for the West Chicago community.



## DCEO Grant Survey

### 6) PUBLIC BENEFIT:

a) Estimate the number of persons to benefit or be served by the proposed project: 20,000

State the percentage of current or projected participants who are disadvantaged or low-income: 15%

State the percentage of participants who receive (or will receive) services at no cost or a reduced fee: n-a

b) Jobs: Please refer to page 14 for instructions.

1. Number of permanent full-time individuals currently employed by grantee: 110

2. Number of permanent part-time individuals currently employed by grantee: 2

3. Number of permanent full-time jobs that would be created by grantee as a direct result of receiving the grant award: n-a

4. Number of permanent part-time jobs that would be created by grantee as a direct result of receiving the grant award: n-a

5. Number of temporary full-time jobs that would be created by grantee as a direct result of receiving the grant award: n-a

6. Number of temporary part-time jobs that would be created by grantee as a direct result of receiving the grant award: n-a

7. Number of permanent full-time jobs that would be retained by grantee as a direct result of receiving the grant award: n-a

8. Number of permanent part-time jobs that would be retained by grantee as a direct result of receiving the grant award: n-a

9. Number of temporary full-time jobs that would be retained by grantee as a direct result of receiving the grant award: n-a

10. Number of temporary part-time jobs that would be retained by grantee as a direct result of receiving the grant award: n-a

11. Describe any other projected employment impact as a result of receiving the grant award.

12. Average of annualized salaries for permanent full-time jobs created n-a

13. Average of annualized salaries for permanent full-time jobs retained n-a

c) Projected Construction Jobs Impact:

1. Projected number of construction labor hours for project 200

2. Projected number of construction FTE's for project (FTE's = total hours in row above divided by 2,080 hours) 0.01

### 7) GRANTEE HISTORY:

a) Have you received a grant from the State of Illinois within the last 3-years? ☒ Yes ☐ No

If yes, provide the following:

Agency: Illinois Dept. of Transportation/Div. of Traffic Safety Grant #: OP-15-0014

Grant Amount: \$18,975.88 Grant Term: 10/01/14-9/30/15

General description of grant: Funding for City to hire back officers during select periods.

Issues: Enforcement of traffic laws with emphasis on seat belts, child safety/seating, impaired driving and

b) If applicable, list all Names and FEINs that are registered to your organization or have been registered during the past 3 years.

Name: City of West Chicago FEIN: 3 6 \_ 6 0 0 6 1 4 4

Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

Name: \_\_\_\_\_ FEIN: \_\_\_\_\_





## DCEO Grant Survey

c) In the past twelve months, have there been any changes in the following key staff? Check all that apply. Indicate the number of months the position has been vacant if the position is currently vacant.

- ☐ CEO/Executive Director/Chief Elected Official. Months vacant \_\_\_\_\_
- ☐ CFO/Controller. Months vacant \_\_\_\_\_
- ☐ Grant Administrator. Months vacant \_\_\_\_\_
- ☐ Grant Administrative Support Staff (i.e. Reporting, correspondence, document control). Months vacant \_\_\_\_\_
- ☐ Bookkeeper/Accountant for Grant. Months vacant \_\_\_\_\_
- ☒ No Changes

d) If your proposed budget includes any staff costs for this grant, please indicate the type of documentation that will be maintained and used to allocate staff costs to the DCEO grant.

- ☐ Time sheets
- ☐ Cost allocation plans
- ☒ Certifications of time spent
- ☐ Other, please describe:
- ☐ None

e) Has the grantee or any principal formed a business that existed for less than two years? If yes, provide requested detail.

☐ Yes ☒ No

If yes, provide name(s) of failed business and reason(s) for its failure.

f) Has the grantee or any principal experienced foreclosure, repossession, civil judgment or criminal penalty (or been a party to a consent decree) within the past seven years as a result of any violation of federal, state or local law applicable to its business? ☐ Yes ☒ No

If yes, identify the nature (including case number and venue) of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues.

g) To the best of grantee's knowledge, is the grantee or any principal the subject of any proceedings that are pending or threatened, that may result in any adverse change in grantee's financial condition or will materially and adversely affect grantee's operations? ☐ Yes ☒ No

If yes, provide requested information.

h) Does the grantee or any principal owe any debt to the State? ☒ Yes ☐ No

If yes, list reason and amount:

Illinois EPA Revolving Loan Fund; financing for municipal water treatment plant. The City makes annual payments, and is scheduled to complete payments in 2024. Current amount remaining is \$7,000,000.



## DCEO Grant Survey

- 8) **REPRESENTATIONS AND WARRANTIES:** Grantee certifies that there is no action, suit or proceeding at law or in equity pending, nor to the best of Grantee's knowledge, threatened, against or affecting the Grantee, before any court or before any governmental or administrative agency, which will have a material adverse effect on the performance required by the Grant.

Grantee certifies that it is not currently operating under or subject to any cease and desist order, or subject to any informal or formal regulatory action, and, to the best of the Grantee's knowledge, that it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority.

Grantee certifies that should it become the subject of an action, suit or proceeding at law or in equity that would have a material adverse effect on the performance required by the Grant; or an investigation by any state or federal regulatory, law enforcement or legal authority; Grantee shall promptly notify the Department, in writing.

- 9) **CONFLICT OF INTEREST:** A conflict of interest exists if a Grantee's officers, directors, agents, employees and family members use their position for a purpose that is, or gives the appearance of, being motivated by a desire for a private gain, financial or nonfinancial, for themselves or others, particularly those with whom they have a family business or other ties. Safeguards, evidenced by rules or bylaws, shall also be established to prohibit persons from engaging in actions, which create or which appear to create a conflict of interest as described herein.
- a. Governmental Entity. If the Grantee is a governmental entity, the Grantee certifies that no conflict of interest exists. Further, Grantee certifies that no officer or employee of the Grantee and no member of its governing body and no other public official of the locality in which the program objectives will be carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such objectives shall participate in any decision relating to any contract negotiated under a program grant which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any financial interest, direct or indirect, in such contract or in the work to be performed under such contract.
- b. Nongovernmental Entity. If the Grantee is a nongovernmental entity, the Grantee certifies that no conflict of interest exists. Further, Grantee certifies that no officer or employee of the Grantee in which the program objectives will be carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such objectives shall participate in any decision relating to any contract negotiated under a program grant which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any financial interest, direct or indirect, in such contract or in the work to be performed under such contract.



## DCEO Grant Survey

The Grantee must provide the substantiating documentation to support that the conflict of interest was appropriately handled by the Grantee organization. Substantiating documentation should include, but not limited to, the following: organization's bylaws; list of board members; procedures to safeguard against the appearance of personal gain by the organization's officers, directors, agents, and family members; procedures detailing the proper internal controls in place; timesheets documenting time spent on grant; and bid documents supporting the selection of the individual with the conflict.

The Grantee must immediately notify the Department in writing of any actual or potential conflicts of interest, as well as, any actions that create or which appear to create a conflict of interest. Are you aware of any potential conflict(s) of interest, as well as, any actions that create or which appear to create a conflict of interest? Please explain.

10) LOCAL OPPOSITION: Do you anticipate any opposition to this project? ☐ Yes ☒ No If yes, please describe:

11) ESTIMATED TIMETABLE FOR COMPLETION: Start Date: 6 / 1 / 2015 Completion Date: 8 / 1 / 2016

If you are providing a program or service, please be specific about the length of the program or service delivery, whether it is a one-time offering or an ongoing program/service, how many times it will be provided, etc.

(NOTE: Grant-funded activities must be completed within a two-year time frame. The start date should reflect the date the Grantee anticipates incurring costs against this grant award, or, if costs have already been incurred, the date that the Grantee actually started to incur costs. The grant manager will work with the Grantee to establish the appropriate grant term).

Please complete questions 11a through 11g.

a) If applicable, describe any actions/approvals that must be completed prior to the start of this project, with corresponding time frames for completion. Examples of such actions/approvals may include: hiring staff to implement the project, securing a location from which to operate the program, approval by your organization's board of directors, etc.

1) Approval of ordinance and/or resolution by the West Chicago City Council for participation in this project (approximately 30 days).

2) Assembling grant administration team including members of staff and City consultants (approximately 45 days).





## DCEO Grant Survey

b) Has your organization secured all necessary federal, state and local permits and approvals to proceed with this project?  
\_\_\_\_\_ **No** \_\_\_\_\_ If not, please identify permits/approvals to be obtained and provide a reasonable, estimated timetable to secure such permits/approvals.

Enter site into Site Remediation Program (SRP), by June 1, 2016.

c) If grant funds are to be utilized to make capital improvements to real property (structures/land) *that your organization does not own*, please provide a copy of the lease or other agreement (i.e., easements, rights-of-way, etc.) between your organization and the property owner that will allow your organization to continue to use the improved premises, for an appropriate length of time, consistent with applicable state law and rules.

N-A

If the project involves the purchase of land or building(s), you must answer questions 11d-11g and attach supplementary explanatory materials as needed.

d) Does your organization have an executed contract for the purchase/acquisition of the land/building in question?

\_\_\_\_\_ If not, when do you expect to have an executed contract? \_\_\_\_\_  
\_\_\_\_\_

e) If your organization is a governmental entity, is it acquiring the land/building through an outright purchase, or through eminent domain/condemnation proceedings? \_\_\_\_\_

\_\_\_\_\_ If acquiring through eminent domain/condemnation, when do you *realistically* expect to finalize the acquisition? \_\_\_\_\_

f) Is your organization aware of any existing (or reasonably anticipated) legal proceedings such as zoning issues, objections of nearby property owners, etc., relating to the proposed use of the land/building being purchased with grant funds? \_\_\_\_\_ If yes, please attach a detailed explanation.

g) Provide the name, address, phone number and email address (if applicable) of the entity from which the land/building(s) is/are being purchased. If multiple owners, please provide this information for each.

N-A



## DCEO Grant Survey

### 12a) BUDGET FOR NON-CONSTRUCTION PROJECTS

ACTIVITY LINE ITEM	GRANT AMOUNT *
1. Personnel Costs **	\$
2. Travel	
3. Equipment ( <i>must itemize in #2, Scope of Work</i> )	
4. Commodities/Printing/Postage	
5. Rent/Utilities ( <i>list address in #2, Scope of Work</i> )	
6. Contractual/Consultant ( <i>including service contracts</i> )†	
7. Audit/Accounting/Legal	
8. Training/Conferences††	
9. Marketing/Advertising/Web Site	
10. Other ( <i>must specify in #2, Scope of Work</i> )	
<b>TOTAL</b>	\$

\* Grant amount column must total the grant amount to be received from DCEO. Please be as accurate as possible when specifying line item amounts. If actual spending varies by more than 10 percent, a grant modification will be required.

\*\* For all personnel being paid in-full or in-part with Grant Funds, a complete job description must be included. Please also include details on the number of persons to be hired in each job title, and specify the number of months each person is expected to be paid with grant funds.

† Provide details in #2, Scope of Work, regarding the type of contractor/consultant and the services to be provided by each.

†† Provide details in #2, Scope of Work, regarding how many events are planned, how many people will participate in each, location(s), etc.



## DCEO Grant Survey

### 12b) BUDGET FOR CONSTRUCTION PROJECTS

(NOTE: BOND FUNDED PROJECTS MUST COMPLY WITH APPENDIX I: BONDABILITY GUIDELINES.)

ACTIVITY LINE ITEM	GRANT AMOUNT *	
1. Design/Engineering	\$ 5,000	Usually limited to 10% - 15% of total grant funding.
2. Building/Land Purchase	0	
3. Wiring/Electrical	0	
4. Equipment/Material/Labor	15,000	
5. Paving/Concrete/Masonry	0	
6. Construction Management/Oversight	15,000	Limited to 10% - 15% of total grant funding.
7. Mechanical System	0	
8. Excavation/Site Prep/Demolition	115,000	
9. Plumbing	0	
10. Other Construction Expenses ( <i>must itemize in #2, Scope of Work</i> )		
11. Contingency	0	Limited to 10% - 15% of total grant funding.
<b>TOTAL</b>	<b>\$ 150,000</b>	

\* Grant amount column must total the grant amount to be received from DCEO. Please be as accurate as possible when specifying line item amounts. If actual spending varies by more than 10 percent, a grant modification will be required.



## DCEO Grant Survey

### GRANT MANAGEMENT PROGRAM BUDGET DEFINITIONS

**Personnel Costs** – salary, income tax, FICA, insurance (health, dental, worker's comp., etc.) for Grantee employee titles listed in the Part II Scope of Work, limited to verifiable time working on this project or a % of total salary as listed in Part II Scope of Work.

**Travel** – travel-related expenses, associated with the project scope, by the Grantee's employees; contracted personnel (if travel is outside of the contract cost itself); and/or project clients/participants.

**Equipment (Non-Construction Projects)** – purchase and/or lease of equipment to be used or installed as part of the project, including associated labor/installation/training costs, as identified within the Part II Scope of Work.

**Commodities/Printing/Postage** – expendable materials necessary for completion of the project scope, used by either Grantee personnel or program clients/participants.

**Rent/Utilities** – rental and/or utility charges for a facility whose location is listed in the Part II Scope of Work (either by specific address if available, or otherwise by the most specific location description possible).

**Contractual/Consultant** – specific one-time contracts for provision of services necessary for completion of the Grant-funded project, as identified within the Part II Scope of Work.

**Audit/Accounting/Legal** – annual or Grant-specific audit(s); accountant and/or legal/attorney fees specifically related to the Grant project; etc. as identified within the Part II Scope of Work.

**Training/Conferences** – training and/or conferences for staff; training, conferences, ceremonies, and/or award functions for project clients/participants; etc.

**Marketing/Advertising/Web Site** – brochures and/or fliers for Grant-funded activities; print, radio, television, and/or billboard advertisements; Web site development and/or management; Internet access fees; etc.

**Other** – costs which cannot be easily broken out into or covered by other individual/specific Budgetary line items including, but not limited to: stipends; loan payments; administrative overhead; insurance; etc. as identified within the Part II Scope of Work.

**Design/Engineering** – costs associated with creation of the project's architectural drawings; engineering studies and/or fees; etc., including costs of plans & specs and/or printing costs if specifically identified as such within the Part II Scope of Work.



## DCEO Grant Survey

### GRANT MANAGEMENT PROGRAM BUDGET DEFINITIONS *(continued)*

**Building/Land Purchase** – costs to purchase, either in whole or in part, a building, structural shell, condominium, land, and/or easement including, but not limited to: the net purchase price itself; closing costs charged to the buyer on the closing document; legal fees; etc.

**Wiring/Electrical** – purchase of materials necessary for completion of the project scope such as: electrical wiring; conduit; outlets; switches; etc. including associated labor/installation costs, as identified within the Part II Scope of Work.

**Equipment/Materials/Labor** – purchase of materials and/or purchase/lease of equipment, to use or install for the project, such as: steel; drywall; lumber; wiring; doors; windows; roofing; rock; etc. including labor/installation costs, as identified within Part II Scope of Work.

**Paving/Concrete/Masonry** – purchase of materials necessary for completion of the project scope such as bituminous pavement; concrete; rock; bricks; blocks; mortar; tuckpointing; etc. including associated labor/installation costs, as identified within the Part II Scope of Work.

**Construction Management/Oversight** – costs associated with managing the construction activities and/or overseeing all aspects of the construction project, either by contractor personnel or Grantee personnel, but limited to verifiable time working on this project.

**Mechanical System** – purchase of materials necessary for completion of the project scope such as: HVAC; elevators; fire alarm, sprinkler, or ventilation systems; etc. including associated labor/installation costs, as identified within the Part II Scope of Work.

**Excavation/Site Prep/Demo** – costs associated with demolition of existing structures on the project site and/or preparation of the project site including excavation, etc. ahead of actual new construction/renovation activities.

**Plumbing** – purchase of materials necessary for completion of the project scope such as: internal or external pipes for water, gas, and/or sewage; fixtures; etc. including associated labor/installation costs, as identified within the Part II Scope of Work.

**Other Construction Expenses** – costs that can't be easily broken out to or covered by other individual/specific Budgetary line items such as: landscaping; hauling; equipment rental; insurance; environmental fees; loan payments; etc. as identified within the Part II Scope of Work.

**Contingency** – coverage of potential cost overruns in any of the other utilized Grant Budget line items.





## DCEO Grant Survey

### 13) OTHER FUNDING:

- a) Are other funds necessary to complete the *grant scope of work* (i.e., the activities for which this grant is being used)?  
☒ Yes ☐ No
- b) Are other funds necessary to complete the *overall project* (of which this grant is just one component)?  
☒ Yes ☐ No

If "yes" to either question above, please indicate the source, status and amount of those funds below. This information **MUST** correlate with your answers to question 2 on pages 3-4.

SOURCES OF FUNDING	Approved / Secured	Pending	Not Yet Applied For	If Funds Not Yet Approved / Secured, Provide Estimated Date.	Activities in Grant Scope of Work – see pages 3-4 of survey, question 2.	Overall Project – see pages 3-4 of survey, question 2.
<b>Federal Funds (list:)</b>						
EPA brownfields cleanup grant request		✓		June 1, 2016	\$ 400,000	\$
					\$	\$
					\$	\$
<b>Other State Funds (list funds from any state source/program:)</b>						
N-A					\$	\$
					\$	\$
					\$	\$
<b>Other Funds (list your organization's funds, bank and other loans, fundraising, donations, etc.):</b>						
City Tax Increment Financing (TIF) - Downtown TIF Fund (09-00)					\$ 400,000	\$ 500,000
					\$	\$
					\$	\$
<b>TOTALS</b>					\$ 800,000	\$ 500,000



## DCEO Grant Survey

### NAICS CODE AND DUNS NUMBER INFORMATION

(from page 2)

Provide the grantee's North American Industry Classification System Code. The NAICS (pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. If you do not know your business NAICS Code, you may look it up at: <http://www.naics.com/index.html>.

A DUNS Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide. Provide the grantee's DUNS number. If your business does not have a DUNS number, you may request one *for free* at: [http://www.dnb.com/us/duns\\_update/](http://www.dnb.com/us/duns_update/). Click on the button "request a DUNS Number", then go to the Section marked "Get a D-U-N-S Number for Government Purposes" and click on the "go" button.

### JOBS INSTRUCTIONS

#### Definitions for Question 6b, #1 - #11:

**Employee** – an individual that agrees to participate in an employer/employee business relationship and provide services for the employer in return for a defined salary or wage; the employer files forms and withholds taxes per the IRS requirements for an employee.

**Created job** – a new position to be developed and filled, or an existing unfilled position to be filled; either of which could not be filled but for the DCEO grant provided.

**Retained job** – an existing position to be maintained that otherwise would be eliminated but for the DCEO grant provided.

**Permanent job** – a job intended to last indefinitely; does not have a finite ending date.

**Temporary job** – a job that is typically short term, and will last only for a specified period of time (example: a seasonal job).

**Full time job** – employee will be expected to work the full number of hours in a standard work week in the organization, as defined by the employer; full time positions often approximate 40 hours per week and typically include benefits such as a pension plan, insurance, and vacation benefits.

**Part time job** – employee will be expected to work fewer hours per week than the hours required in a full time position; this type of job often does not include benefits or receives reduced benefits.

**Other projected employment impact** – the count may include other impacts with the grantee organization, such as temporary jobs or independent contractors needed by the grantee; and/or other employment impacts elsewhere in the economy.

#### Definitions for Question 6c, #1 & #2:

1. Provide the number of projected hours of construction labor that will result if the project is funded by the DCEO grant. Include all construction jobs for the entire project even if the DCEO grant leverages, or is combined with, other funding needed for the project.
2. Provide the number of projected construction FTE's for the project. This number is calculated by taking the total number of construction labor hours divided by 2,080.



## DCEO Grant Survey

### GRANTEE HISTORY INSTRUCTIONS

#### Question #7

- a) Complete this section with information on any grants received from the state of Illinois by the grantee within the last 3 years from the date of this submission. Grantee must provide the following information for each grant received:

**Agency** – List the name of the agency from which the grant was received.

**Grant #:** – List the number related to the grant.

**Grant Amount** – List the total amount of the grant

**Grant Term** – List the term to include the beginning and end date of the grant.

**General description of grant** – Provide a brief description of the grant project.

**Issues** – Provide a description of any financial or programmatic issues that were identified with this grant by either the grantor agency and/or grantee. State whether the issues are resolved or unresolved. If the issues are unresolved, please state the reason why and provide a current status.

- b) If the grantee's organization has operated under any other names or FEIN numbers during the past 3 years from the date of this submission, this information must be provided in this section.
- c) Indicate which key staff positions have changed within the past twelve months from the date of this submission, and indicate the number of months that position has been vacant, if applicable
- d) Indicate in the list provided the type of documentation that the grantee's organization will maintain to support and allocate staff costs to the DCEO grant. Any staff costs incurred need to be adequately supported to ensure appropriate allocation to the DCEO grant.
- e) Indicate whether a previous business existed for less than two years from the date of this submission. Principal is defined as anyone in the organization who governs the activity of the organization or has authority to make decisions on behalf of the organization.
- If yes, provide name(s) of business and reason(s) supporting why the business is no longer in existence. Please be as descriptive as possible for reason(s) why the business is no longer in existence. Attach additional supporting documentation to support your response to this question.
- f) Indicate yes or no and provide additional information in subsequent question.
- If yes, identify the nature (including case number and venue) of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues. Be as descriptive as possible and attach additional supporting documentation to support the response to this question.
- g) Indicate yes or no and provide additional information in subsequent question. Principal is defined as anyone in the organization who governs the activity of the organization or has authority to make decisions on behalf of the organization.
- If yes, describe the proceedings and provide the current status. Be as descriptive as possible and attach additional supporting documentation to support the response to this question.
- h) Indicate any debt owed to the state by listing the specific reason(s) and amount(s). Attach additional documentation to explain the debt owed to the state.



## DCEO Grant Survey

### APPENDIX 1: BONDABILITY GUIDELINES

TYPE OF PROJECT	BONDABLE EXPENDITURES	NON-BONDABLE EXPENDITURES
Planning	<ul style="list-style-type: none"> <li>■ A/E design for construction or installation (<i>from schematic design to working drawings</i>).</li> <li>■ Construction management and observation.</li> </ul> <p><i>Costs of the following are eligible only if done as part of a larger (grant funded) bondable project:</i></p> <ul style="list-style-type: none"> <li>■ Environmental assessments, wetland delineations, archeological surveys, historical properties studies/surveys.</li> </ul>	<p><i>Long-range development plans, facility surveys, feasibility studies, etc.</i></p> <ul style="list-style-type: none"> <li>■ Energy audits.</li> <li>■ Program or scope statements.</li> <li>■ Archeological digs.</li> </ul>
Land and Building Acquisition	<ul style="list-style-type: none"> <li>■ Acquisition costs of all improved or unimproved real property including appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, condemnation and related legal expenses.</li> </ul>	<ul style="list-style-type: none"> <li>■ Acquisition of leasehold interests through rental of real property.</li> <li>■ Relocation costs.</li> </ul>
Utilities	<p><i>Installation or replacement of:</i></p> <ul style="list-style-type: none"> <li>■ Potable, high temperature or domestic water systems.</li> <li>■ Electrical systems including components or telecommunications equipment.</li> <li>■ Steam and condensate return systems.</li> <li>■ Fire hydrants, standpipes and central fire and security alert systems.</li> <li>■ Lighting systems and tap-ons or extensions of existing utility systems.</li> <li>■ Automated temperature or environmental control systems and air or water pollution control systems, including installing energy management control computers.</li> <li>■ Waste disposal systems for contaminated radioactive, hazardous or surgical waste.</li> <li>■ Solar heating associated with a larger bondable project.</li> <li>■ Sewage and water treatment facilities.</li> <li>■ Earth moving to create artificial lakes, reservoirs or for utility or other related conservation purposes.</li> <li>■ Restoration to original condition of natural or man-made features at the site of any utility installation.</li> <li>■ Trenches or ditches dug for the purpose of laying tile or providing ducts to remove excessive rainfall and prevent erosion.</li> <li>■ Storm and sanitary sewers.</li> </ul>	<p><i>Minor changes such as repairing or replacing:</i></p> <ul style="list-style-type: none"> <li>■ Leaking corroded wiring or pipes.</li> <li>■ Radiators, coils, fans, motors, retubing boilers, central valves, thermostats, timers or meters.</li> <li>■ Installing energy management control computers.</li> <li>■ Duct work, return air systems, heat reclamation systems.</li> <li>■ Solar heating or cooling systems.</li> <li>■ Telephone or communications systems.</li> <li>■ Paging systems, lines for television or computer monitoring for security or energy management.</li> <li>■ Installation of energy conservation equipment or changes to existing systems to reduce energy consumption.</li> <li>■ Installation of insulation.</li> </ul>
Buildings, Additions or Structures	<ul style="list-style-type: none"> <li>■ New construction of buildings or structures.</li> <li>■ New additions to existing buildings or structures.</li> <li>■ Reconstruction of an existing building or structure (<i>including installation of new structural or interior walls, floors, ceilings, utilities, interior finishes, carpeting, furnishings and equipment along with demolition</i>).</li> <li>■ Exterior work to surface, structure or foundation to extend useful life.</li> <li>■ Roof Work: limited to removal of the system to the decking as well as stone, metal or other work to control water damage or ice formation.</li> </ul>	<ul style="list-style-type: none"> <li>■ Normally anticipated exterior repairs (<i>e.g., patching concrete, filling or sealing cracks, painting, caulking, insulation, plastering, etc.</i>).</li> <li>■ Roof repairs, patching, replacing shingles, spot treatment, adding gravel or other materials, replacing gutters, fascia, downspouts, etc.</li> </ul>



## DCEO Grant Survey

### APPENDIX 1: BONDABILITY GUIDELINES (continued)

TYPE OF PROJECT	BONDABLE EXPENDITURES	NON-BONDABLE EXPENDITURES
Buildings, Additions or Structures, cont'd.	<p><i>Costs of the following are eligible only if done as part of a larger bondable (grant-funded) project:</i></p> <ul style="list-style-type: none"><li>■ Interior work such as painting or plastering, sanding, replacing electrical and light fixtures, decorative remodeling, paneling, handicapped accessibility improvements, moving toilets, water fountains, telephone, windows, etc.</li><li>■ Fire alarms, smoke detectors, fire doors and hall partitions, vent dampers, automatic door closers, security systems, etc.</li></ul>	
Site Improvements	<ul style="list-style-type: none"><li>■ Demolition.</li><li>■ Grading sidewalks, terracing, exterior lighting, seeding/sodding if part of a larger bondable project.</li><li>■ Replacement and/or renovation of bridges, ramps, curbs, overpasses, and underpasses.</li><li>■ Landscaping, installation of plant material if associated with a bondable project.</li><li>■ Construction and/or renovation of a road, parking lot or campground; extension of a road, parking lot or campground.</li><li>■ Upgrade of road or parking lot.</li></ul>	<ul style="list-style-type: none"><li>■ Seeding or sodding for erosion control, installation of plants or landscaping not a part of a larger bondable project.</li><li>■ Archeological digs, research or exploration.</li><li>■ Leaking underground storage tank fees.</li></ul>
Durable Movable Equipment	<ul style="list-style-type: none"><li>■ Art-In-Architectural Art.</li><li>■ Heavy Duty Fire Protection Apparatus.</li></ul> <p><i>Acquisition, transportation and installation of initial movable equipment associated with a larger bondable (grant-funded) project:</i></p> <ul style="list-style-type: none"><li>■ Office and household equipment and furniture.</li><li>■ Machinery and implements.</li><li>■ Scientific instruments and apparatus with the exception of those with short useful life.</li></ul>	<ul style="list-style-type: none"><li>■ Commodities.</li><li>■ Library books, maps and paintings other than those purchased with the Art-In-Architecture Program.</li><li>■ Livestock.</li><li>■ Rolling stock including cars, trucks, boats and related items.</li><li>■ Spare and replacement parts.</li><li>■ Items such as glassware, crockery, etc.</li><li>■ Computers, related equipment and software.</li></ul>





## DCEO Grant Survey

### APPENDIX 2: AUTHORIZED SIGNATORIES

Grantees may encounter difficulty in determining who is legally authorized to sign the Grant Agreement and the necessary reports for the grant. Here are the common types of grantees and a listing of who is generally considered to be an authorized signatory. If your circumstances vary from these general guidelines, it is best to include written supporting documentation. If your organization is not mentioned below, please contact your grant manager to discuss who the authorized signatory can be.

GRANTEE	WHO IS AUTHORIZED TO SIGN	SPECIAL CIRCUMSTANCES
County (or the <i>County</i> for the Sheriff's Department, Health Department, etc.)	County Board Chairman	President of the County Board of Commissioners or County Executive, if authorized by ordinance provided to DCEO
City (or the <i>City</i> for the Police Department, Fire Department, etc.)	Mayor	City Manager, if authorized by ordinance provided to DCEO
Village (or the <i>Village</i> for the Police Department, Fire Department, etc.)	Village President	Village Manager, if authorized by ordinance provided to DCEO
Township	Township Supervisor	
Fire Protection District	President	
Municipal Library or Library District	President of the Library Board	
Park District	President of the Park District Board	
School District	Superintendent of Schools or School Board Chairman	
University	President or Chancellor	For the University of Illinois, the Comptroller has authorization
Community College	President	
Nonprofit	Executive Director or Chief Executive Officer	
Nonprofit Volunteer Fire Department <i>with its own FEIN</i>	Fire Chief or Board President	



**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return) <b>CITY OF WEST CHICAGO</b>	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
Address (number, street, and apt. or suite no.) <b>475 MAIN ST</b> City, state, and ZIP code <b>WEST CHICAGO, IL 60185</b>	Requester's name and address (optional)
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		
Employer identification number								
3	6	-	6	0	0	6	1	4

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>William Greer</i>	Date ▶ <i>1/12/15</i>
------------------	---	-----------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



West Washington Street Environmental Cleanup  
Budget Summary Information

CATEGORIES	PROGRAM COSTS	SITE CLEANUP	TOTAL
Personnel/Staff			
Travel			
Equipment			
Supplies			
Contractual			
Other			



