

2/25/2013

14-R-13

A RESOLUTION

**Authorizing the City Manager to Sign
a Notification and Conditions of Grant Award
to Fund the Long-Term Care Ombudsman Program**

WHEREAS, the City of Evanston has made it a priority to focus on providing for a comfortable and high stand of living for seniors; and

WHEREAS, pursuant to the Older Americans Act of 1965 (P.L. 109-365) and the Illinois Act on Aging (20 ILCS 105/1 *et seq.*), the Parks, Recreation and Community Services Department (the "Department") operates a Long-Term Care Ombudsman Program; and

WHEREAS, the Ombudsman protects and promotes the rights and quality of life for residents of long-term care facilities by maintaining a working relationship with the residents and staff of such facilities within the City; and

WHEREAS, the Department applied to the Illinois Department on Aging for funding for its Ombudsman program; and

WHEREAS, the Department received a grant award in the amount of twenty-seven thousand, nine hundred sixty dollars (\$27,960.00); and

WHEREAS, the Department intends to use the grant award for personnel, travel and training costs, supplies, and equipment for the Ombudsman program,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:**

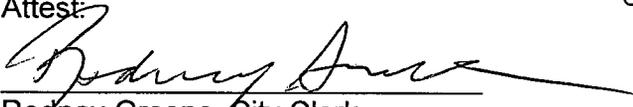
SECTION 1: That the foregoing recitals are hereby found as fact and incorporated herein by reference.

SECTION 2: That the City Manager is hereby authorized to sign, and the City Clerk hereby authorized to attest, on behalf of the City of Evanston, the Notification of Grant Award and Conditions of Award attached hereto as Exhibits A and B, incorporated herein by reference.

SECTION 3: That the City Manager is hereby authorized and directed to negotiate any additional conditions of the Grant Award as he may determine to be in the best interests of the City.

SECTION 4: That this Resolution 14-R-13 shall be in full force and effect from and after its passage and approval in the manner provided by law.


Elizabeth B. Tisdahl, Mayor

Attest:

Rodney Greene, City Clerk

Adopted: March 11, 2013

EXHIBIT A

**Illinois Department on Aging
Notification of Grant Award**

NOTIFICATION OF GRANT AWARD
 AgeOptions - (Illinois Department on Aging - PSA 13)
 Under Title III-B, Title III-C, Title III-D, Title III-E, & Title VII of the Older Americans
 Act and under the State of Illinois General Revenue Funds

GRANTEE NAME, ADDRESS

Evanston, City of
 300 Dodge Avenue
 Evanston, IL 60202

Project ID: B119
 Date: 9/26/2012
 Type of Grant: Ombu Ombudsman

Approved Costs for Project Period

a. Personnel/Fringe	\$101,235
b. Food	0
c. Travel of Persons	4,300
d. Equipment & Supplies	2,500
e. Delivery	0
f. Other	6,424
g. Total	\$114,459

Project Period:

From: 10/1/2012
 To: 9/30/2013

Sub Areas: 021 Evanston

Computation of Grant Award

1. Total Cost	\$114,459	8. Original Obligation:	\$27,960
2. Less Anticipated Project Income	0	Revision 1:	\$0
3. Net Cost (estimated)	114,459	Revision 2:	\$0
4. Nonfederal Share	86,499	9. Share of Net Cost	
a. Local Cash	76,419	a. NonFederal Share	75.57%
b. Local Inkind	10,080	b. Local Cash Share	66.77%
5. Area Agency Share	27,960	c. Federal/State Share	24.43%
6. State Share	0		
7. New Obligation Awarded	\$27,960	10. Application for Funds	
		Date:	8/3/2012

The awarded obligation (8) includes the maximum Federal Share and State funds obligated to the grantee provided all conditions are met.

Grantee - I have read all the conditions of this award, and agree to fully comply with all such conditions.

 Name and Title

 Date

 Signature

Subscribed and sworn to before me this ____ day of _____, 20____

 Notary Public Signature

AgeOptions (also referred to as Area Agency on Aging)

Signature: _____
 Jonathan Lavin, Chief Executive Officer

 Date

NOTE: The attached **Conditions of Award** comply with Federal and State regulations and are an integral component of this Notification of Grant Award.

EXHIBIT B

**Illinois Department on Aging
Conditions of Award**

Notification of Grant Award Cover Page

The Area Agency on Aging of Suburban Cook County, since 1974

1048 Lake Street, Suite 300 phone (800)699-9043 fax (708)524-0870 www.ageoptions.org
Oak Park, Illinois 60301-1102 (708)383-0258 TTY: (708)524-1653

In addition to the conditions stated in this FY 2013 Conditions of Award document, the Grantee acknowledges, where applicable, receipt of the following documents from AgeOptions and agrees to abide by the requirements and policies set forth:

- AgeOptions Service Definitions and Standards
 - FY 2010 RFP Service Definitions and Standards (for Title III-B and Title III-E)
 - FY 2012 -2014 Definitions and Standards (for Title III-C)
 - FY 2009 Definitions and Standards (for Title III-D)
- AgeOptions Requests for Proposals
 - FY 2010 Request for Proposal (for Title III-B and Title III-E)
 - FY 2012-14 Nutrition Request for Proposal (for Title III-C)
 - FY 2009 Health Promotion/Disease Prevention Request for Proposal (for Title III-D)
- Requirements for Recipients of Title III Older Americans Act Funds (All Title III)
- FY 2012 Conditions of Award (All Title III)
- Grantee's work plan as submitted to AgeOptions in the form of the Grantee's application for funding (All Title III)
- Assurances
 - FY 2010 AgeOptions Grant/Contract Assurances (for Title III-B)
 - FY 2012 AgeOptions Grant/Contract Assurances (for Title III-C)
 - FY 2009 AgeOptions Grant/Contract Assurances (for Title III-D)

Typed or Printed Name of Organization

Signature of Organization's Authorized Representative

Conditions of Award follow on Page 3

FY 2013 CONDITIONS OF AWARD

- I. From Page One of this Notification-of Grant Award (NGA):
 - a. The date indicated on Line 10 is the official work program for this grant.
 - b. The project period ends **September 30, 2013**, unless otherwise noted on Page 1. All costs related to this grant must be obligated prior to **September 30, 2013**, and disbursed prior to **November 30, 2013**.
 - c. The amount listed on Line 5 under Computation of Grant Award will constitute the ceiling for the Title III federal participation in the approved cost. The Area Agency Share funds may be any combination of Federal, State (General Revenue Funds) and/or, where appropriate, NSIP (Nutrition Services Incentive Program). The amount listed on Line 6 under Computation of Grant Award will constitute a ceiling for the state fund participation. In-kind and project income may not replace the obligation for local cash, although local cash may replace in-kind. Final AgeOptions participation will be based on the close-out report.
 - d. The Area Agency share of the approved net cost (Number 7 under Computation of Grant Award) is earned ONLY when the approved cost is accrued and the NON-FEDERAL (Number 4) share of the cost has been contributed. Receipt of AgeOptions Funds (either through advance or reimbursement) does not constitute earning of these funds. Failure to generate agreed matching funds will require reimbursement to AgeOptions of unmatched AgeOptions funds received.
 - e. If the actual net cost is less than the amount on Number 3, the non-federal share will be at the percent indicated on Line 9a. In-kind may be up to the amount identified in this award. The cash match must be at the percent identified on Line 9b (Local Cash Share) and the federal/state share will be at the percent identified on Line 9c (Federal/State Share) of the net cost for the project period of this grant.

- II. Receipt of funds (Federal, including NSIP Commodity resources, or State) is contingent upon the following:
 - a. Appropriation: Obligations of AgeOptions will cease immediately without penalty of further payment being required if in any fiscal year the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available sufficient funds for this Agreement.
 - b. Compliance with AgeOptions requirements, terms, conditions, and the Notification of Grant Award are being met.
 - i. Compliance with all of AgeOptions policies and requirements (including any updates) contained in:
 1. AgeOptions Service Definitions and Standards
 - a. FY 2010 RFP Service Definitions and Standards (for Title III-B and Title III-E)
 - b. FY 2012 -2014 Definitions and Standards (for Title III-C)
 - c. FY 2009 Definitions and Standards (for Title III-D)
 2. AgeOptions Request for Proposals
 - a. FY 2010 Request for Proposal (for Title III-B and Title III-E)
 - b. FY 2012-14 Nutrition Request for Proposal (for Title III-C)
 - c. FY 2009 Health Promotion/Disease Prevention Request for Proposal (for Title III-D)
 3. Requirements for Recipients of Title III Older Americans Act Funds (All Title III-B, C, D and E)
 4. FY 2013 Conditions of Award (All Title III-B, C, D and E)

5. Grantee's work plan as submitted to AgeOptions in the form of the Grantee's application for funding and approved updated budget (All Title III-B, C, D and E)
 6. Assurances
 - a. FY 2010 AgeOptions Grant/Contract Assurances (for Title III-B)
 - b. FY 2012 AgeOptions Grant/Contract Assurances (for Title III-C)
 - c. FY 2009 AgeOptions Grant/Contract Assurances (for Title III-D)
- c. Compliance with applicable state and federal laws, rules, and regulations
 - d. All funds must be obligated by the end of the approved budget period and must be used as specified in the approved in the Request for Proposal application (if applicable); Letter of Intent (if applicable) and/or budget.
 - e. All terms and conditions of the Notice of Grant Award are met.
 - f. Compliance with applicable state and federal laws and regulations.
 - g. Any State grant funds not expended or legally obligated by the end of the grant agreement, or during the time limitation to grant fund expenditures set forth in this section, must be return to AgeOptions within 45 days, f the funds are not already on deposit with the grantor agency or the State Treasurer.
 - h. Grantee shall maintain, for a minimum of 3 years after the completion of the grant, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the grant; the grant and all books, records and supporting documents related to the grant shall be available for review and audit by AgeOptions, the Illinois Department on Aging, Executive Inspector General, the Auditor General, and the Attorney General; and the Grantee agrees to cooperate fully with any audit conducted by AgeOptions, the Illinois Department on Aging, Executive Inspector General, the Auditor General, and the Attorney General; and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the Grant for which adequate books, records, and supporting documentation are not available to support their purported disbursement.
 - i. For not-for-profit organizations who are grantees, until such time as the Federal Government makes effective any other superseding rules, regulations, circulars, or other official issuances governing the administration of sub grants to not-for-profit grantees under grants to State Governments, not-for-profit grantees will continue to be covered by 45 CFR 74 and OMB circulars A-110 (Uniform Administrative Requirements), A-122 (Cost Principles), and A-133 (Audit Requirements).

III. General and Administrative Requirements

- a. Policies and procedures for administration of Title III Projects must include adherence to all requirements of federal government, state government and AgeOptions.

- b. The Grantee must maintain sufficient and appropriate insurance and bond coverage for all Older Americans Act funded services, and provide proof of coverage to AgeOptions prior to the project period.

IV. Fiscal Requirements

- a. The Grantee must permit AgeOptions, authorized State of Illinois and authorized Federal personnel access to financial program and service records for purposes of Title III audit, monitoring, and evaluation.
- b. Grantee must meet AgeOptions requirements for Title III fiscal records. The Grantee, in determining the costs of work performed under this grant, agrees to comply with the standards set forth in the applicable Office of Management Budget (OMB) Circular (A-122 [Cost Principles for Nonprofit Organizations]; A-87 [Cost Principles for Governmental Agencies]; or A-21 [Cost Principles for Educational Institutions]). The Grantee agrees to comply with audit requirements imposed by federal and state authorities governing this grant including auditing standards prescribed by the American Institute of Certified Public Accountants and Government Auditing Standards issued by the Comptroller General of the United States.
- c. Audits for agencies expending over \$500,000 in federal funds, from all sources, shall be conducted in accordance with OMB Circular A-133 (Single Audits of States, Local Governments, and Non-Profit Organizations). Grantees in this category must submit copies of the annual audit report, management letter of representations, management letter (if any) and reconciliations to closeout reports within six (6) months after the end of their fiscal year.
- d. The CFDA (Code of Federal Domestic Assistance) numbers for AgeOptions funding are:

Title	CFDA
Title IIIB	93.044
Title IIIB-Ombudsman	93.044
Title IIIC	93.045
NSIP	93.053
Title III-D	93.043
Title III-E	93.052
Title VII Elder Abuse	93.041
Title VII Ombudsman	93.042

- e. Fiscal reporting requirements, reconciliation and reports from agency auditors for agencies that expend less than \$500,000 in Federal funds, from all sources, during a year will be more limited in scope than the requirements outlined in OMB Circular A-133. Specific components to be included in these year-end reports and reconciliations will be prescribed by AgeOptions.

V. Reporting Requirements

- a. All grantees must submit a "reconciliation report" which balances their audited figures to the AgeOptions "Close-out report". All funds received from AgeOptions must be segregated from other sources of funding and clearly labeled. This "reconciliation report" must be sent to AgeOptions within 30 days of the close of the grantee's audit.
- b. The Grantee's accounting system must have supporting documentation for all expenses of the project, which include (but not limited to): canceled checks for all project costs; receipts; payroll sheets for all personnel providing Older Americans Act funded services and/or services

provided with state funds granted by AgeOptions based on actual time spent in each service, allocated and reported on the monthly financial reports; and bank statements and ledgers that adequately represent the financial status of the Older Americans Act funded project and/or project provided with state funds granted by AgeOptions. All in-kind and matching funds must be documented in the same manner as Title III funds. Project Income must be expended based upon the application, with any changes of expenditures to be approved by AgeOptions. All Project Income must be reported to AgeOptions. All such records must be available for inspection by AgeOptions, the Illinois Department on Aging, and/or federal representative(s).

- c. All time sheets kept by staff and/or volunteers providing Older Americans Act funded services, and/or services provided with state funds granted by AgeOptions, must detail the actual amount of time spent per funded service per payroll period.
- d. The Grantee must provide AgeOptions on or before **December 10, 2012**, an inventory sheet of all Title III Older Americans Act funded equipment over \$500.
- e. All service outputs, budget, and narrative statements are to be adhered to by the Grantee. Revisions of all parts of the work program may be requested through **August 30, 2013**, but cannot be implemented into the grant work plan without the written approval of AgeOptions.
- f. Units of service must be provided in each quarter of the year or as agreed upon in the grant application. New clients should be provided service and reported on in each quarter of the year, or as agreed upon in the grant application.
- g. The Grantee must maintain service records for all AgeOptions funded services. Records shall clearly support and substantiate all units, clients and other information reported to AgeOptions.
- h. The Grantee must provide to AgeOptions in a manner prescribed and determined by AgeOptions, service and client information. Such information shall be used in part to meet the Illinois Department on Aging reporting requirements including those under the National Aging Program Information System (NAPIS).
- i. The Grantee/Contractor must submit all financial and program reports on forms provided by AgeOptions or specifically approved in writing by AgeOptions. Reimbursement will depend on the timely submittal of reports at times specified by AgeOptions. If reports are not submitted on time, AgeOptions may hold reimbursements until the Grantee provides all reports and meets deadlines.
- j. Quarterly Service Cost Reports are due fifteen days following the end of the quarter for the first three quarters. Fourth quarter reports are due ten days following the end of the quarter. If necessary, final (revised) reports are due November 10th.
- k. All forms or methods upon which program reports, reimbursement requests, and/or other documentation is submitted to AgeOptions automatically assumes the following:
 - i. The Grantee/Contractor certifies that all information is correct at the time of submission, regardless of submission method, and
 - ii. The individual preparing and/or submitting the form is authorized to submit and/or prepare the form.

- i. Any unearned cash as determined in the closeout calculation for the grant year must be returned to AgeOptions no later than 45 days following the receipt of the closeout report, unless notified otherwise by AgeOptions.
- m. The Grantee must request from AgeOptions approval of any cost change over ten percent (10%) in either:
 - i. The budget categories of Personnel, Travel, Equipment/Supplies, Food, Delivery, Other or
 - ii. The service categories.
 - iii. The Grantee should submit a Revision Request and letter requesting the changes and rationale for the request by **August 30, 2013**. If approved, AgeOptions will generate a revised Notification of Grant Award (NGA).
- n. For Title III-C Nutrition Grants – Grantees may not transfer funds from the Food and/or Delivery budget categories into any other budget category (i.e. Personnel, Travel, Equipment/Supplies, Other). If AgeOptions chooses to increase or decrease unit levels, AgeOptions will increase/decrease allocations based on the AgeOptions per unit share of the food and delivery cost as originally budgeted.
- o. AgeOptions will only reimburse costs that it has legal authority to do under a current Illinois Department on Aging Notification of Grant Award. The awarding of funds by AgeOptions to a local project is contingent upon the issuance by the Illinois Department on Aging of a signed Notification of Grant Award, which authorizes AgeOptions to distribute funds. The failure, at any time, of the Illinois Department on Aging to issue AgeOptions a Notification of Grant Award will result in this grant award becoming null and void. This grant award becomes null and void if an existing Notification of Grant Award to AgeOptions is canceled; and/or federal and state funds awarded to AgeOptions throughout the grant year are not sufficient to maintain fiscal year commitments.
- p. AgeOptions has sole responsibility for allocating available resources under its approved Notification of Grant Award. In the event that resources are not sufficient to meet obligations under this grant, AgeOptions will issue a grant revision establishing new funding levels for the grant period. Action to reduce grant levels will be in proportion to the level of funds determined available for the program by AgeOptions. Instances when such action will occur include, but are not limited to, reduction of funds from the federal or state government, insufficient carryover from the previous year to cover obligations, and/or changes in funding, rules/standards or directives required by the state or federal government.
- q. The Grantee agrees to comply with all requirements of the Older Americans Act of 1965 as amended, and regulations and program instructions from federal and state authorities under which this grant is given, including all provider service regulations and requirements detailed in Volume 53 No. 169 Federal Register, 33758 - 33759, August 31, 1988 and Titles 41 and 45 of the Code of Federal Regulations.
- r. The grant application (as identified in Condition (I)) includes a budget for delivery of services and a list of the services to be provided by units and clients to be served. AgeOptions awards funds to the Grantee with the expectation that the grant application goals for expenditures, service units, and clients will be met during and throughout the Fiscal Year. If AgeOptions determines that expenditures, service units, or client projections will not be met, AgeOptions may take action as outlined in the Request for Proposal (RFP) or in AgeOptions Policy on

Performance Deficiencies of Grantees. AgeOptions may initiate a revised grant award to reflect the level of funds needed to reach reduced unit and client projections.

VI. ACCEPTANCE OF GRANT

- a. I, the undersigned, under oath, certify that I have read and understand the terms of the **Notification of Grant Award** and that this Agency will abide by them. I further certify that I am authorized to sign for this Agency and that I have not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor have I made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5). The Grantee certifies that he is not in default on an educational loan as provided in Public Act 85-827. The Grantee certifies that he has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961.
- b. This certifies acceptance of the terms of this Grant under **Title III of the Older Americans Act of 1965**, as amended, and in terms and conditions enumerated in the narrative and exhibits of the approved Grant applicant. This further certifies that the accepting agency understands that it must administer the Grant in compliance with all rules and regulations of the U.S. Department of Health and Human Services, as well as those of the Illinois Department on Aging and AgeOptions.
- c. This further certifies that the Grantee understands that no alterations of the terms specified in this grant, as approved, may be made without written authorization of AgeOptions.
- d. Grantee certifies to the following in fulfilling the requirements of the Drug Free Workplace Act (Check only one):
 - _____ That I am doing business as an individual and I certify that I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract.
 - _____ The Drug Free Workplace Act **does not** apply (either the contract is less than \$5,000, or the contractor or grantee is a corporation, partnership, or other entity that has less than 25 employees).
 - _____ The Drug Free Workplace Act **does** apply and I have completed and attached the required certification form. (The Drug Free Workplace Act applies to contracts or grants of \$5,000 or more with corporations, partnerships, or other entities with 25 or more employees at the time the contract or grant is awarded.)
- e. The Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961.
- f. The Grantee certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provision of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- g. The Grantee certifies it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. 1201 et.seq.) and applicable rules in performance under this grant.
- h. The Grantee certifies that it is not in default on an educational loan (5 ILCS 385/3). This applies to individuals, sole proprietorships, partnerships and individuals as members of LLCs.

- i. The Grantee certifies it is a properly formed and existing legal entity (30 ILCS 500/1.15.80, 20-43); and as applicable has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.
- j. If the Grantee has been convicted of a felony, the Area Agency certifies at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business (30ILCS 500/50-10).
- k. The Grantee certifies that it and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and the Grantee and its affiliates acknowledge the State may declare the grant void if this certification is false (30 ILCS 500/50-11) or if the Grantee or an affiliate later become delinquent and has not entered into a deferred payment plan to pay off the debt (30 ILCS 500/50-60).
- l. The Grantee certifies it has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has the Grantee accepted any money or other valuable thing, or acted upon the promise of same for not bidding on a State Contract (30 ILCS 500/50-25).
- m. The Grantee certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States (720 ILCS 5/33 E-3, E-4).
- n. The Grantee certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination and having written sexual harassment policies (775 ILCS 5/2-105).
- o. The Grantee certifies it does not pay dues to or reimburse or subsidize payments by its employees or any dues or fees to any "discriminatory club" (775 LCS 25/2).
- p. If Grantee, or any officer, director, partner, or other managerial agent of Grantee has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Grantee certifies at least five years have passed since the date of the conviction. Grantee further certifies that it is not barred from being awarded a grant and acknowledges that the State shall declare the grant void if this certification is false (30 ICLS 500/50-10.5)
- q. Grantee certifies it is not in violation of the "Revolving Door" section of the Illinois Procurement Code (30 ILCS 500/50-30).
- r. Grantee certifies it is not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision of procurement (30 ILCS 500/50-38)
- s. Grantee certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers or employees of the State (30 ILCS 500/50-40, 50-45, 50-50)
- t. Grantee warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Grantees and

subcontractors from hiring the then serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose and former State employee who had procurement authority at any time during the one-year preceding the procurement lobbying activity.

- u. Grantee certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this grant will comply with the applicable requirements of the Illinois Technology Accessibility Act Standards as published at www.dhs.state.il.us/itaa (30ILCS 587).
- v. Grantee certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code (30 ILCS 500/20-160 and 50-37). Grantee will not make a political contribution that will violate these requirements. These requirements are effective for the duration of the term of office of the incumbent Governor or for a period of two years after the end for the grant term, whichever is longer.

VII. Under penalties of perjury, I certify that

- a. 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
- b. 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
- c. I am a U.S. person (including a U.S. resident alien), and
- d. All information in this grant agreement is true and correct to the best of my knowledge, information and belief; the funds shall be used only for the purposes described in the grant agreement; and the award of funds is conditioned upon such certification, and
- e. I, the undersigned, under oath, certify that I have read and understand the terms of the Request for Proposal and this Agency will abide by them at all times during the period set forth in the Grant Award. I further certify that I am authorized to sign for this Agency and that I have read the attached documents and hereby abide to follow the requirements and policies set forth therein.

Typed or Printed Name of Organization

Typed or printed Name and Title of Organization's
Authorized Representative

Signature of Organization's Authorized Representative

Date of Signature

Organization's Federal Taxpayer Identification Number

STATEMENT OF NON-DISCRIMINATION

AgeOptions does not discriminate in admission to programs or treatment of employment in programs or activities in compliance with the Illinois Human Rights Act; the U.S. Civil Rights Act; Section 504 of the

AgeOptions 1048 Lake Street, Suite 300 phone (800)699-9043 fax (708)524-0870
www.ageoptions.org Oak Park, Illinois 60301-1102 (708)383-0258 TTY (708)524-1653

Rehabilitation Act; The Age Discrimination Act; the Age Discrimination in Employment Act; and the U.S. and Illinois Constitution. If you feel you have been discriminated against, you have the right to file a complaint with the Illinois Department on Aging. For information, call 1-800-252-8966 (Voice and TDD) or contact the AgeOptions Civil Rights Coordinator at (708) 383-0258.

STATE OF ILLINOIS
ILLINOIS DEPARTMENT ON AING
DRUG FREE WORKPLACE CERTIFICATION

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

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

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

Publishing a statement

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- (2) Specifying the actions that will be taken against employees for violations of such prohibition,
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) Abide by the terms of the statement; and
 - (B) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Establishing a drug free awareness program to inform employees about:

- i. The dangers of drug abuse in the workplace;
- ii. The grantee's or contractor's policy of maintaining a drug free workplace;
- iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
- iv. The penalties that may be imposed upon an employee for drug violations.
- v. Providing a copy of the statement required by subparagraph
 1. To each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 2. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
 3. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
 4. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
 5. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE LEGAL ENTITY DESIGNATED BELOW.

Typed or Printed Name of Organization

Signature of Organization's Authorized Representative

Organization's Federal Taxpayer Identification Number

Typed or Printed Name and Title of Organizations Authorized Representative

Date of Signature

