

COUNCIL WORKSHOP ITEM

ITEM: Grant application: Mini-Grant Alcohol Enforcement Program
DATE: 2/20/01
PREPARED BY: Susan Brassfield
PURPOSE: Place on the agenda for resolution authorizing submittal of grant application to the Illinois Department of Transportation

DISCUSSION:

Financial Services, on behalf of the Village of Downers Grove, is recommending the submission of the Mini-Grant Alcohol Enforcement Program grant application to the Illinois Department of Transportation (IDOT). This program is designed to reduce fatal and alcohol related traffic accidents through increased DUI enforcement and education activities during seven (7) designated enforcement campaign periods.

The enforcement performance objectives for a project that encompasses a population over 50,000:

- 48-54 patrol hours per enforcement campaign (378 hours annually).
- A minimum of one motorist contact (citation/written warning) every 45-60 minutes of patrol.
- A minimum of one DUI arrest for every ten (10) hours of actual patrol.
- An alcohol-related contact rate of one for every six (6) hours of patrol.
- A DUI processing rate of no more than two (2) hours.

The total estimated project cost is \$24,528. The grant does not require matching funds. The Highway Safety Program operates on a cost reimbursement basis.

We are exploring other areas where possibly Department of Transportation funding can be used to support the Village's current and future projects.

ATTACHMENT:

Attachment 1: Resolution
Attachment 2: Grant application
Attachment 3: Agreement Conditions

RECOMMENDATION:

The approval of this grant application by resolution is recommended and a copy of the resolution is attached for your review.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING SUBMITTAL OF GRANT APPLICATION TO THE
ILLINOIS DEPARTMENT OF TRANSPORTATION
FOR THE MINI-GRANT ALCOHOL ENFORCEMENT PROGRAM**

WHEREAS, the Village of Downers Grove, an Illinois municipal corporation, has developed grant application Mini-Grant Alcohol Enforcement Program for funding in the total amount of \$24,528 for the reduction in fatal and alcohol related traffic accidents through increased DUI enforcement and education; and

WHEREAS, the Village Council has reviewed said grant application and agreement conditions, and has authorized the filing of said application with the Illinois Department of Transportation.

NOW, THEREFORE, be it resolved by the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the Village of Downers Grove submit the Mini-Grant Alcohol Enforcement Program application of the Village of Downers Grove for the reduction in fatal and alcohol related traffic accidents through increased DUI enforcement and education to the Illinois Department of Transportation.
2. That the Village of Downers Grove agrees to the conditions and requirements listed in the grant agreement.
3. That this resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____
Village Clerk



**Illinois Department
of Transportation**

Division of Traffic Safety
3215 Executive Park Drive/P.O. Box 19245
Springfield, Illinois 62794-9245

**Highway Safety
Project Request**

<p>1. Applicant Agency: <u>VILLAGE OF DOWNERS GROVE</u></p> <hr/> <p>Address: <u>801 Burlington Avenue</u> <u>Downers Grove, Illinois 60515</u></p> <p>TIN/FEIN: <u>366005857</u></p>	<p>For Office Use Only</p> <p>Project Number: _____</p> <p>Project Title: _____</p> <p>PSP/Task: _____ Year of Funding: _____</p> <p>PSP Title: _____</p>
---	--

<p>2. Governmental Unit: <u>VILLAGE OF DOWNERS GROVE</u></p> <hr/> <p>Address: <u>801 Burlington Avenue</u> <u>Downers Grove, Illinois 60515</u></p> <p>TIN/FEIN: <u>366005857</u></p>	<p>3. Starting Date: <u>10/01/01</u></p> <p>4. Expiration Date: <u>09/30/02</u></p> <p>5A-E. Project Description (attached)</p>
--	---

5F. Project Description Summary:

The goal of this project is to reduce the number of alcohol-related traffic accident injuries and fatalities in the Village of Downers Grove through publicity/enforcement programs aimed at reducing alcohol-impaired driving. In order for the Downers Grove Police Department to achieve its goal, it will need to increase enforcement of impaired driving laws and speed limits. This grant will assist the Downers Grove Police Department in achieving its goal by supporting fourteen DUI saturation patrols.

5G. Project Budget:	Federal	Local	Total
Personal Services	\$16,296	0	\$16,296
Fringe Benefits	\$4,074	0	\$4,074
Social Security	0	0	0
Travel	0	0	0
Contractual Services	0	0	0
Printing	0	0	0
Commodities	0	0	0
Equipment	0	0	0
Oper/Auto/Equipment	\$4,158	0	\$4,158
Totals	\$24,528	0	\$24,528

6. A. Acceptance - It is understood and agreed by the undersigned that this project, if approved, is subject to the attached Agreement Conditions.
- B. "Obligation of the state shall cease immediately, without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available funds for this contract."

<p>7A. Project Director:</p> <p>Name: <u>Tim Gunn</u></p> <p>Title: <u>Sergeant</u></p> <p>Address: <u>825 Burlington Ave.</u> <u>Downers Grove, IL. 60515</u></p> <p>Telephone: <u>630/434-5600</u> Fax: <u>434-5690</u></p> <p>Signature: _____ Date: _____</p>	<p>7B. Authorizing Official:</p> <p>Name: <u>Michael McCurdy</u></p> <p>Title: <u>Village Manager</u></p> <p>Address: <u>801 Burlington Ave.</u> <u>Downers Grove, IL. 60515</u></p> <p>Telephone: <u>630/434-5524</u> Fax: <u>630/434-5571</u></p> <p>Signature: _____ Date: _____</p>
---	---

5. Project Description

A. Problem Statement

In 1998, a total of 1,393 Illinois motorists lost their lives in motor vehicle crashes, and an additional 134,956 were injured. Fatality Analysis Reporting System data indicate that alcohol is a contributing factor in 43 percent of fatal traffic crashes in the state of Illinois. In 2000, the Downers Grove Police Department increased the number and scope of their DUI task force efforts. The total number of Driving Under the Influence (DUI) arrests made in the Village of Downers Grove in 2000 were 277. This is an increase of 25% of the DUI arrests made in 1999, when the Downers Grove Police Department arrested 207 subjects for DUI. The number of DUI arrests that involved a response to an accident was 41 or 14.8%, which is actually a decrease of 2% from 1999, when 36 (17%) subjects were arrested. During the midnight shift (2230 hrs. - 0630 hrs.) the Downers Grove Police Department executed the greatest number of DUIs, totaling 225 arrests, or 81.2% of all DUI arrests for the year. A total of 42 arrests, or 15.2% occurred during the afternoon shift (1430 hrs. - 2230 hrs.), followed by 10 arrests, or 3.6 % on day shift. The goal of the Downers Grove Alcohol Enforcement Program is to reduce the number of alcohol-related traffic crash injuries and fatalities in the Village of Downers Grove through publicity/enforcement programs aimed at reducing alcohol-impaired driving. This grant will assist the Downers Grove Police Department in achieving its goal by supporting fourteen DUI saturation patrols.

B. Background

1. General Characteristics

Our alcohol enforcement program will encompass an area of thirteen square miles in the Village of Downers Grove of DuPage County. The Village of Downers Grove is located twenty-one miles west of the city of Chicago; an area served by several major roadways and highways that feed into the community. These roadways include interstates' 1-355 and I-88, Route 34, Route 38, and 75th Street. The Village of Downers Grove serves a population of slightly more than 50,000. The Village of Downers Grove is home to more than 2,000 businesses, including such hotels as the Marriott, Doubletree Guest Suites, and the Holiday Inn. Currently, there are sixty-two businesses in Downers Grove that hold liquor licenses. The sheer number of major feeders serving our community, combined with the residential population and businesses holding liquor licenses, only heighten our concerns over intoxicated motorists.

2. Previous Attempts to Solve Problem

In an effort to resolve the problem of DUI, the Village of Downers Grove formed a DUI Task Force consisting of five officers and one sergeant. This DUI Task Force resulted in three to five DUI saturation patrols for each of the last five years, focusing on holidays and weekends. For each patrol, the department would hire back an additional six to eight officers to patrol the streets in key areas which have shown patterns of DUI arrests. These patrols would be conducted between the hours of 9:00 P.M. and 3:00 A.M., a time period of high alcohol crash incidence. The departments' 2000 enforcement campaign, resulted in 15 DUI arrests in five enforcement campaigns.

Additionally, the Task Force has participated in the following activities: Downers Grove North and Downers Grove South High School Wellness Days, Open House of the Police Department, and October Red Ribbon Week with the DuPage Township Youth Commission.

The Downers Grove Police Department has been instrumental in training officers to be accomplished in the recognition and enforcement of DUI arrests. The department provides officers training and certification in Horizontal Gaze Nystagmus (HGN), as well as becoming state certified breathalyser operators. Additionally, the department has introduced the use of Preliminary Breath instruments (PBT) which allows officers to make an arrest, where previously the driver may have been released for lack of evidence.

3. Crash Data

Over the past three years, the Downers Grove Police Department has handled on average 2,100 traffic accidents per year. Of these traffic accidents, nine involved fatalities which resulted in two DUI/Reckless homicide arrests.

Accident Statistics for Calendar Year	1998	1999	2000
Total Number of Accidents	2,060	2,292	2,142
Number of Accidents Involving Injury	452	437	390
Number of People Injuries	660	642	543
Number of Fatalities	4 (3 accidents involving 4 deaths)	4	1
Alcohol Related Accidents	34	36	41

C. Project Objectives

The primary goal of this project is to reduce the number of alcohol-related traffic crash injuries and fatalities in the Village of Downers Grove through publicity/enforcement programs aimed at reducing alcohol-impaired driving. The first objective is to increase enforcement of impaired driving laws and speed limits. The second objective is to increase the public visibility of alcohol enforcement efforts. In order for the Downers Grove Police Department to achieve its primary goal it will require 14 DUI saturation patrols. Based on year 2000 figures, the department anticipates that these patrols should result in 35 DUI arrests. The additional DUI arrests will evoke the message that the Downers Grove Police Department is serious in keeping the Villages' roads safer to travel.

D. Methods of Procedure

January 2002	Schedule dates for DUI saturation patrol.
Three weeks before each event	Engage a sign-up notifying officers at least three weeks in advance of a scheduled DUI saturation patrol date.
Three weeks before each event	Public information campaign, including press releases and a media event announcing the enforcement campaign to be implemented. This will involve working with the Public Information Sergeant in releasing a public announcement to be listed in the Downers Grove local paper and the Chicago Tribune.
Three weeks before each event	Enforcement campaign will be coordinated with the Village Operations Center (VOC) to ensure adequate staffing.
Two weeks before each event	Draft an action plan to include operation details and target enforcement areas.
Two weeks before each event	Prepare a data/tally sheet to be used by each officer in systematically appraising the enforcement campaign.
EVENT	Conduct the enforcement campaign.
Within 72 hours following each event	Review the findings of the enforcement campaign. Summarize the campaign.
Within 72 hours following each event	Prepare and submit press releases and organize a media event publicizing the results of the campaign.
Week after each event	Prepare and submit Progress Report, Reimbursement Claim, and Overtime Hire-Back Cost Documentation to the Department of Transportation, Division of Traffic Safety.

Expected outcome and future activities

Based on year 2000 figures, the 14 saturation patrols should result in 35 DUI arrests. In 2001, the DUI Task Force has scheduled the following saturation patrols:

March 17 th	Weekend of St. Patrick's Day
May	Weekend of Memorial Day
July	Weekend of July 4th
September	Weekend of Labor Day
October 2001	Begin program of 14 saturation patrols that will continue through September 2002
November 2001	Two patrols the Weekend of Thanksgiving
December 2001	Two patrols Christmas and New Year's
March 2002	Two patrols the Weekend of St. Patrick's
May 2002	Two patrols the Weekend of Memorial Day
June 2002	Two patrols post graduation weekends
July 2002	Two patrols the Weekend of July 4th
September 2002	Two patrols the Weekend of Labor Day

Total of 14 Saturation Patrols.

E. Method of Evaluation

The department plans to adhere to the timetable found in the Methods of Procedure.

1. DUI enforcement is an ongoing process that is taken seriously. The department encourages its officers to take action based on the probable cause that they develop. It is the intention of the department that by providing the opportunity for officers to focus on traffic enforcement during peak DUI times it will develop officers to become more proficient in the difficult task of arresting DUI offenders.
2. The department anticipates arresting three DUI offenders per detail.
3. The evaluation will be completed by Sgt. Tim Gunn #81 per the timetable found in the Methods of Procedure.
4. The following information will be used in the evaluation:
Number of traffic stops performed by each officer. Calculations for each campaign will be performed for the number of tickets issued as well as the number of arrests for each of the following four categories: DUI, Driver license offenses, Warrants and Other.

F. BUDGET SUMMARY

For a project that encompasses a population exceeding 50,000:

48-54 patrol hours per enforcement campaign
Seven campaigns for the period extending October 1, 2001 - September 30, 2002.
Each campaign will be held over a two-week period. The Downers Grove Police Department will staff one-weekend day with five officers (one supervisor and four officers). The second weekend day will be staffed with four (4) officers. The program will cover both a Friday night and a Saturday night for each campaign, scheduled between the hours of 2100 - 0300.

Personal Services:

Week #1:	One Supervisor (\$52/hr.) X 6 hrs.	\$312
	Four Officers (\$42/hr.) X 6 hrs.	\$1,008
Week #2	Four Officers (\$42/hr.) X 6 hrs.	<u>\$1,008</u>
	Personal services for each campaign	\$2,328
Total personal services for seven campaigns		\$16,296

Fringe benefits:

Fringe benefit rate is based on 25% of salary support

\$4,074

Social Security: **\$0**

Travel: **\$0**

Contractual Services: **\$0**

Printing: **\$0**

Commodities: **\$0**

Operation of Automotive Equipment:

Week #1:	5 officers x 6 hrs. x \$11/hr =	\$330
Week #2:	4 officers x 6 hrs. x \$11/hr =	<u>\$264</u>
Cost of automotive equipment for each campaign		\$594

Total cost of automotive equipment for seven campaigns	<u>\$4,158</u>
Total budget for seven enforcement campaigns	\$24,528

Agreement Conditions

The following are general conditions of approval and procedural guidelines to which all projects are subject. Signators of this agreement certify that these conditions and procedures will be adhered to unless amended in writing.

A. Media:

1. All articles, publications, news releases, exhibits, video or audio materials prepared by the agency shall identify the Illinois Department of Transportation (IDOT) as the funding source.
2. TDD. All printed, visual and auditory materials, which contain a phone number, must also contain a TDD number. The Ameritech relay number 800-526-0844 (TDD only) may be used to fulfill this requirement.
3. Closed Captioning. All public service announcements funded, in whole or in part, through this federal highway safety program must be closed-captioned for the hearing impaired.

B. Anti-discrimination: Recipient hereby agrees to observe and comply with all provisions of Federal and State constitutions, laws and regulations pertaining to non-discrimination and equal employment opportunity including, but not limited to:

1. Title VI of the Civil Rights Act of 1964, Sec. 601 (Nondiscrimination in Federally-Assisted Programs): No person in the United States shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance. 49 CFR 21 through Appendix H and 23 CFR 710.405(b) are incorporated and made part of this agreement by reference.
2. The Illinois Human Rights Act (775 Illinois Compiled Statutes, 5/1-101 et. seq.).

C. Disadvantaged Business Enterprises:

1. Policy – It is the policy of the U.S. Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this agreement. Consequently the DBE requirements of 49 CFR Part 23 apply to this agreement.
2. DBE Obligation – The recipient or its contractor agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of Department of Transportation-assisted contracts.
3. Illinois Department of Transportation Program Requirements for Recipients of Grants – All recipients shall comply with the requirements of 49 CFR Part 23.43. These recipients which are required under Part 23.41 to develop a program shall either adopt the Department DBE Program as the minimum to which they will adhere or develop their own DBE Program pursuant to 49 CFR Part 23. This requirement will be a specific condition of grant or contract approval. The Department will provide assistance to recipients in the setting and enforcement of goals for DBEs. The Department will provide its certified DBE directory to recipients at no charge.
4. Subcontracts – The recipient shall include the provisions of this "Policy" in every subcontract, including procurement of materials and leases of equipment.

D. Laws of Illinois: This contract shall be governed in all respects by the laws of the State of Illinois.

E. Procurement Procedures: All procurement transactions for contractual services, commodities and equipment shall be conducted in a manner that provides maximum open and free competition. The applicant agency shall also meet the following minimum procedural requirements, as well as any specific procedures written into the narrative of this agreement.

1. Solicitations of offers shall include a description of the technical requirements for the product or service to be procured.
2. Awards shall be made only to responsible bidders that can meet the preceding requirements.
3. Small purchase procedures, which consist of obtaining verbal or written price or rate quotations from at least three qualified sources, may be used for products or services having a total value of not more than \$10,000. Purchase is to be made from vendor with lowest quote.
4. Formal advertising procedures shall be used for products, which may include associated nonprofessional services having a total value of more than \$10,000. If under \$10,000, three verbal or written price quotes are to be obtained. Purchase is to be made from vendor with lowest quote. An invitation for bids, with item specifications and supplier requirements, shall be publicly advertised. In addition, bids shall be solicited from an adequate number of known suppliers. Bids shall be opened publicly and a fixed-price contract award made to that responsible bidder whose bid most closely conforms to the best interest of the project.
5. Competitive negotiation procedures shall be used to procure services having a total value of more than \$10,000. The Request for Proposal shall be publicized and proposals shall be solicited from an adequate number of qualified sources. Negotiations are normally conducted with more than one source and a cost-reimbursement contract shall be awarded based on a technical evaluation of the proposals received. Award may be made to the responsible bidder whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful bidders should be notified promptly.
6. Non-competitive negotiation, the procurement through solicitation of a proposal from one source, is allowed if the products or services are available only from a single source or, if after a number of sources have been solicited, competition is determined inadequate. The Division of Traffic Safety must authorize this procedure.
7. The applicant agency will take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible.
8. The applicant agency shall maintain records sufficient to detail the significant history of a procurement. These records shall include, but are not necessarily limited to, information pertinent to: rationale for the method of procurement, selection of contract type, contractor selection or rejection and basis for the cost or price.
9. No employee or representative of the Illinois Department of Transportation or the applicant agency shall participate in the procurement of products or services if a conflict of interest, real or apparent, would be involved. Nor shall such persons solicit or accept anything of monetary value from bidders or suppliers.
10. The applicant agency must comply with any special conditions detailed in the contract, the State Purchasing Act and any local ordinances or regulations.

F. Consultant Contracts: After a consultant is selected in accordance with the requirements of Condition E (Procurement Procedures) as detailed herein, the consultant contract shall be submitted to the Division of Traffic Safety for approval prior to execution. The applicant agency is subject to all regulations in the "Requirements for Consultant Contracts" which will be furnished by the Division of Traffic Safety.

G. Supporting Documentation: Funds shall not be advanced to an applicant agency but rather reimbursed for actual expenditures upon submission of proper supportive documentation. Copies of the original or source records which evidence all expenditures (federal and local) shall be submitted with claims for reimbursement of costs. Only those costs incurred within the approved project period and budget are eligible for reimbursement. Supporting documentation to verify the amounts, uses and recipients of all disbursements of funds shall be retained for a period of five years after the final claim has been paid and shall be available for audit at any time during this period.

1. Proper supportive documentation required for costs incurred is described in the guidelines entitled, "Procedures for Submittal of Claims for Reimbursement."

2. Claims for reimbursement should be submitted on a monthly/quarterly basis. The final claim for reimbursement must be received by the Division of Traffic Safety within 30 days following the expiration of the grant to receive payment.
- H. **Equipment Inventory:** An inventory of nonexpendable personal property having an acquisition cost of \$5,000 or more is subject to periodic inspection by the Division of Traffic Safety. "Property Management Standards" will be furnished by the Division of Traffic Safety. These standards provide requirements relative to equipment inventory, use and disposition procedures.
- I. **Project Monitoring:** The Division of Traffic Safety will conduct periodic on-site reviews of all ongoing highway safety projects to monitor adherence to the project agreement and to review project progress and claim for reimbursement procedures.
- J. **Reports:** Progress reports by objective shall be submitted to the Division of Traffic Safety as stipulated in this agreement. The final project report shall be submitted to the Division of Traffic Safety within 30 days after the expiration date of the project or as stipulated in this agreement.
- K. **Alterations:** All alterations shall be requested in writing and shall be authorized in writing by the Division of Traffic Safety before work is started. No oral understanding or agreement not incorporated herein will be binding on either of the parties.
- L. **Termination/Cancellation:** Obligation of the State shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available funds for the contract.

This agreement may be terminated/canceled by either party upon 30 days written notice. Failure to carry out the conditions set forth herein shall constitute a breach of the agreement and may result in termination of the agreement or such remedy as appropriate. Upon termination, the applicant agency will be paid for work satisfactorily completed prior to the date of termination.

- M. **Approval and Ownership of Data and Creative Material:** All documents including reports and all other work products produced by the applicant agency under this contract shall be submitted to the Division of Traffic Safety for approval prior to development and same shall become and remain the property of the Division of Traffic Safety.
- N. **Audits:** The records and supportive documentation for all completed projects are subject to an on-site audit by the Illinois Department of Transportation, Bureau of Accounting and Auditing. The Bureau of Accounting and Auditing reserves the right to inspect and review during normal working hours the workpapers of the independent auditor in support of their audit report.

The Single Audit Act of 1984 (Public Law 98-502) and the Single Audit Act Amendments of 1996 (P.L. 104-156) require the following:

1. State or local governments that receive \$300,000 or more a year in federal financial assistance shall have an audit made in accordance with the Office of Management and Budget (OMB) Circular No. A-133.
2. State or local governments that receive less than \$300,000 a year shall be exempt from compliance with the Act and other federal audit requirements.
3. Nothing in this paragraph exempts State or local governments from maintaining records of federal financial assistance or from providing access to such records to Federal Agencies, as provided for in Federal law or in Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations".
4. A copy of the audit report must be submitted to the Division of Traffic Safety within 30 days after completion of the audit, but no later than one year after the end of the local government's fiscal year.

One copy of the audit report shall be provided to the Division of Traffic Safety and one copy sent to: Bureau of Census, Data Preparation Division, 1207 East 10th Street, Jefferson, IN 47132, Attn: Single Audit Clearinghouse.

O. Safety Belt Use Requirements:

1. In accordance with the Illinois Mandatory Seat Belt Law (625 Illinois Compiled Statutes, 5/12-603.1) the grantee will establish a safety belt use policy requiring employees to use the appropriate occupant restraint protection devices as provided in the vehicle being driven while on official business.
2. A copy of the safety belt policy shall be retained locally in the project file and available for review by Division of Traffic Safety representatives.

P. Certification Regarding Debarment and Suspension:

In accordance with the provision of 49 CFR Part 29, the undersigned agency certifies that it shall not knowingly enter into any agreement or contract with a person or agency that is barred, suspended, declared ineligible or voluntarily excluded from participation in a contract with any Federal department or agency.

Q. Certification Regarding Lobbying – Certification for Contracts, Grants, Loans and Cooperative Agreements:

The undersigned agency certifies to the best of its knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned agency shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

R. Drug Free Workplace Act – Certification for Drug Free Workplace:

1. As required by the Drug Free Workplace Act (30 Illinois Compiled Statutes, 580/3 et. seq.), no grantee or contractor with 25 or more employees shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or services from the State, unless the grantee or contractor has certified to the State that the grantee or contractor will provide a drug-free workplace.
2. Submission of this certification is a prerequisite for making or entering into this transaction imposed by the Drug Free Workplace Act. 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 or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.