



Illinois State Board of Elections

CFDA 90.404

2020 CARES ACT GRANT

Purpose and Use of Funds

The Coronavirus Aid, Relief, and Economic Security (CARES) Act makes clear that grant funds are for additional costs associated with the national emergency related to coronavirus and are to be spent “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal Election Cycle”.

Grant Period

The grant period is July 1, 2020 through December 31, 2020. The grant will cover expenditures related to preparations for the November 3, 2020 General Election for the period of May 1, 2020 through December 31, 2020.

Deadline to Submit 2020 CARES Act Grant Agreement

The Grant must be signed and returned no later than October 1, 2020.

All expenditure forms, certification statement, and supporting documentation (invoices and proof of payments) must be submitted no later than November 20, 2020. This includes any December obligations.

Submitting for Reimbursement

It is preferred that you submit your expenditures for reimbursement all at one time. After the grant agreement is on file you will only need to submit the required Grant Reimbursement form, expenditure forms, certification statement and supporting documentation. (Invoices, proof of payments, etc.).

If you will be submitting your expenditures for multiple reimbursements, you will only need to submit the required expenditure forms and supporting documentation (Invoices and proof of payments) after the initial payment is made.

Allowable Expenditures

A list of allowable expenditures is provided in the Quick Reference Guide for Illinois Grants. Attached to this document. If you are unsure if an expenditure qualifies for reimbursement with CARES Act funds, please email Amy Kelly at akelly@elections.il.gov.

Please thoroughly complete the applicable pages and the expenditure form along with the signed certification statement. Copies of vendor invoices for all expenses listed must be submitted with your completed expenditure form and certification statement.



ILLINOIS STATE BOARD OF ELECTIONS
2020 CARES ACT GRANT
CERTIFICATION STATEMENT

I, _____, _____, of _____
(Print Name of Election Authority) (Title) (Jurisdiction)

certify that the CARES Act Grant funds this election authority receives will only be used as authorized by the terms of the Illinois State Board of Elections and/or other grantor. Such terms may be found in, but are not limited to, the CARES Act Grant Acceptance Agreement this election authority enters into with the State Board of Elections. I agree to provide, upon the request of the Illinois State Board of Elections and/or other grantor, any and all receipts and records of expenditures for the CARES ACT grant funds. Furthermore, I am certifying that all costs submitted for reimbursement are above and beyond normal operating costs and are a direct result of the additional costs associated with the national emergency related to coronavirus and/or related to Public Acts 101-0641 and 101-0642 for the November 3, 2020 General Election.

Signature of Election Authority

Date



Illinois State Board of Elections Acceptance Agreement

CARES ACT Grant

You are receiving this CARES Act Grant pursuant to Section 101 of the Help America Vote Act of 2002, ("HAVA") (P.L.107-252) (CFDA 90.404). Generally stated, the purpose of this grant is to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle. Your election jurisdiction, **Champaign County** ("Election Authority"), will receive the amount of **\$297,869.15**, which will be distributed in a lump sum payment unless you request to receive funds in smaller portions.

The State Board of Elections and you, the Election Authority, have responsibilities under HAVA both as to spending the grant for its intended purposes and tracking grant expenditures in accordance with applicable State and Federal laws and regulations. By accepting this grant, you agree to document all expenditures for audit purposes in accordance with generally accepted auditing standards, Federal Single Audit requirements, and any specific additional provisions contained in HAVA (42 U.S.C. § 15542). You must keep all expenditure documentation and receipts in your records until you are notified by the State Board of Elections to dispose of them. Furthermore, you agree to provide all documentation (i.e., receipts, invoices, copies of checks) applicable to activity under this grant program to the State Board of Elections or other auditing entity upon request.

Under no circumstances is this grant money to be supplanted into the county's election budget by the County Board or the Board of Election Commissioners. These grant funds must be kept separate and segregated. These funds may not be used in any way in a private residence. For example, they may not be used to make permanent improvements to the building(s) or property of a private residence. These grant funds may be used only to make improvements to publicly owned buildings and/or property. Furthermore, purchases made with this grant shall become the responsibility and property of the Election Authority, or to whom the assignment of any permanent property is made by the Election Authority, not the State Board of Elections. All property control and custody responsibilities will be assumed by the Election Authority. The Election Authority must follow the federal equipment management requirements included in 41 CFR 105-71.132 and maintain adequate records of equipment purchased with HAVA funds. Likewise, the Election Authority agrees that all future costs related to maintenance, repairs, and upgrades to equipment or property purchased with these grant funds shall be the sole responsibility of the Election Authority, not the State Board of Elections.

As a condition of receipt of this grant, the Election Authority agrees to comply with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of the Illinois Human Rights Act (775 ILCS 5/2-105). There are certain federal financial controls applicable to this grant. According to the regulations of the U.S. Treasury, recipients of Federal monies (State governments) that pass the funds on to sub-recipients in advance (Local governments) must ensure that only those monies determined necessary for immediate cash needs are advanced (34 CFR 80.20). The State Auditor General has interpreted 'immediate cash needs' as receiving advance funds **30 days or less from the expected date of paying the sub-recipient's vendors. Please submit only when you are ready to pay your vendors for qualifying expenses under this Program within the timelines given above.** Therefore, the grant may be applied toward any expenditures meeting the above criteria made between May 1, 2020 and December 31, 2020.

The Election Authority agrees to indemnify and hold the State Board of Elections harmless against any claims brought against it by the Comptroller General or other agency of the federal government, for reimbursement of the grant funds in the event that the Election Authority is found liable for misapplication, misuse, or misappropriation of funds.

The Election Authority agrees that it will not purchase goods/services with HAVA funds with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. These can be found on the Excluded Parties List System located at [www.gsa.gov \(http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=19944&noc=T\)](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=19944&noc=T)

The Election Authority will follow the Lobbying certification as required by Section 1352, Title 31 of the U.S. Code. The recipient certifies that: (a) No Federal 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, an officer or employee of Congress or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement; and (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities.”

THIS GRANT IS SUBJECT TO THE ILLINOIS GRANT FUNDS RECOVERY ACT (30 ILCS 705/1, et seq.). THEREFORE, ANY UNSPENT PORTION OF THE GRANT THAT REMAINS AFTER 30 DAYS MUST BE RETURNED WITH INTEREST TO THE STATE BOARD OF ELECTIONS IMMEDIATELY. ANY MISSPENT OR IMPROPERLY HELD GRANT FUNDS ARE SUBJECT TO RECOVERY BY THE STATE BOARD OF ELECTIONS.

Election authorities that fail to pay their vendors for qualifying expenses within the 30-day time period as specified by the terms of this Agreement and underlying federal rule shall become liable to the State Board of Elections for interest penalties for failing to meet the 30-day interval (unless the applicable grant amount, or any unused portion thereof, is returned to the State before the 30-day period has elapsed). An election authority failing to meet this 30-day requirement will be liable for interest at the rate applicable to the State's payments to its vendors under the terms of the State Prompt Payment Act (30ILCS 540). The interest calculation for this mandatory reimbursement is based on the historical interest rates earned by the State HAVA fund and paid by the State Treasurer during the specific time periods the money was improperly held by the local jurisdiction. The election authority assessed this interest penalty must remit the penalty amount to the State Board of Elections within 30 days of receipt of notice from SBE. Such interest payment shall be identified separately from any grant returns or other refunds.

By signing this document, you certify that you agree to use the grant funds provided for the purposes articulated above and certify that you understand and agree to the record keeping and documentation requirements set forth above. **Further, you certify that you will return to the SBE any of the unspent funds remaining within thirty days after receipt of such funds as noted above.** For purposes of this paragraph, the unspent funds shall be considered timely returned if it is actually received in either of the SBE offices (Chicago or Springfield) within 30 days of receipt or, if

received beyond such 30-day period, the envelope containing the unspent funds is postmarked within such 30-day period. If the postmark on the envelope containing the unspent funds is missing or illegible, the return of the unspent funds will be considered timely if such envelope is received by the SBE no later than 5 business days following the end of such 30-day period.

In addition, you understand and accept that no additional HAVA CARES Act related funds will be forthcoming, or in the alternative, that additional grant funds may be reduced by the amount of any outstanding funds owed to the State Board of Elections, until the terms of those agreements are satisfied and any unspent or unaccounted for funds are returned with interest as indicated above.

Any violations of this agreement may be reported to appropriate legal authorities for review and appropriate action.

***Chair of County Board or Board or Election
Commission Authorized Agent***

***Election Authority Authorized Agent (County Clerk or
Director of Election Commission)***

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Date _____

Date _____

Illinois State Board of Elections

Signature _____

Printed Name Steven S. Sandvoss, Executive
Director

Date _____



**Illinois State Board of Elections
FY21 Postage Grant
Acceptance Agreement**



You are receiving a grant from the Illinois State Board of Elections. Generally stated; the purpose of this grant is to assist in preparing for and responding to increased costs for mailings due to coronavirus for the November 2020 General Election. Specifically, this grant is to be used for postage costs related to:

- Mailings required by Public Act 101-641 and Public Act 101-642
- Postage on Vote by Mail Ballots
- Return postage on Vote by Mail Ballots
- Other mailed communications related to voting by mail
- Notifying the public of changes to procedures on Election Day due to the coronavirus pandemic

Your election jurisdiction received previous information regarding the amount your jurisdiction is entitled to, which will be distributed in a lump sum payment after the Illinois State Board of Elections has received copies of all current documented postage related expenditures. It is important to note that only documented expenditures and/or obligations to expend are eligible for reimbursement. Your election jurisdiction, **Champaign County**, is eligible to receive an amount of **\$100,192.41**, which will be distributed in a lump sum payment. If your expenses exceed this amount, you will not be reimbursed for excess expenses.

The State Board of Elections and you, the Election Authority, have responsibilities both as to spending the monies for the intended purposes and tracking expenditures not previously covered or reimbursed by the HAVA election security, CARES Act or IVRS Grant or other grant monies. By accepting this money, you agree to send copies of all documented expenditures and/or obligations to expend for audit purposes in accordance with generally accepted auditing standards.

Purchases made from this fund shall become the responsibility and property of the Election Authority, not the State Board of Elections. All property control and custody responsibilities will be assumed by the Election Authority. Likewise, the Election Authority agrees that all future costs related to maintenance, repairs, and upgrades to equipment or property purchased with these grant funds shall be the sole responsibility of the Election Authority, not the State Board of Elections. **Therefore, the grant may be applied toward any expenditure meeting the above criteria made July 1, 2020 through December 31, 2020.**

As a condition of receipt of this grant, the Election Authority agrees to comply with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of the Illinois Human Rights Act (775 ILCS 5/2-105).

THIS GRANT IS SUBJECT TO THE ILLINOIS GRANT FUNDS RECOVERY ACT (30 ILCS 705/1, et seq.). THEREFORE, ANY UNSPENT PORTION OF THE GRANT THAT REMAINS AFTER 30 DAYS MUST BE RETURNED WITH INTEREST TO THE STATE BOARD OF ELECTIONS IMMEDIATELY. ANY MISSPENT OR IMPROPERLY HELD GRANT FUNDS ARE SUBJECT TO RECOVERY BY THE STATE BOARD OF ELECTIONS.

Election authorities that fail to pay their vendors for qualifying expenses within the 30-day time period as specified by the terms of this Agreement and underlying federal rule shall become liable to the State Board of Elections for interest penalties for failing to meet the 30-day interval (unless the applicable grant amount, or any unused portion thereof, is returned to the State before the 30-day period has elapsed). An election authority failing to meet this 30-day requirement will be liable for interest at the rate applicable to the State's payments to its vendors under the terms of the State Prompt Payment Act (30ILCS 540). The interest calculation for this mandatory reimbursement is based on the historical interest rates earned by the State HAVA fund and paid by the State Treasurer during the specific time periods the money was improperly held by the local jurisdiction. The election authority assessed this interest penalty must remit the penalty amount to the State Board of Elections within 30 days of receipt of notice from SBE. Such interest payment shall be identified separately from any grant returns or other refunds.

By signing this document, you certify that you agree to use the grant funds provided for the purposes articulated above and certify that you understand and agree to the record keeping and documentation requirements set forth above. **Further, you certify that you will return to the SBE any of the unspent funds remaining within thirty days after receipt of such funds as noted above.** For purposes of this paragraph, the unspent funds shall be considered timely returned if it is actually received in either of the SBE offices (Chicago or Springfield) within 30 days of receipt or, if received beyond such 30-day period, the envelope containing the unspent funds is postmarked within such 30-day period. If the postmark on the envelope containing the unspent funds is missing or illegible, the return of the unspent funds will be considered timely if such envelope is received by the SBE no later than 5 business days following the end of such 30-day period.

Any violations of this agreement may be reported to appropriate legal authorities for review and appropriate action.

**Chair of County Board
Board of Election Commissioners Authorized Agent**

Election Authority Authorized Agent

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Date _____

Date _____

Illinois State Board of Elections

Signature _____

Printed Name Steven S. Sandvoss, Executive Director

Date _____