



# Wheaton Park District

February 20, 2014

Illinois Department of Commerce and Economic Opportunity  
Attn. Derick Cheek  
Grant Management Unit  
500 E. Monroe St.  
Springfield, Illinois 62701

Re: 12-203470 Request for Modification

Dear Mr. Cheek,

The Wheaton Park District formally requests modifications to the Scope of Work, Budget and a date extension for the grant referenced above. This grant was applied for with the intention of building basic restrooms at Arrowhead Golf Course. This infrastructure improvement would have reduced the need for the currently used portable restrooms. Once the grant was received, we initiated design and engineering. This process discovered poor site conditions and local permitting requirements that would increase the cost of the project.

We proceeded with the expectation that the project might be scaled back to remain within or close to the budgeted amount. We had also hoped that a competitive bidding environment might reduce our consultant's estimates. Unfortunately, some last minute permitting changes and the inherent difficulties of the site prevented this. At the February 19 meeting, the board of commissioners voted to reject all bids citing that the overall costs for the project were not a prudent use of funds. Attached is a statement of issue outlining the bids we and received and the staff recommendation that was approved.

We would still like to meet the requirements of this grant by utilizing the funds to improve the infrastructure at the Arrowhead Golf Course. In December 2013 the Wheaton Park District entered into an agreement to replace pump equipment that is used to irrigate the course. This equipment is critical to the operation of the course. We expect this work will be completed in April 2014.

Attached is a request for modification to the scope of work and budget. Due to these unforeseeable issues, we require more time in which to complete the Grant-funded activities and are hereby requesting an end date extension to 12/31/2014 for DCEO Grant #12-203470. If this modification is approved, on behalf of the

#### **Board of Commissioners**

Jane Hodgkinson John Kelly Phillip A. Luetkehans Terry A. Mee Ray Morrill Mark Schobel Kim VanderSchaaf

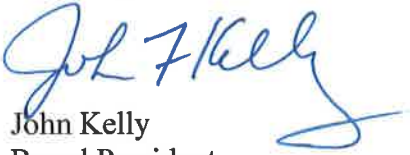
#### **Executive Director**

Michael Benard

Wheaton Park District I affirm that all grant funds for DCEO Grant No. 12-203470 have been legally obligated during the existing grant period.

Thank you for your assistance with this grant and the necessary modifications. We look forward to a continued relationship with DCEO.

Sincerely,

A handwritten signature in blue ink that reads "John Kelly". The signature is stylized and cursive, with a long horizontal stroke at the end.

John Kelly  
Board President

**Illinois Department of Commerce and Economic Opportunity  
DCEO GRANT PROGRAM  
REQUEST FOR MODIFICATION/WAIVER\***

DCEO Grant # 12-203470

GRANTEE NAME: Wheaton Park District  
DCEO GRANT#: 12-203470 (the "Agreement")  
GRANT BEGIN DATE: 5/1/2012 GRANT END DATE: 4/30/2014

**STEP 1 – A written justification for this modification/waiver must accompany this document in the form of a letter on your company's letterhead signed by the authorized signatory or designee.**

**STEP 2 – Select the Purpose of the Modification/Waiver Requested:**

- A. SCOPE OF WORK** Please attach the requested, revised scope of work with modifications noted.
- B. BUDGET** Using the attached form, please list the original budget as well as the requested, revised budget in the space provided.
- C. DATE EXTENSION** Grantee requires additional time to complete the performance described in the Grant Agreement's Scope of Work for which grant funds are provided, and requests that it be allowed until 12/31/2014 to complete such performance. Grantee acknowledges that it has expended/legally obligated grant funds in the performance required by the Grant during the original grant term and that, if granted, the extension of time cannot exceed two (2) additional years. Please attach a signed legal obligation document if the extension exceeds the original two year period.
- Reimbursement grant only
- D. OTHER** Please attach a separate page identifying the provision(s) that grantee wishes to modify and a written explanation supporting the request for a change if other than noted above.
- Interest Retention: \_\_\_\_\_
- Audit Waiver: \_\_\_\_\_
- Payment Provision: \_\_\_\_\_
- Waiver of Interest-Bearing Account: \_\_\_\_\_

To be compliant with Illinois' Comptroller Accounting Bulletin 161, the Grant Agreement shall be amended in accordance with the following. Notwithstanding any language in the existing Grant Agreement to the contrary, the following provisions shall be incorporated into the Grant Agreement:

The Grant Agreement's signature block shall be stricken in its entirety and replaced with the following language:

Grantee's execution of this Agreement shall serve as its certification under oath that Grantee has read, understands and agrees to all provisions of this Agreement and that the information contained in the Agreement is true and correct to the best of his/her knowledge, information and belief and that the Grantee shall be bound by the same. Grantee acknowledges that the individual executing this Agreement is authorized to act on the Grantee's behalf. Grantee further acknowledges that the award of Grant Funds under this Agreement is conditioned upon the above certification.

**Submittal of Reports** Submittal of all reports and documentation required under this Agreement should be submitted to the individual as directed by the Department. Grants in excess of \$25,000 require, at a minimum, the filing of quarterly reports describing the progress of the program, project, or use and the expenditure of the grant funds related thereto.

**Records Retention** This Agreement and all books, records and supporting documents related hereto shall be available for inspection and audit by the Department, the Office of Inspector General, the Auditor

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**DCEO GRANT PROGRAM**  
**REQUEST FOR MODIFICATION/WAIVER\***

**DCEO Grant # 12-203470**


General of the State of Illinois, the Illinois Attorney General or any of their duly authorized representative(s), and the Grantee agrees to fully cooperate with any audit performed by the Auditor General or the Department. Grantee agrees to provide full access to all relevant materials and to provide copies of same upon request. Failure to maintain books, records and supporting documents required by this Agreement shall establish a presumption in favor of the Department for the recovery of any Grant Funds paid by the Department under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement or expenditure.

If the Department approves this request as either a modification or waiver, the Grantee acknowledges and agrees to the following:

1. All terms and conditions of the Grant Agreement remain in full force and effect until all performance required by the terms of the agreement are completed.
2. If the period for performance has been extended, the close-out package/final financial status report must be submitted no later than 45 days following any extended performance date.
3. This request is limited to the provisions described herein and in no way impairs the Department's ability to seek legal recourse against the Grantee for non-compliance with either the provisions stated herein or any other provisions of the Agreement.

**STEP 3 – Signature**

I hereby certify that the supporting documentation for the above modification or waiver request is on file in our office and that I have full signature authority to bind and sign on behalf of the grantee.

 _____	John Kelly, President _____
Authorized Signature for Grantee	Printed Name and Title
Robert Sperl, Director of Planning	2/20/2014
Printed Name and Title of Signatory Designee*	Date

**\* If the Grantee has authorized and designated signature authority to another person, the signatory must print his/her name and title on the appropriate line.**

**STEP 4 – Return this form, your justification letter and all supporting documentation to your assigned Grant Manager.**

**DEPARTMENT ACTION:**

- Approved as a Modification, subject to any conditions as imposed by the Department
- Approved as a Waiver, subject to any conditions as imposed by the Department
- Denied (see attached)

\_\_\_\_\_  
Adam Pollet, Director

\_\_\_\_\_  
Date

**NOTE: Due to the Time Limit on Expenditure of Grant Funds imposed by the Grant Funds Recovery Act (30 ILCS 705/1 et seq.), the extended grant term granted herein shall be deemed to take effect on \_\_\_\_\_.**

cc: \_\_\_\_\_ (Grant Manager); Accounting

\* Waivers will only be approved when the Department determines that it is in the best interest of the State of Illinois.