



**JUSTICE COMMITTEE AGENDA**  
**Government Center, Room 400**

**Monday, January 9, 2006**

**5:00 p.m.**

1. Roll Call
2. Chairman's Approval of Minutes – December 5, 2005
3. Appearance by Members of the Public
4. Departmental Matters:
  - A. Bill Gamblin, Director, 911 Administration
    - 1) Items to be Presented for Information:
      - a) Status Reports, November 2005 1-9
      - b) General Report
      - c) Other
  - B. Sandy Parker, McLean County Circuit Clerk
    - 1) Items to be Presented for Information:
      - a) Statistical Reports, November 2005 10-18
      - b) General Report
      - c) Other
  - C. Cindy Brand, Jury Commission
    - 1) Items to be Presented for Information:
      - a) Jury Commission Yearly Report 19-27
      - b) General Report
      - c) Other

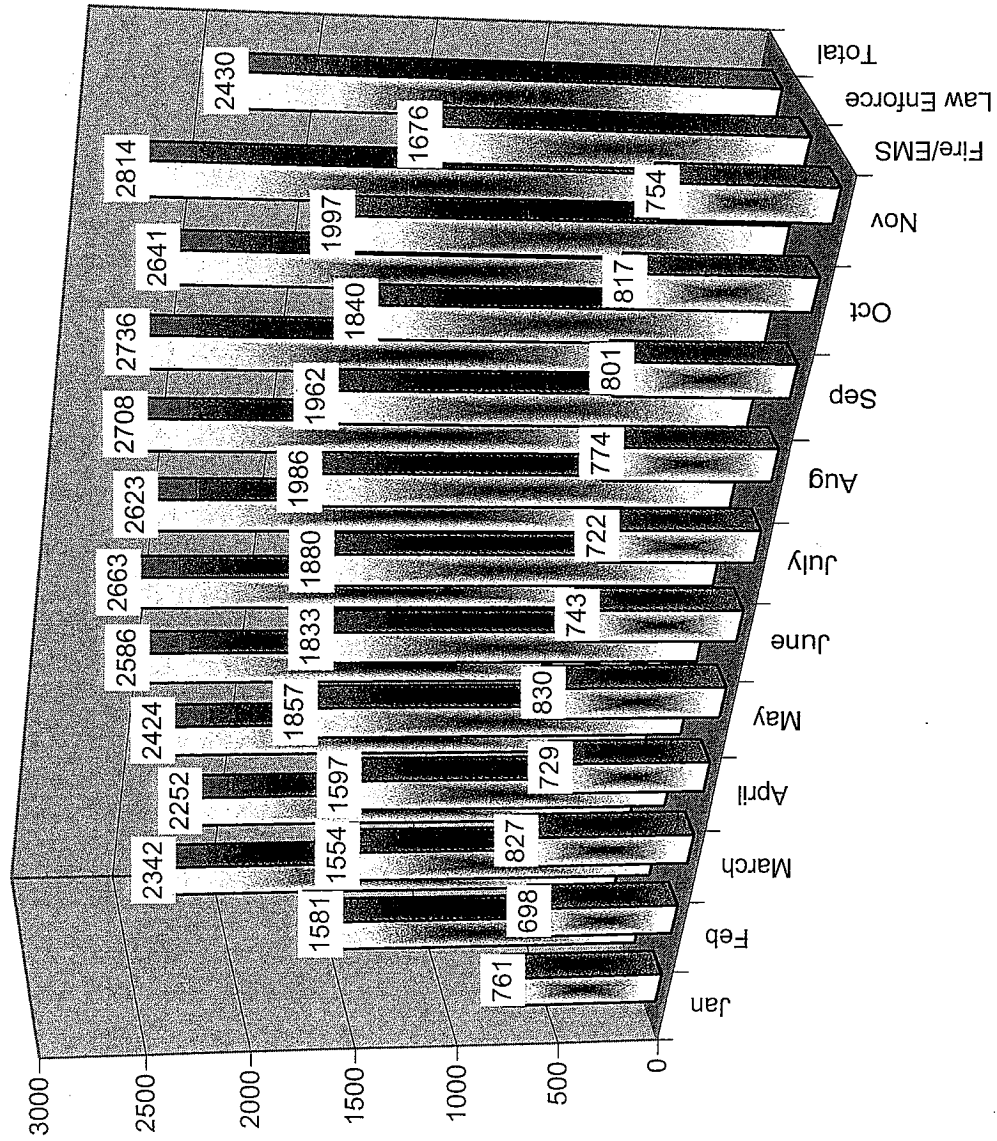
D.	Amy Davis, Public Defender		
	1) <u>Items to be Presented for Information:</u>		
	a) Monthly Caseload Report, November 2005		28-30
	b) General Report		
	c) Other		
E.	Bill Yoder, McLean County State's Attorney		
	1) <u>Items to be Presented for Action:</u>		
	a) Request Approval of a Transfer Ordinance Amending the McLean County Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance		31
	2) <u>Items to be Presented for Information:</u>		
	a) Monthly Caseload Report		32-33
	b) General Report		
	c) Other		
F.	Billie Larkin, Director, Children's Advocacy Center		
	1) <u>Items to be Presented for Action:</u>		
	a) Request Approval of Interagency Agreement #205207 between the Illinois Criminal Justice Information Authority and the Children's Advocacy Center for the Implementation of the Child Advocacy Center Services Program		34-82
	2) <u>Items to be Presented for Information:</u>		
	a) 2005 Year End Report		83-94
	b) Monthly Statistical Report		95
	c) CASA Report		96
	d) General Report		
	e) Other		
G.	Roxanne Castleman, Director, Court Services		
	1) <u>Items to be Presented for Action:</u>		
	a) Request Approval to Accept a Grant from the Illinois Criminal Justice Information Authority to Fund a Domestic Violence Multi-Disciplinary Team Program		97-150
	2) <u>Items to be Presented for Information:</u>		
	a) Court Services Adult/Juvenile Division Statistics, November 2005		151-152
	b) Juvenile Detention Center – McLean County Statistics, 2005		153-155
	c) Juvenile Detention Center – Out of County Statistics, 2005		156-158

- d) General Report
- e) Other

- H. David Owens, McLean County Sheriff
  - 1) Items to be Presented for Action:
    - a) Request Approval of Clothing Bid with Ray O'Herron Co. for Police Uniforms and Equipment Purchases from February 1, 2006 to January 31, 2007 for Sheriff's Department 159-181
    - b) Request Approval of 2006 Vehicle Bids for Sheriff's Department and Coroner's Office 182-183
  - 2) Items to be Presented for Information:
    - a) McLean County Detention Facility Population Report, December 2005 184-185
    - b) General Report
    - c) Other
  
- I. Beth C. Kimmerling, McLean County Coroner
  - 1) Items to be Presented for Information:
    - a) Monthly Report, November 2005 186
    - b) General Report
    - c) Other

- 5. Other Business and Communication
- 6. Recommend payment of Bills and Transfers, if any, to the County Board
- 7. Adjournment

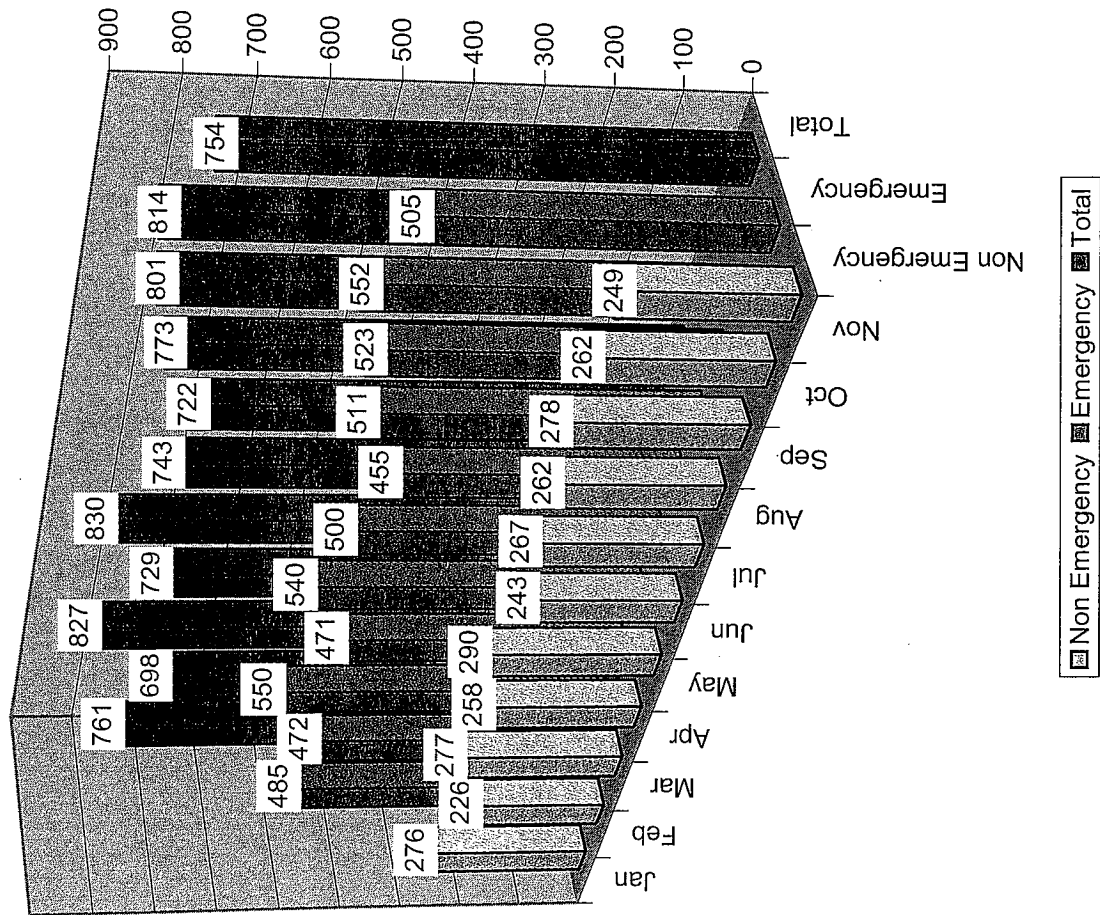
# Total CAD Responses January to November 2005



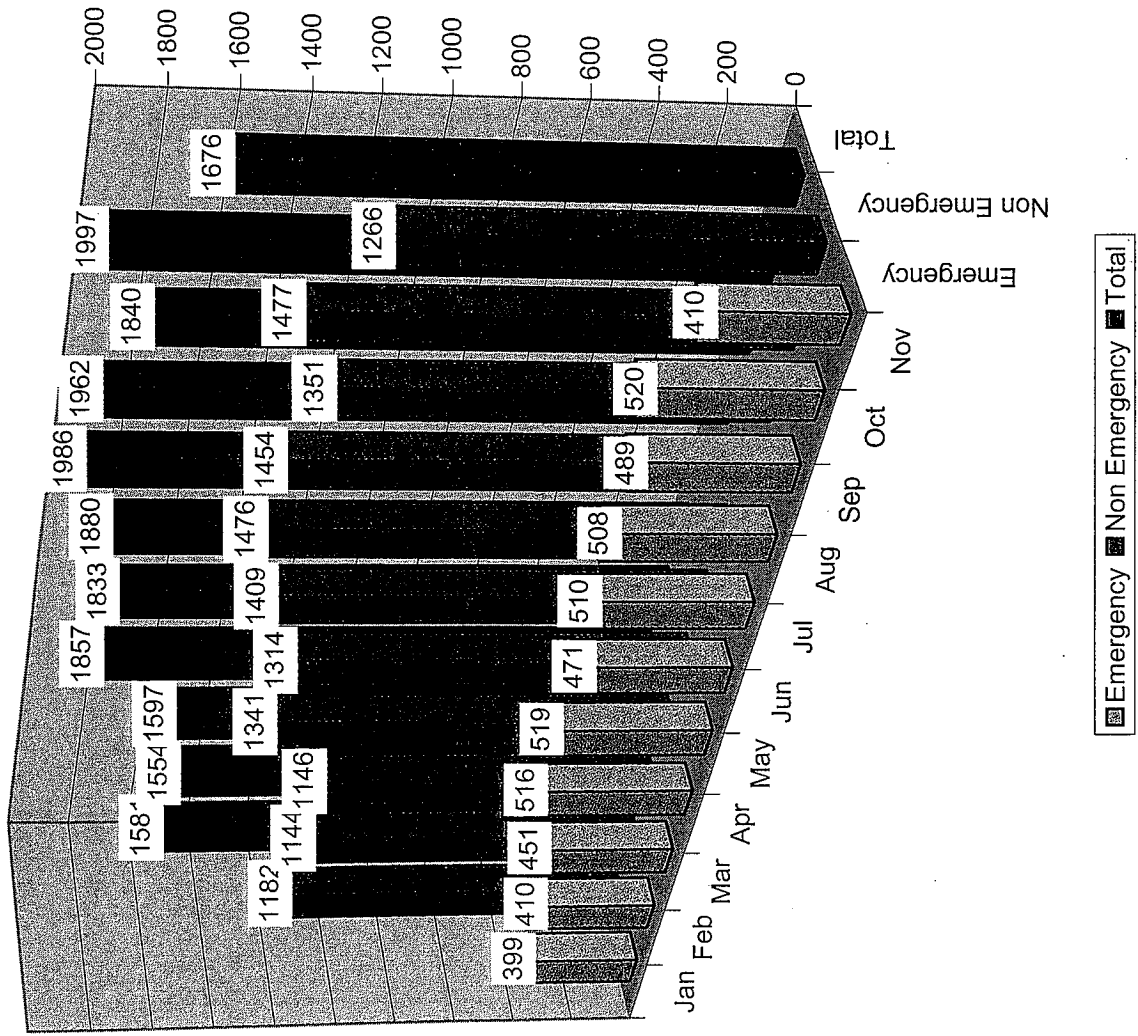
Fire/EMS
  Law Enforce
  Total



# CAD Fire Responses January to November 2005



# Law Enforcement CAD Responses January to November 2005



My Company (   
 Report run: 20-Dec-1005 10:30:57  
 Run by operator: My Name  
 Add more info here...

**Rio!! Time Ave\ ~ November 2005**  
 Report template: Momnly Ringing Time Ranges  
 Analyzing subject type: Position Group entity: All

Requested per  
 From: 01-Nov-2005 12:00:00  
 Until: 30-Nov-2005 23:59:59

**Nov-2005**

**Call Count per Ran2e**

	Total	0 to 9 see	10 to 18 see	19 to 27 see	28 to 36 see	37 to 45 see	46 to 54 see
911 Incoming	5593	5417 (96.9%)	170 (3.0%)	5 (0.1%)	I (0.0%)	0 (0.0%)	0 (0.0%)
Adm Incoming	11540	11464 (99.3%)	64 (0.6%)	10 (0.1%)	I (0.0%)	0 (0.0%)	I (0.0%)
Total	17133	16881 (98.5%)	234 (1.4%)	15 (0.1%)	2 (0.0%)	0 (0.0%)	I (0.0%)

My Company (  
Report run: 20-Dec-2005 10:53:46  
Run by operator: My Name  
Add more info here...

**Monthly In-Coming Call Types**

Report template: Monthly Incoming Call Types  
Analyzing subject type: Position Group entity: All

Requested period  
From: 01-Nov-2005 12:00:01  
Until: 30-Nov-2005 23:59:59

	Total Calls	Wireline	Wireless	TTY	Abandoned
911 Incoming	5493	2951 (53.7%)	2542 (46.3%)	1 (0.0%)	211 (3.8%)
Adm Incoming	1148				
Total	16974				

NOVEMBER, 2005

**ERROR  
NO ALI**

NUMBER CORRECTED TESTED COMPLETE			
4	4		

**NO ANI**

NUMBER CORRECTED TESTED COMPLETE			
9			9

**INCORRECT ADDRESS**

NUMBER CORRECTED TESTED COMPLETE			
2	2		

**MSAG-STREET RANGE/COMMUNITY**

NUMBER CORRECTED TESTED COMPLETE			
0	0		0

**ASSIGNED ADDRESSES-UNINCORPORATED  
NEW ROADS (NEW MSAG LISTING)**

0
0

**TOTAL ERRORS  
TOTAL ERRORS CLEARED**

15
9

**My Company**

Report run: 09-Dec-2005 14:52:52

Run by operator: My Name

Add more info here...

Requested period:

From: 01-Nov-2005 12:00:00

Until: 30-Nov-2005 23:59:59

**Daily Incomin2: Call November 2005**

Report template: Daily Incoming Call for 911 and Admin

Analyzing subject type: Position Group entity: All

**METCOM**

<u>Date</u>	<u>Calls</u>
01-Nov-2005	337
02-Nov-2005	473
03-Nov-2005	526
04-Nov-2005	617
05-Nov-2005	668
06-Nov-2005	460
07-Nov-2005	477
08-Nov-2005	508
09-Nov-2005	575
10-Nov-2005	556
11-Nov-2005	661
12-Nov-2005	595
13-Nov-2005	478
14-Nov-2005	560
15-Nov-2005	580
16-Nov-2005	546
17-Nov-2005	542
18-Nov-2005	560
19-Nov-2005	497
20-Nov-2005	461
21-Nov-2005	445
22-Nov-2005	464
23-Nov-2005	523
24-Nov-2005	340
25-Nov-2005	491
26-Nov-2005	474
27-Nov-2005	421
28-Nov-2005	489
29-Nov-2005	499
30-Nov-2005	434

**Total:** 15257 (508.6/ Day)

My Company  
Report run: 09-Dec-2005 14:52:52  
Run by operator: My Name  
Add more info here...

Requested period:  
From: 01-Nov-2005 12:00:00  
Until: 30-Nov-2005 23:59:59

Daily Incomine: Call November 2005  
Report template: Daily Incoming Call for 911 and Admin  
Analyzing subject type: Position Group entity: All

METNOR

<u>Date</u>	<u>Calls</u>	
01-Nov-2005	38	
02-Nov-2005	56	
03-Nov-2005	55	
04-Nov-2005	67	
05-Nov-2005	62	
06-Nov-2005	43	
07-Nov-2005	46	
08-Nov-2005	58	
09-Nov-2005	76	
10-Nov-2005	- 41	
11-Nov-2005	68	
12-Nov-2005	64	
13-Nov-2005	48	
14-Nov-2005	65	
15-Nov-2005	73	
16-Nov-2005	60	
17-Nov-2005	60	
18-Nov-2005	75	
19-Nov-2005	49	
20-Nov-2005	45	
21-Nov-2005	54	
22-Nov-2005	57	
23-Nov-2005	65	
24-Nov-2005	52	
25-Nov-2005	50	
26-Nov-2005	56	
27-Nov-2005	47	
28-Nov-2005	57	
29-Nov-2005	64	
30-Nov-2005	66	
Total:	1717	(57.2 / Day)

My Company  
Report run: 09-Dec-2005 14:52:52  
Run by operator: My Name  
Add more info here...

Requested period:  
From: 01-Nov-2005 12:00:00  
Until: 30-Nov-2005 23:59:59

**Daily Incoming: Call November 2005**  
Report template: Daily Incoming Call for 911 and Admin  
Analyzing subject type: Position Group entity: All

**TRAIN**

<u>Date</u>	<u>Calls</u>
01-Nov-2005	0
02-Nov-2005	0
03-Nov-2005	0
04-Nov-2005	0
05-Nov-2005	0
06-Nov-2005	0
07-Nov-2005	0
08-Nov-2005	0
09-Nov-2005	0
10-Nov-2005	0
11-Nov-2005	0
12-Nov-2005	0
13-Nov-2005	0
14-Nov-2005	0
15-Nov-2005	0
16-Nov-2005	0
17-Nov-2005	0
18-Nov-2005	0
19-Nov-2005	0
20-Nov-2005	0
21-Nov-2005	0
22-Nov-2005	0
23-Nov-2005	0
24-Nov-2005	0
25-Nov-2005	0
26-Nov-2005	0
27-Nov-2005	0
28-Nov-2005	0
29-Nov-2005	0
30-Nov-2005	0

**Total:** 0 (0.0 / Day)



REPORT A  
ACTIVITY OF ALL CIVIL CASES  
DURING THE MONTH OF NOVEMBER 2005  
IN THE CIRCUIT COURT OF THE 11th JUDICIAL CIRCUIT  
McLEAN COUNTY

CATEGORY	BEGIN PENDING	CODE	NEW FILED	REINSTATED	DISPOSED	END PENDING 2005	END PENDING 2004
Adoption	22	AD	4	0	6	20	20
Arbitration	246	AR	76	8	73	257	251
Chancery	220	CH	29	0	22	227	194
Dissolution of Marriage	439	D	48	0	38	449	569
Eminent Domain	2	ED	0	0	0	2	7
Family	286	F	34	0	37	283	184
Law => \$50,000 - Jury	292	L	7	0	5	294	268
Law = > \$50,000 - Non-Jury	161	L	9	0	7	163	132
Law = < \$50,000 - Jury	3	LM	0	0	2	1	8
Law = < \$50,000 - Non-Jury	120	LM	69	2	82	109	114
Municipal Corporation	1	MC	0	0	0	1	1
Mental Health	11	MH	11	0	9	13	11
Miscellaneous Remedy	128	MR	28	0	28	128	176
Order of Protection	20	OP	10	0	20	10	14
Probate	1,096	P	20	0	12	1,104	1,081
Small Claim	464	SC	175	52	303	388	418
Tax	6	TX	0	0	0	6	5
TOTAL CIVIL	3,517		520	62	644	3,455	3,453

REPORT B  
 ACTIVITY OF ALL CRIMINAL CASES  
 DURING THE MONTH OF NOVEMBER 2005  
 IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
 McLEAN COUNTY

	BEGIN PENDING	CODE	NEW FILED	NO. OF DEFTS. NEW	REINSTATED	DISPOSED	END PENDING 2005	END PENDING 2004
CONTEMPT OF COURT	3	C.C.	0	0	0	0	3	5
CRIMINAL FELONY	838	CF	89	89	0	105	822	774
CRIMINAL MISDEMEANOR	912	CM	163	163	0	269	806	880
<b>TOTAL CRIMINAL</b>	1,753		252	252	0	374	1,631	1,659

REPORT C  
 ACTIVITY OF ALL JUVENILE CASES  
 DURING THE MONTH OF NOVEMBER 2005  
 IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
 McLEAN COUNTY

CATEGORY	BEGIN PENDING	CODE	NEW FILED	NO. OF DEFTS. NEW	REINSTATED	DISPOSED	END PENDING 2005	END PENDING 2004
JUVENILE	17	J	0	0	1	0	18	20
JUVENILE ABUSE & NEGLECT	287	JA	5	5	1	6	287	313
JUVENILE DELINQUENT	114	JD	21	21	7	22	120	98
TOTAL JUVENILE	418		26	26	9	28	425	431

CORRECTED REPORT D  
 ACTIVITY OF ALL OF ALL DUI/TRAFFIC/CONSERVATION/ORDINANCE CASES  
 DURING THE MONTH OF NOVEMBER 2005  
 IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
 McLEAN COUNTY

CATEGORY	BEGIN PENDING	CODE	NEW FILED	REINSTATED	DISPOSED	END PENDING 2005	END PENDING 2004
CONSERVATION VIOLATION	10	CV	7	0	2	15	17
DRIVING UNDER THE INFLUENCE	441	DT	62	0	66	437	502
ORDINANCE VIOLATION	1,023	OV	142	0	277	888	1,063
TRAFFIC VIOLATION	13,094	TR	4,064	13	3,570	13,601	12,200
<b>TOTALS:</b>	14,568		4,275	13	3,915	14,941	13,782

REPORT NO. E  
TIME LAPSE OF ALL CASES DISPOSED OF BY JURY VERDICT  
IN ALL CATEGORIES  
DURING THE MONTH NOVEMBER OF 2005  
IN THE CIRCUIT COURT OF THE 11th JUDICIAL CIRCUIT  
McLEAN COUNTY

CASE NUMBER	FILING DATE	DATE OF VERDICT
05 CF 583	06/14/05	11/01/05
02 P 146	07/12/02	11/03/05
03 L 17	02/10/03	11/03/05
04 CF 1005	11/08/04	11/04/05
05 CM 899	05/05/05	11/08/05
05 CM 200	01/28/05	11/10/05
05 CF 794	08/15/05	11/16/05

NOTE: THIS REPORT SHOULD NOT INCLUDE ANY REINSTATED CASES UNLESS TIME-LAPSE IS COMPUTED FROM DATE OF REINSTATEMENT.

**REPORT F**  
**DISPOSITION OF DEFENDANTS CHARGED WITH FELONIES<sup>(1)</sup>**  
**DURING THE MONTH OF NOVEMBER 2005**  
**IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT**  
**MCLEAN COUNTY**

NOLLE	NOT CONVICTED					CONVICTED			TOTAL DEFENDANTS DISPOSED OF	
	S.O.L.	REDUCED TO MISDEMEANOR	DISMISSED	OTHER(2)	ACQUITTED BY		GUILTY PLEA	BENCH TRIAL		JURY TRIAL
					BENCH TRIAL	JURY TRIAL				
13	0	9	0	0	0	0	83	0	0	105

<sup>1)</sup> NOT NECESSARILY DIFFERENT DEFENDANTS

<sup>2)</sup> INCLUDES COURT ACTION: NO BILL, TRANSFERRED/NO JURISDICTION, DEATH SUGGESTED/CAUSE ABATED, UNFIT TO STAND TRIAL, SEXUALLY DANGEROUS, TRANSFERS TO WARRANT CALENDAR, AND EXTRADITION PROCEEDING FILED AS A FELONY.

\*1 Case was NOT GUILTY for reason of insanity

1 Case was let on pending that was term in August

REPORT F  
DISPOSITION OF DEFENDANTS CHARGED WITH FELONIES<sup>(1)</sup>  
THROUGH THE MONTH OF NOVEMBER 2005  
IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
MCLEAN COUNTY

	NOT CONVICTED							CONVICTED			TOTAL DEFENDANTS DISPOSED OF
	NOLLE	S.O.L.	REDUCED TO MISDEMEANOR	DISMISSED	OTHER(2)	ACQUITTED BY		GUILTY PLEA	BENCH TRIAL	JURY TRIAL	
						BENCH TRIAL	JURY TRIAL				
JAN	4	0	8	0	0	0	1	54	0	0	67
FEB	14	0	5	2	0	0	1	76	0	0	98
MAR	18	0	11	0	1	2	0	74	3	3	112
APR	12	0	11	0	1	0	1	64	2	3	94
MAY	13	0	6	0	0	0	2	46	0	2	69
JUNE	22	0	5	3	2	0	1	114	0	0	147
JULY	12	0	9	0	0	0	2	82	0	0	105
AUG	7	0	9	1	0	1	0	70	0	4	92
SEPT	37	0	9	0	1	0	3	94	5	0	149
OCT	33	0	11	0	0	0	1	77	0	0	122
NOV	13	0	9	0	0	0	0	83	0	0	105
DEC											
TOTAL	185	0	93	6	5	3	12	834	10	12	1160

1) NOT NECESSARILY DIFFERENT DEFENDANTS

2) INCLUDES COURT ACTION: NO BILL, TRANSFERRED/NO JURISDICTION, DEATH SUGGESTED/CAUSE ABATED, UNFIT TO STAND TRIAL, SEXUALLY DANGEROUS, TRANSFERS TO WARRANT CALENDAR, AND EXTRADITION PROCEEDING FILED AS A FELONY.

**REPORT G**  
**SENTENCE OF DEFENDANTS CHARGED WITH FELONIES**  
**DURING THE MONTH OF NOVEMBER 2005**  
**IN THE CIRCUIT COURT OF THE 11th JUDICIAL CIRCUIT**  
**McLEAN COUNTY**

TOTAL NUMBER OF DEFENDANTS CONVICTED OF FELONIES BY GUILTY PLEA, BENCH TRIAL AND JURY TRIAL (FROM REPORT F). THIS TOTAL MUST EQUAL THE NUMBER OF FELONY SENTENCES ON THE FELONY SENTENCE TABLE BELOW.

TOTAL NUMBER OF CONVICTED FELONIES: 83  
(FROM REPORT F)

FELONY SENTENCE TABLE

	CLASS M	CLASS X	CLASS 1	CLASS 2	CLASS 3	CLASS 4	TOTALS
1. DEATH	0	0	0	0	0	0	0
2. LIFE	0	0	0	0	0	0	0
3. IDOC	0	1	6	7	6	21	41
4. PROBATION	0	0	3	6	12	17	38
5. OTHER	0	0	0	0	3	1	4
<b>TOTALS:</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>13</b>	<b>21</b>	<b>39</b>	<b>83</b>

\* Conditional Discharge



REPORT H  
ORDERS OF PROTECTION ISSUED  
DURING THE MONTH OF NOVEMBER 2005  
IN THE CIRCUIT COURT OF THE 11TH JUDICIAL CIRCUIT  
McLEAN COUNTY

	<u>EMERGENCY</u>	<u>INTERIM</u>	<u>PLENARY</u>
DIVORCE	3	0	0
FAMILY (OP)	10	1	1
CRIMINAL	2	0	3
<b>TOTAL:</b>	15	1	4

## REPORT OF THE JURY COMMISSION

In 2005, there were 30 weeks of scheduled juror service . The Circuit Court, the State's Attorney and the Coroner of McLean County utilized jurors in 2005.

### COMPARATIVE JUROR STATISTICS

YEAR	TOTAL JURORS SERVED	TOTAL DAYS SERVED	MILEAGE	TOTAL PAY
1998	4152	9,927	138,587	\$104,761.
1999	4089	7,323	115,342	90,531.
2000	3335	5,951	85,238	72,295.
2001	3676	8,159	111,704	116,032.
2002	4962	9,528	146,410	142,863
2003	3520	6,102	87,743	89,536
2004	3877	7,013	92,438	100,178
<b>2005</b>	<b>3575</b>	<b>6,793</b>	<b>34,334</b>	<b>102,264</b>

\*2005 figures are complete; 2004 figures did not include December coroner or grand jury attendance and payments

In 2005 jurors were seated for 132 trials as well as 6 Grand Juries and 6 Coroner's Juries. These statistics include any trials that were declared mistrials, settled, or otherwise disposed of after the jury was selected.

The decrease in the number of jurors who served was due to the fact that 23 fewer trials were held than last year when trials increased to compensate for those not completed in 2003 when facilities were not available after the explosion at the Law & Justice Center. There were no lengthy criminal trials during 2005 but several lengthy civil cases were held..

We currently maintain a 95% return rate on eligibility questionnaires sent out.

The jury assembly room was made available during non-jury weeks to other groups for meetings.

The Jury Commission and the Circuit Court are always exploring ways to reduce juror expense to McLean County while increasing the efficiency of our system. We look at juror safety, security and service to citizens who are summoned.

## JUROR UTILIZATION REPORT

YEAR ENDING 2005

	Jan	Feb	Mar	Apr	May	June
Sets called in:	10	12	10	11	11	12
Sets sent home:	3	4	3	3	4	2
Sets to trials:	7	8	7	8	7	10
% Sent home	30%	33%	30%	27%	36%	17%

	July	Aug	Sept	Oct	Nov	Dec
Sets called in:	11	8	16	9	10	12
Sets sent home:	4	4	4	4	3	3
Sets to trials:	7	4	12	5	7	9
% Sent home	36%	50%	25%	44%	30%	25%

### Year-End Recap

Sets called in:	132
Sets sent home	41
Sets to trial	91
Total % Sent Home	31.066%

**Comparative Jury Trial Statistics  
Number of Trials Conducted**

<b>Month:</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>	<b>2000</b>
<b>Jan:</b>	7	12	13	10	11	3
<b>Feb:</b>	8	8	9	9	8	6
<b>Mar:</b>	7	7	8	8	18	9
<b>Apr:</b>	8	6	3	10	6	7
<b>May:</b>	7	14	11	9	12	7
<b>June:</b>	10	12	0	8	9	10
<b>July:</b>	7	12	5	10	15	8
<b>Aug:</b>	4	12	6	12	9	6
<b>Sept:</b>	12	9	7	11	11	9
<b>Oct:</b>	5	11	7	13	11	2
<b>Nov:</b>	7	5	8	10	2	4
<b>Dec:</b>	9	6	14	10	11	6
<b>Totals:</b>	<b>91</b>	<b>114</b>	<b>91</b>	<b>120</b>	<b>123</b>	<b>77</b>

**JURY STATISTICS FOR JULY – DEC. (2005)**

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
TRIALS	7	4	12	5	7	9
JURIES CALLED	11	8	16	9	10	12
JURIES SENT HOME	4(36%)	4(50%)	4(25%)	4(44%)	3(30%)	3(25%)
JUDGES HEARING	10	10	10	10	10	10

**TRIALS COMPLETED BY TYPE**

CF	3		6	1	3	5
LAW		2	1		2	1
ED						
CM	2	1	3	1	2	
TR				2		1
DT	1	1	2	1		2
LM/AR/SC	1					
MR						
MH						
OV						

**RESULTS**

GUILTY			4	2	1	3
NOT GUILTY	3	1	5	2	2	2
SPLIT VERDICT	2		2	1	2	
FOR PLAINTIFF	1					1
FOR DEFENSE		2			2	
MISTRIAL		1				
PLEA/BENCH AFTER PICKED1						2
DIRECTED VERDICT						1
PLEA AFTER PICKED	1					
HUNG JURY			1			

**JURY STATISTICS FOR DECEMBER 2005**

JUDGES ON SCHEDULE:

BERNARDI  
 BUTLER  
 DOZIER  
 DRAZEWSKI  
 FITZGERALD  
 FOLEY  
 LAWRENCE  
 PACEY  
 REYNARD  
 SOUK

TOTAL CASES: 9

L     1  
 CF    5  
 DT    2  
 TR    1

JURIES CALLED IN:   12     SENT HOME:   3(25%)     TRIALS WENT:     9

**ANALYSIS**

JUDGE	CASE	RESULT
BUTLER	05TR18985 05DT249	GUILTY DIRECTED VERDICT
DOZIER	05CF490 05CF398 05CF730	PLEA PLEA GUILTY CTS. 1&2
DRAZEWSKI	05CF519	NOT GUILTY
FITZGERALD	05CF1021	NOT GUILTY
LAWRENCE	05DT342	GUILTY
SOUK	02L101(AR)	FOR PLAINTIFF

TOTAL CASES YTD:   91(2005)                   114(2004)

JUROR PAYMENT SUMMARY REPORT

SUB-PANEL	APPEARANCE DATE	JURORS SUMMONED	JURORS SERVED	PER DIEM PAID	MILEAGE PAID	PARKING PAID	MISCELLANEOUS PAID	OTHER PAID	TOTAL PAID
JAB Petit	Jan 10, 2005	240	182	\$3240.00	\$1439.75	\$0.00	\$0.00	\$0.00	\$4679.75
JAZ Coroner	Jan 13, 2005	34	26	\$450.00	\$141.70	\$0.00	\$0.00	\$0.00	\$591.70
JAC Petit	Jan 18, 2005	200	101	\$1660.00	\$1007.50	\$0.00	\$0.00	\$0.00	\$2667.50
JAD Petit	Jan 24, 2005	200	40	\$400.00	\$238.55	\$0.00	\$0.00	\$0.00	\$638.55
FBG Grand	Feb 02, 2005	34	41	\$1450.00	\$769.60	\$0.00	\$0.00	\$0.00	\$2219.60
FBB Petit	Feb 14, 2005	200	142	\$3020.00	\$1694.55	\$0.00	\$0.00	\$0.00	\$4714.55
FBD Petit	Feb 28, 2005	200	32	\$600.00	\$289.90	\$0.00	\$0.00	\$0.00	\$889.90
MRA Petit	Mar 07, 2005	240	162	\$2250.00	\$1111.50	\$0.00	\$0.00	\$0.00	\$3361.50
MRZ Coroner	Mar 10, 2005	34	30	\$510.00	\$267.80	\$0.00	\$0.00	\$0.00	\$777.80
MRB Petit	Mar 14, 2005	210	92	\$1980.00	\$920.40	\$0.00	\$0.00	\$0.00	\$2900.40
APA Petit	Apr 04, 2005	225	66	\$660.00	\$305.50	\$0.00	\$0.00	\$0.00	\$965.50
APG Grand	Apr 06, 2005	34	45	\$1240.00	\$675.35	\$0.00	\$0.00	\$0.00	\$1915.35
APB Petit	Apr 11, 2005	240	167	\$2900.00	\$1556.10	\$0.00	\$0.00	\$0.00	\$4456.10
APD Petit	Apr 25, 2005	60	41	\$810.00	\$334.10	\$0.00	\$0.00	\$0.00	\$1144.10
MYA Petit	May 02, 2005	350	130	\$3120.00	\$1513.20	\$0.00	\$0.00	\$0.00	\$4633.20
MYB Petit	May 09, 2005	240	157	\$2330.00	\$1108.25	\$0.00	\$0.00	\$0.00	\$3438.25
MYZ Coroner	May 12, 2005	34	27	\$340.00	\$159.25	\$0.00	\$0.00	\$0.00	\$499.25
JNG Grand	Jun 01, 2005	34	61	\$2020.00	\$1309.10	\$0.00	\$0.00	\$0.00	\$3329.10
JNA Petit	Jun 06, 2005	240	96	\$1880.00	\$1022.45	\$0.00	\$0.00	\$0.00	\$2902.45
JNB Petit	Jun 13, 2005	240	169	\$4130.00	\$2044.90	\$0.00	\$0.00	\$0.00	\$6174.90
JLB Petit	Jul 11, 2005	240	166	\$2410.00	\$1045.20	\$0.00	\$0.00	\$0.00	\$3455.20
JLZ Coroner	Jul 14, 2005	34	25	\$440.00	\$250.90	\$0.00	\$0.00	\$0.00	\$690.90
JLC Petit	Jul 18, 2005	225	106	\$1310.00	\$624.00	\$0.00	\$0.00	\$0.00	\$1934.00
AUG Grand	Aug 03, 2005	34	41	\$1320.00	\$798.85	\$0.00	\$0.00	\$0.00	\$2118.85
AUB Petit	Aug 08, 2005	240	109	\$1480.00	\$744.90	\$0.00	\$0.00	\$0.00	\$2224.90
AUC Petit	Aug 15, 2005	225	95	\$1210.00	\$707.85	\$0.00	\$0.00	\$0.00	\$1917.85
SPA Petit	Sep 06, 2005	200	64	\$770.00	\$458.90	\$0.00	\$0.00	\$0.00	\$1228.90
SPZ Coroner	Sep 08, 2005	34	27	\$270.00	\$93.60	\$0.00	\$0.00	\$0.00	\$363.60
SPB Petit	Sep 12, 2005	260	164	\$5150.00	\$2054.00	\$0.00	\$0.00	\$0.00	\$7204.00
SPC Petit	Sep 19, 2005	225	129	\$1840.00	\$776.75	\$0.00	\$0.00	\$0.00	\$2616.75
OCA Petit	Oct 03, 2005	200	68	\$680.00	\$283.40	\$0.00	\$0.00	\$0.00	\$963.40
OCG Grand	Oct 05, 2005	34	43	\$1440.00	\$900.90	\$0.00	\$0.00	\$0.00	\$2340.90
OCB Petit	Oct 11, 2005	230	154	\$2180.00	\$1041.30	\$0.00	\$0.00	\$0.00	\$3221.30
OCE Petit	Oct 31, 2005	240	143	\$3180.00	\$1467.05	\$0.00	\$0.00	\$0.00	\$4647.05
NVA Petit	Nov 07, 2005	240	135	\$3840.00	\$1993.55	\$0.00	\$0.00	\$0.00	\$5833.55
NVZ Coroner	Nov 10, 2005	34	26	\$340.00	\$144.30	\$0.00	\$0.00	\$0.00	\$484.30
NVB Petit	Nov 14, 2005	220	29	\$550.00	\$312.00	\$0.00	\$0.00	\$0.00	\$862.00



JUROR PAYMENT SUMMARY REPORT

SUB-PANEL	APPEARANCE DATE	JURORS SUMMONED	JURORS SERVED	PER DIEM PAID	MILEAGE PAID	PARKING PAID	MISCELLANEOUS PAID	OTHER PAID	TOTAL PAID
DCA Petit	Dec 05, 2005	240	167	\$2940.00	\$1621.75	\$0.00	\$0.00	\$0.00	\$4561.75
DCG Grand	Dec 07, 2005	34	19	\$630.00	\$531.70	\$0.00	\$0.00	\$0.00	\$1161.70
DCB Petit	Dec 12, 2005	200	58	\$960.00	\$573.95	\$0.00	\$0.00	\$0.00	\$1533.95

JUROR PAYMENT SUMMARY REPORT

SUB-PANEL	APPEARANCE DATE	JURORS SUMMONED	JURORS SERVED	PER DIEM PAID	MILEAGE PAID	PARKING PAID	MISCELLANEOUS PAID	OTHER PAID	TOTAL PAID
TOTAL		6678	3575	\$67930.00	\$34334.30	\$0.00	\$0.00	\$0.00	\$102264.30
TOTAL Petit		6270	3164	\$57480.00	\$28291.25	\$0.00	\$0.00	\$0.00	\$85771.25
		AVERAGE COST PER JUROR - Petit		\$27.11					
TOTAL Grand		204	250	\$8100.00	\$4985.50	\$0.00	\$0.00	\$0.00	\$13085.50
		AVERAGE COST PER JUROR - Grand		\$52.34					
TOTAL Coroner		204	161	\$2350.00	\$1057.55	\$0.00	\$0.00	\$0.00	\$3407.55
		AVERAGE COST PER JUROR - Coroner		\$21.16					

January 9, 2006

**McLean County Board  
Justice and Public Safety Committee  
Bloomington, IL 61701**

**Re: Monthly Caseload - MONTH ENDING: November 30, 2005**

Dear Committee Members:

Pursuant to statute, I am forwarding this report to your attention and I am causing a copy to be filed with the Circuit Clerk's office of McLean County.

During the above-mentioned time period, in the discharge of our duties to indigent persons in McLean County we have been assigned the following new cases in the area set forth. The activities in which we are involved differ in no substantial manner from those which have earlier been reported.

CASE TYPES	MONTHLY TOTALS 2004	MONTHLY TOTALS 2005	YTD TOTALS 2004	YTD TOTALS 2005	% CHANGE YTD
FELONIES	118	69	866	942	8%
MISDEMEANORS	95	98	1,123	1,211	7%
DUI	22	17	258	241	<7%>
TRAFFIC	34	54	619	555	<10%>
JUVENILE	27	20	239	189	<21%>
(DELINQUENT)	11	16	141	99	<30%>
(ABUSE/NEGLECT)	16	4	98	90	<8%>
MENTAL HEALTH CASES	3	3	23	37	38%
Involuntary Commitment	3	3	20	30	33%
Medication Compliance Orders	0	0	3	7	57%
POST-CONVICTION & SVPCA CASES	0	0	4	6	33%
TOTAL	299	261	3,132	3,181	2%

Following are the caseload assignments to each of the full-time and contract attorneys for the reporting month of: **MONTH ENDING November 30, 2005.**

CASE TYPE	PUBLIC DEFENDER ATTORNEYS	NEW MONTHLY TOTALS	YTD TOTALS	NEW PTR/REVIEW TOTALS
F	TRACY SMITH	7	110	6
F	JAMES TUSEK	10	116	0
F	RONALD LEWIS	10	109	4
F	BRIAN MCELDFOWNEY	9	115	1
F	JOHN WRIGHT-C	7	74	N/A
F	JOHN WRIGHT-C*	23	23	N/A
F	TERRY DODDS-C	6	74	N/A
F	AMY MOBLEY-C*	3	3	N/A
F	CARLA HARVEY	1	132	1
M	CARLA HARVEY	52	360	2
F	KELLY STACEY	2	2	0
M	KELLY STACEY	4	4	0
M	MARINNA WRIGHT	42	403	4
F	MARINNA WRIGHT	10	17	2
DUI	CHERYL KUNKEL	28	222	11
TR	CHERYL KUNKEL	57	503	3
DUI	KELLY STACEY	5	5	1
TR	KELLY STACEY	26	26	1
JD	ART FELDMAN	16	100	4
F	ART FELDMAN	0	2	0
JA	JON MCPHEE	2	63	N/A
JA	ROB KEIR	3	55	N/A
JA	ALAN NOVICK-C	0	4	N/A
PC/SVP	KEITH DAVIS-C	0	6	N/A
PVT	PRIVATE COUNSEL	14	264	N/A
W/D	WITHDRAWN	7	91	N/A

PTR= Petition to Revoke Probation

F = Felony

J = Juvenile

O = Other

P.C.=Post Conviction Remedy Cases

C= Contract Attorney (6-7 Cases per Month)

DUI= DUI

TR= Traffic

M= Misdemeanor

\*John Wright and Amy Mobley are sharing a contract case load. John will be responsible for two-thirds of the contract and Amy will be given one-third.

**January 9, 2005**

**TO:** Justice Committee

**FROM:** Amy Johnson Davis

**RE:** Monthly Report

**NOVEMBER 2005 DISPOSITIONS**

DISPOSITION	FELONY	MISDEMEANOR	TRAFFIC / DUI
PLEA / ORIGINAL OFFER	38	39	38
PLEA / LESSER	25	30	5
BENCH TRIAL / WIN	0	1	0
BENCH TRIAL / LOSS	1	0	0
JURY TRIAL / WIN	0	0	0
JURY TRIAL / LOSS	1	0	0
DISMISSED / UPFRONT	1	10	4
DISMISSED / TRIAL	4	28	1
KNOCKDOWN	0	0	0
DISMISSED PER PLEA	2	14	2
PRIVATE COUNSEL	6	3	5
PLEA / BLIND	10	0	0
REFILED AS FELONY	N/A	0	1
WITHDRAWN	0	6	1
DIRECTED VERDICT	0	0	0
P.D. DENIED/NOT RECOMMENDED	0	2	0

APPROPRIATION TRANSFER ORDINANCE  
AMENDING THE McLEAN COUNTY FISCAL YEAR 2005  
COMBINED ANNUAL APPROPRIATION AND BUDGET ORDINANCE

WHEREAS, the following transfer of appropriated monies have been reviewed and approved by the appropriate Committee; and,

WHEREAS, such transfer of funds does not affect the total amount appropriated in any fund; and,

WHEREAS, it is deemed desirable that the following transfer of funds be hereby authorized and approved, now, therefore,

BE IT ORDAINED by the County Board of McLean County, now meeting in regular session, as follows:

- (1) That the following transfer of funds be made and authorized:

From:

Asset Forfeiture Unencumbered Fund Balance 0152 0301 0001	\$ 25,000.00
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To:

General Fund Unencumbered Fund Balance 0001 0301 0001	\$ 25,000.00
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- (2) That the County Clerk provide a certified copy of this Ordinance to the County Auditor and the County Treasurer.

ADOPTED by the McLean County Board this 17th day of January, 2006.

ATTEST:

APPROVED:

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Peggy Ann Milton, Clerk  
McLean County Board  
McLean County, Illinois

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Michael F. Sweeney, Chairman  
McLean County Board

## McLean County State's Attorney's Office 2005 Case Load Report

	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	2005 Total	2004 Total	2003 Total	2002 Total
<b>CRIMINAL</b>																
Felony	107	120	102	84	123	103	84	133	106	108	72	109	1,251	1,206	1,307	1,539
Misdemeanor	207	197	224	183	221	181	190	165	172	257	110	299	2,406	2,350	2,128	2,355
Asset Forfeiture	16	8	20	6	18	3	17	10	9	15	4	3	129	103	102	98
<b>Family Totals</b>	<b>50</b>	<b>36</b>	<b>57</b>	<b>32</b>	<b>70</b>	<b>68</b>	<b>62</b>	<b>51</b>	<b>67</b>	<b>85</b>	<b>42</b>	<b>64</b>	<b>684</b>	<b>515</b>	<b>525</b>	<b>425</b>
Family	36	19	40	24	58	57	38	33	50	64	33	44	496	334	362	248
Order of Protection	14	17	17	8	12	11	24	18	17	21	9	20	188	181	163	177
<b>Juvenile Totals</b>	<b>24</b>	<b>18</b>	<b>22</b>	<b>29</b>	<b>43</b>	<b>35</b>	<b>19</b>	<b>20</b>	<b>19</b>	<b>26</b>	<b>23</b>	<b>23</b>	<b>301</b>	<b>422</b>	<b>223</b>	<b>268</b>
Juvenile	0	1	5	0	6	0	0	0	0	1	0	0	13	12	8	21
Juvenile Abuse	12	9	13	15	17	26	15	11	7	8	4	5	142	224	105	86
Juvenile Delinquency	12	8	4	14	20	9	4	9	12	17	19	18	146	175	110	161
<b>Traffic Totals</b>	<b>2,037</b>	<b>2,672</b>	<b>2,808</b>	<b>1,867</b>	<b>3,007</b>	<b>2,810</b>	<b>2,357</b>	<b>2,782</b>	<b>2,356</b>	<b>2,971</b>	<b>2,727</b>	<b>4,128</b>	<b>32,522</b>	<b>28,410</b>	<b>30,207</b>	<b>26,629</b>
Traffic	1,958	2,598	2,710	1,811	2,934	2,750	2,285	2,716	2,295	2,871	2,673	4,060	31,661	27,463	29,372	28,746
DUI Traffic	79	74	98	56	73	60	72	66	61	100	54	68	861	947	835	883

### CHILD SUPPORT

Paternity cases filed	8	5	12	11	16	15	6	12	18	29	24	11	167	65	117	70
Paternity cases established	4	2	4	4	9	4	10	7	6	2	7	3	62	55	59	55
Paternalities excluded	0	0	1	1	6	1	1	3	1	1	0	1	16	13	4	10
Support Orders entered	70	92	62	43	96	54	79	77	121	97	88	109	988	940	482	370
Modification proceedings filed	20	20	19	19	19	21	14	17	15	30	16	23	233	283	219	304
Modification proceedings adjudicated	7	3	6	8	24	5	17	11	7	7	4	11	110	181	147	184
Enforcement actions filed	59	37	64	74	61	41	50	46	46	32	17	28	555	682	340	391
Enforcement actions adjudicated	101	115	61	63	107	77	108	99	101	86	84	116	1,118	1,095	551	648
Hearings set before Hearing Officer	70	32	101	32	120	35	108	67	58	78	87	57	845	1,065	819	611
Orders prepared by Hearing Officer	58	32	88	26	109	24	84	45	56	76	83	52	733	893	676	432

2005 Projected = (2005 YTD/Day of Year) x 365 Days

n/c= not calculable

**ASSET FORFEITURE FUND**

**STATEMENT OF REVENUE, EXPENDITURES AND FUND BALANCE**

**December 31, 2005**

**STATE'S ATTORNEY:**

Beginning Balance 01/01/2005	\$ -57,410.90
(Reflects \$80,000 transfer to General Fund 12/31/02)	
(Reflects \$30,000 transfer to General Fund 12/31/03)	
Revenue	<u>19,515.66</u>
Total Funds Available	\$ <u>-37,895.24</u>
Expenditures	<u>6,446.80</u>
12/31/2005	\$ <b><u>-44,342.04</u></b>

**SHERIFF:**

Beginning Balance 01/01/2005	\$ 39,850.81
Revenue	<u>14,028.51</u>
Total Funds Available	\$ <u>53,879.32</u>
Expenditures	<u>3,735.37</u>
12/31/2005	\$ <b><u>50,143.95</u></b>

**TOTAL FUND BALANCE**      December 31, 2005      \$    **5,801.91**





**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

December 27, 2005

Mr. Billie Larkin  
McLean County Child Advocacy Center / CASA  
200 West Front Street, Suite 500B,  
Bloomington, Illinois 61701

Dear Mr. Larkin: *Billie*

Enclosed you will find interagency agreement #205207 between your office and the Authority for the Child Advocacy Center Services Program. Please review the enclosed documents and notify me if revisions are necessary. If all is in order please obtain the necessary signatures on the agreement and certification forms and return the entire agreement with original signatures, to my attention for further processing. Please check the program narrative and budget for restrictions for allowable and unallowable activities.

Please note that this packet also includes two new forms regarding civil rights compliance. Please review, sign and forward these civil rights compliance certifications to the Authority. The authorized officials of the grant's Implementing Agency, as well as the grant's Program Agency, if applicable, must complete these forms. This grant cannot be submitted for final signature by the Authority's Executive Director until these forms have been completed.

I have also enclosed the fiscal information sheet and initial cash request forms needed to begin the drawdown of federal funds. Please fill out these forms and return them to me with the signed agreement. Once all signatures are received on the agreement, I will process the paperwork for you to receive your initial federal funds for this program.

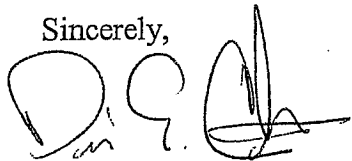
Also, as you are aware program data and fiscal reports are due by the 15th of the month following the last quarter being reported. Please submit a fiscal and data report even if no activity occurs during the quarter.

As a reminder, the following activities may not be conducted on VOCA/match funded time:

- Coordination of services (unless on behalf of a specific client).
- Networking.
- Development of protocols, interagency agreements, and other working agreements.
- Presentations (except those complying with Section 37).
- System advocacy (advocacy that is not on behalf of a specific client), lobbying, or administrative advocacy.

If you have any questions, please feel free to contact me at: [dcontreras@icjia.state.il.us](mailto:dcontreras@icjia.state.il.us) or (312) 793-7057. I look forward to working with you on this program.

Sincerely,

A handwritten signature in black ink, appearing to read 'D.E. Contreras', with a stylized flourish at the end.

Dion E. Contreras  
Federal and State Grants Unit

Enclosures

cc: MF 205207

**PROGRAM TITLE:** Child Advocacy Center Service Programs

**AGREEMENT NUMBER:** 205207

**PREVIOUS AGREEMENT NUMBER(S):** 204207,202207

**ESTIMATED START DATE:** September 1, 2005

**SOURCES OF PROGRAM FUNDING:**

*Victims of Crime Act FFY 2005 Funds* \$ 35,925.00  
*Matching Funds* \$ 8,981.00  
*Over-Matching Funds* \$ 169.00  
**Total:** \$ 45,075.00

**IMPLEMENTING AGENCY:** The County of McLean on behalf of the McLean County Children's Advocacy Center/CASA  
**ADDRESS:** 200 W. Front Street, Suite 500B  
Bloomington, Illinois 61701

**FEDERAL EMPLOYER IDENTIFICATION NUMBER:** 37-6001569

**AUTHORIZED OFFICIAL:** Michael Sweeney  
**TITLE:** McLean County Board Chair  
**TELEPHONE:** 309-888-5100

**PROGRAM FINANCIAL OFFICER:** Rebecca McNeil  
**TITLE:** Treasurer, McLean County  
**TELEPHONE:** 309-888-5100

**PROGRAM AGENCY:** The County of McLean on behalf of the McLean County Children's Advocacy Center/CASA  
**ADDRESS:** 200 W. Front Street, suite 500B  
Bloomington, Illinois 61701

**PROGRAM DIRECTOR:** Billie Larkin  
**TITLE:** Executive Director  
**TELEPHONE:** 309-888-5854  
**E-MAIL:** Billie.Larkin@mcleancountyl.gov

**FISCAL CONTACT PERSON:** Mary Whitaker  
**AGENCY:** McLean County children's Advocacy Center  
**TITLE:** Associate Director  
**TELEPHONE:** 309-888-5853  
**FAX:** 309-888-4969  
**E-MAIL:** Mary.Whitaker@mcleancountyl.gov

**PROGRAM CONTACT PERSON:** Susan Thomas  
**TITLE:** Multi County Family Child Advocate  
**TELEPHONE:** 309-888-5656  
**FAX:** 309-888-4969  
**E-MAIL:** Susan.Thomas@mcleancountyl.gov

INTERAGENCY AGREEMENT

**Victims of Crime Act of 1984**

This interagency agreement is entered into by the Illinois Criminal Justice Information Authority, with its offices at 120 South Riverside Plaza, Chicago, Illinois 60606, hereinafter referred to as the "Authority", and the McLean County on behalf of the McLean County Child Advocacy Center, hereinafter referred to as the "Implementing Agency," with its principal offices at 200 West Front Street, Suite 500B, Bloomington, Illinois 61701, for implementation of the Child Advocacy Center Services Program.

**WHEREAS**, Section 7(k) of the Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) establishes the Authority as the agency "to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds;" and

**WHEREAS**, pursuant to the Authority's rules entitled "Operating Procedures for the Administration of Federal Funds," (20 Illinois Administrative Code 1520 et seq.) the Authority awards federal funds received by the State of Illinois pursuant to the Victims of Crime Act of 1984 and enters into interagency agreements with state agencies, units of local government, and not-for-profit organizations for the use of these federal funds; and

**WHEREAS**, pursuant to the Victims of Crime Act of 1984, the Authority has been designated as the State agency responsible for administering this program; and

**WHEREAS**, the priorities of the Illinois Victims of Crime Program are:

Services to victims of crime, with priority given to victims of sexual assault, domestic violence and child abuse, and underserved victims of violent crime;

Services that assist the crime victim in participating in criminal justice proceedings and obtaining compensation for loss suffered as a result of victimization; and

Training of persons who provide services to victims of crime; and

**WHEREAS**, to ensure the minimum provisions of basic services to all victims of crime, the Authority's Action Plan prioritizes funding programs in the following manner:

Continue current victim service initiatives;

Provide victim services to underserved or unserved areas;

Expand and strengthen current victim services; and

Implement new victim service initiatives after other funding areas are adequately addressed; and

**WHEREAS**, the Authority designated the Implementing Agency to receive funds for the purpose of implementing a program to address one of the named areas.

**NOW, THEREFORE, BE IT AGREED** by and between the Illinois Criminal Justice Information Authority and the Implementing Agency as follows:

## SECTION 1. DEFINITIONS

"Program": means a planned, integrated approach to an identified problem which is characterized by clear goals, measurable objectives, the implementation of strategies to achieve those objectives and a mechanism for assessing the effectiveness of those strategies.

## SECTION 2. PERIOD OF PERFORMANCE AND COSTS INCURRED

The period of performance of this agreement shall be from September 1, 2005 through August 31, 2006.

Costs incurred before the execution date of this agreement may be charged to this agreement if included in Exhibit B, incurred during the period of performance, and the Implementing Agency performed in accordance with the terms and conditions of this agreement.

The Authority shall not be responsible for costs incurred before or after the period of performance of this agreement.

## SECTION 3. COMMENCEMENT OF PERFORMANCE

If performance has not commenced within 60 days of the original starting date of this agreement, the Implementing Agency agrees to report by letter to the Authority the steps taken to initiate the program, the reasons for the delay, and the expected starting date.

If the program is not operational within 90 days of the starting date of this agreement, the Implementing Agency agrees to submit a second letter to the Authority explaining the implementation delay. The Authority may at its discretion either cancel this agreement or extend the implementation date of the program past the 90-day period.

If the program is interrupted for more than 30 days after commencement, due to loss of staff or any other reason, the Implementing Agency agrees to notify the Authority in writing explaining the reasons for the interruption and the steps being taken to resume operation of the program. The Authority may, at its discretion, reduce the amount of federal funds awarded and/or terminate this agreement if the program is interrupted for more than 90 days.

If this agreement is terminated due to this section, the Authority will only pay for those services rendered as of the date service delivery ceased. Any funds advanced to the Implementing Agency and not expended as of that date shall be repaid to the Authority upon notification by the Authority.

## SECTION 4. PAYMENT

The maximum amount of federal funds payable under this agreement is \$35,925 and is dependent on the expenditure of matching funds as described in this agreement and Exhibit B, and the performance of the Implementing Agency in accordance with the terms and conditions of this agreement.

The Authority agrees to make payment to the Implementing Agency for the administration and implementation of the program described in Exhibit A. Upon receipt of the fiscal and progress reports described in this agreement, quarterly payments will be made to the Implementing Agency. No payment will be made until all outstanding reports are received by the Authority, including outstanding reports from previously funded Authority programs. In addition, due to the unique requirements of the program being funded, the Implementing Agency may request that an advance payment be made during any quarter and must include supporting documentation with the request. Requests for advance payment are subject to review and approval. No payment will be made to an Implementing Agency unless and until the Implementing Agency is in full compliance with applicable state and federal laws and the terms and conditions of this agreement.

The Implementing Agency must provide for the deposit of program funds, including federal and matching funds, into a bank account in the name of the Implementing Agency, either depositing such funds into an account separate from any of its other bank accounts or treating such funds as a separate line item per its budget and audited financial statements. Federal funds shall be immediately deposited into such bank account.

#### **SECTION 5. MATCH**

The Implementing Agency certifies that it (a) meets the requirements of this agreement and (b) has at least 20 percent of its support (including in-kind contributions) from sources other than federal funds for the program described in Exhibit A. Therefore one dollar in cash or in-kind match is required for each four dollars of federal funding received.

Failure of the Implementing Agency to apply non-federal financial support to the program described in Exhibit A in the amount of at least 20 percent of such program's costs, shall result in a proportionate reduction in the amount of federal funds awarded under this agreement and may result in the return of funds already awarded. To meet this matching funds requirement, the Implementing Agency shall apply non-federal financial support to the program, as described in Exhibit B.

#### **SECTION 6. NON-SUPPLANTATION**

The Implementing Agency certifies that VOCA funds will not be used to supplant (replace) State or local funds. VOCA funds must increase the amount that would otherwise be available to the Implementing Agency for the types of activities eligible for funding under the Victims of Crime Act of 1984.

#### **SECTION 7. FUNDING ELIGIBILITY REQUIREMENTS**

Implementing Agency certifies that it, and its subcontractors, shall use VOCA and match funds for only allowable services, activities and costs, as described in the Victims of Crime Act Crime Victims Assistance Program Guidelines; Section E. Services, Activities, and Costs at the Subrecipient Level.

The Implementing Agency certifies that only those costs related to the delivery of direct services to victims of crime shall be paid pursuant to this agreement, in accordance with Exhibit B.

In administering the program described in Exhibit A the Implementing Agency agrees that it:

- (a) Is a nonprofit organization or public agency that provides services to victims of crime;
- (b) Has a record of providing effective service to victims of crime and at least 20 percent of its financial support (including in-kind contributions) is from non-federal sources; or, if it has not yet demonstrated a record of providing services, it can demonstrate that 25-50 percent of its financial support comes from non-federal sources;
- (c) Utilizes volunteers;
- (d) Promotes coordinated public and private efforts within the community served to aid crime victims;
- (e) Assists victims in seeking available crime victim compensation benefits;
- (f) Maintains statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, and permits reasonable access to its books, documents, papers, and records to determine whether the Implementing Agency is complying with applicable civil rights laws; this requirement is waived when the Implementing Agency is providing a service, such as telephone counseling, where soliciting the information

may be inappropriate or offensive to the crime victim;

- (g) Provides services to victims of federal crimes on the same basis as victims of State and local crimes;
- (h) Provides services to crime victims, at no charge, through the program described in Exhibit A; and
- (i) Maintains confidentiality of client-counselor information, as required by State and federal law.

Implementing Agency certifies that it, and its subcontractors, shall not use VOCA or match funds to pay for presentations given by VOCA or match funded personnel, unless the following conditions are adhered to. These presentations should serve as a means of reaching the project's target population either through outreach to individual crime victims or through agencies that typically have contact with the target population.

- VOCA or match funded staff time, not to exceed an average of 4 hours per month, may be used to provide public presentations to community groups and schools provided the primary purpose of the presentation is to inform people about the VOCA funded project and available services.
- VOCA or match funded staff time, not to exceed an average of 10 hours per month, may be used to provide public presentations to criminal justice personnel and medical service providers provided the primary purpose of the presentation is to inform people about the VOCA funded project and available services.

#### **SECTION 8. PROGRAM DESCRIPTION, BUDGET, EXHIBITS AND AMENDMENTS**

The Implementing Agency agrees to undertake and perform in a satisfactory manner in accordance with the terms and conditions of this agreement, the program described in the Program Description attached and incorporated as Exhibit A and the Budget attached and incorporated as Exhibit B.

The documents appended are made a part of this agreement, as exhibits and amendments as the case may be. Any amendment to this agreement must be signed by the parties to be effective. The Implementing Agency shall perform the services subject to this agreement in accordance with all terms, conditions, and provisions set forth in such exhibits and amendments.

#### **SECTION 9. OBLIGATIONAL LIMITATION**

Payment under this agreement is subject to passage of a suitable and sufficient appropriation by the Illinois General Assembly. Obligations of the State of Illinois will cease immediately without penalty of further payment being required in any fiscal year should the actions of the General Assembly or any applicable funding source result in the failure to appropriate or otherwise make available sufficient funds for this agreement.

#### **SECTION 10. FINANCIAL CAPABILITY**

The Authority may, in its discretion, require the Implementing Agency to provide documentation on its financial capability. This may include, but is not limited to, copies of the Implementing Agency's annual report, credit reports, delinquency status of Federal debt, and assurances on the adequacy of the Implementing Agency's accounting system and operations. The Implementing Agency must comply with federal and state financial management standards.

#### **SECTION 11. REPORTING AND EVALUATION REQUIREMENTS**

Unless another reporting schedule has been required or approved by the Authority, the Implementing Agency agrees to submit the following minimum data to the Authority on a quarterly basis, with quarters beginning at the start of the calendar year, within 15 days following the quarter covered by the report:



- a) Victim Statistics: Total number of victims and significant others served by program, type of crime, type of services provided, race, sex, age, national origin and disability, where such information is voluntarily furnished by those receiving services; and
- b) Staff Information: Number of hours and types of service contributed during the reporting period by paid and volunteer staff.

The Implementing Agency agrees to submit the following information as required by the Authority:

- a) Changes that have been made in the program since receiving the federal funds that will benefit victims of crime;
- b) A short description of how the program has coordinated its activities with other service providers in the community;
- c) A short description of how the program has assisted crime victims in seeking available crime victim compensation benefits;
- d) Victim statistics, including the total number of victims served by criminal justice status (i.e. reporting/non-reporting, prosecution/non-prosecution);
- e) Staff information, including the number of hours of training received by volunteers and paid staff;
- f) Program information and activities, including the number of hours of training presented, number of hours of public information and education programs presented; and
- g) Number of referrals to/from other agencies.

Unless another reporting schedule has been required or approved by the Authority, the Implementing Agency is also required to submit quarterly fiscal reports and to file year-end program financial status reports. The Executive Director of the Authority will determine the content and form of these reports. The Implementing Agency agrees to report any additional information required by the Executive Director of the Authority.

## **SECTION 12. MAINTENANCE OF RECORDS**

The Implementing Agency agrees to maintain records which document activity reported to the Authority pursuant to this agreement. Such records shall be accessible to the Authority for monitoring purposes no more than 10 days following a request that such records be produced by the Implementing Agency. Inability of the Implementing Agency to produce such records or failure to produce such records shall be cause for suspension or termination of this agreement.

The Implementing Agency agrees to retain financial and program records for a minimum of 3 years after the expiration date of this agreement, or 3 years after closure of Implementing Agency's most recent audit report, whichever is later. The Implementing Agency shall maintain, for this 3-year period, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this agreement; the agreement and all books, records, and supporting documents related to the agreement shall be available for review and audit by the Auditor General, federal awarding agency personnel, the Authority, or any person duly authorized by the Authority; and the Implementing Agency agrees to cooperate fully with any audit conducted by the Auditor General, the federal awarding agency, the Authority or any person duly authorized by the Authority, 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 agreement for which adequate books, records, and supporting documentation are not



available to support their purported disbursement.

If any litigation, claim, negotiation, audit, review or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it or until the end of the regular 3-year period, whichever is later.

### **SECTION 13. CLOSE-OUT REQUIREMENTS**

Within 45 days of the expiration date of this agreement or any approved extension thereof the following documents must be submitted by the Implementing Agency to the Authority: (a) final financial status report; (b) final progress reports; (c) property inventory report; and (d) other documents required by the Authority.

### **SECTION 14. INSPECTION AND AUDIT**

If required by revised Office of Management and Budget Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," the Implementing Agency agrees to provide for an independent audit of its activities. Audits shall be made annually, unless A-133 allows the Implementing Agency to undergo biennial audits. Audits shall be made in accordance with the Generally Accepted Government Auditing Standards (GAGAS), General Accounting Standards for Audit of Governmental Organizations, Programs, Activities and Functions, the Guidelines for Financial and Compliance Audits of Federally Assisted Programs, any compliance supplements approved by the Office of Management and Budget, and generally accepted auditing standards established by the American Institute of Certified Public Accountants. Copies of all audits must be submitted to the Authority no later than 9 months after the close of the Implementing Agency's audit period.

Known or suspected violations of any law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities, must be immediately communicated to the Authority and appropriate federal, State, and local law enforcement officials.

The Implementing Agency agrees to develop and maintain a record-keeping system to document all agreement related activities and expenditures. These records will act as the original source material for compilation of the data required in this agreement and all other program activity.

The Authority shall have access for purposes of monitoring, audit and examination to all relevant books, documents, papers, and records of the Implementing Agency, and to relevant books, documents, papers and records of subcontractors.

### **SECTION 15. PROCUREMENT REQUIREMENTS, REQUESTS FOR PROPOSALS**

All procurement transactions shall be conducted by the Implementing Agency in a manner to provide, to the maximum extent practical, open and free competition. The Implementing Agency must use procurement procedures that minimally adhere to all applicable laws, executive orders and federal guidelines. The Implementing Agency shall also adhere, and assure that its contractors and subcontractors adhere, to all applicable certification and disclosure requirements of the Illinois Procurement Code.

The Implementing Agency shall follow its established procurement process if it minimally adheres to applicable federal guidelines, and the following requirements. If the Implementing Agency's established procurement process is less competitive than the following requirements, the following more competitive requirements must be adhered to in lieu of the Implementing Agency's procurement process.

- For procurements of \$100,000 or less, the Implementing Agency must solicit quotes or bids from at least three sources.

- For procurements over \$100,000, the Implementing Agency must formally advertise the proposed procurement through an Invitation for Bids (IFB), or a Request for Proposals (RFP) process.

All RFPs over \$100,000, that involve the use of federal or matching funds, must be submitted by the Implementing Agency to the Authority for review and written approval prior to their issuance. In addition, the Authority reserves the right to request that any RFP or IFB, regardless of its dollar amount, be submitted to the Authority for review and approval prior to its issuance.

As required by the Authority, the Implementing Agency shall submit documentation regarding its procurement procedures and grant-funded purchases for Authority review and approval, to assure adherence to applicable federal guidelines.

#### **SECTION 16. SUBCONTRACTING**

The use of subcontractors for any work or professional services that involves the use of federal or matching funds is subject to Authority approval. Any work or professional services subcontracted for shall be specified by written contract and subject to all terms and conditions contained in this agreement. If the use of subcontractors is approved by the Authority, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is subcontracted as fully and completely as the Implementing Agency is bound and obligated. The Implementing Agency shall make reasonable efforts to assure that all subcontractors adhere to the terms and conditions of this agreement. The Authority shall not be responsible for the performance, acts or omissions of any subcontractor.

Subcontracts over \$100,000 that are funded with federal or matching funds must be submitted by the Implementing Agency for Authority review and approval prior to their effective dates and execution by the Implementing Agency. In addition, the Authority reserves the right to require that any subcontract funded with federal or matching funds, regardless of its dollar amount, be submitted to the Authority for review and approval prior to its effective date and execution by the Implementing Agency.

As required by the Authority, the Implementing Agency shall submit documentation regarding contracts to be funded with federal or matching funds for Authority review and approval, to assure adherence to applicable federal guidelines.

Approval of the use of subcontractors by the Authority does not relieve the Implementing Agency of its obligation to assure performance under this agreement.

#### **SECTION 17. ASSIGNMENT**

The Implementing Agency shall make no assignment or transfer of this agreement, any subcontracts under this agreement or of any of the monies due hereunder without prior written approval of the Authority. In the event that the Authority approves such an assignment or transfer, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is assigned or transferred as fully and completely as the Implementing Agency is bound and obligated.

#### **SECTION 18. INDEPENDENT CONTRACTOR**

The Implementing Agency, in the performance of this agreement, shall act as an independent contractor and not as an agent or employee of the Authority. The Authority shall not be responsible for the performance, acts or omissions of the Implementing Agency. The Implementing Agency shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the Authority harmless for all claims, suits, judgments and damages arising from the performance of this agreement, to the extent permitted by law.

## SECTION 19. MANAGEMENT AND DISPOSITION OF EQUIPMENT AND COMMODITIES

Equipment and commodities acquired by the Implementing Agency with agreement funds shall be used for purposes of the program described in Exhibit A only. The Implementing Agency shall retain the equipment and commodities acquired with agreement funds as long as they serve to accomplish program purposes, whether or not the program continues to be supported by federal funds. If the equipment or commodities originally purchased for the program are no longer capable of fulfilling the needs of the program and must be traded in or replaced or there is no longer a need for the equipment or commodities, the Implementing Agency shall request instructions from the Authority.

The Authority may deny equipment and commodities costs or require that the Implementing Agency relinquish already purchased equipment and commodities to the Authority, if the Implementing Agency fails to employ an adequate property management system, governing the use, protection and management of such property. The Implementing Agency is responsible for replacing or repairing equipment and commodities that are willfully or negligently lost, stolen, damaged or destroyed. The Implementing Agency shall provide equivalent insurance coverage for equipment and commodities acquired with agreement funds as provided for other equipment and commodities owned by the recipient. Any loss, damage or theft of equipment and commodities shall be investigated and fully documented, and immediately reported to the Authority.

If, for an item of equipment described in Exhibit B to be funded with either federal or matching funds, the Implementing Agency does not have a purchase order dated within 90 days after the start date of the agreement, the Implementing Agency shall submit a letter to the Authority explaining the delay in the purchase of equipment. The Authority may, in its discretion:

- A. Reduce the amount of federal funding;
- B. Cancel this agreement;
- C. Allow the Implementing Agency to reallocate the federal or matching funds that were allocated for such equipment to other allowable, Authority approved costs; or
- D. Extend the period to purchase this equipment past the 90-day period.

Equipment purchased using federal or matching funds shall be year 2000 compliant and shall be able to process all time/date data after December 31, 1999.

## SECTION 20. CONFLICTS OF INTEREST

The Implementing Agency agrees to comply with applicable provisions of the Illinois Procurement Code (30 ILCS 500) prohibiting conflicts of interest, and all applicable terms, conditions and provisions of the code are made a part of this agreement the same as though they were incorporated and included herein.

No employee, officer or agent of the Implementing Agency shall participate in the selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. The Implementing Agency shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others.

## SECTION 21. IMPLEMENTING AGENCY COMPLIANCE

The Implementing Agency agrees to comply with all applicable laws, regulations, and guidelines of the State of Illinois, the Federal Government and the Authority in the performance of this agreement, including but not limited to:

- The Victims of Crime Act of 1984; Office of Justice Programs, Office for Victims of Crime, Victims of Crime Act Victim Assistance Grant Final Program Guidelines (62 FR 19607, April 22, 1997); and the Office of Justice Programs' Financial Guide.
- Office of Management and Budget Circulars A-21, A-87, A-102, A-110, A-122, and A-133, Executive Order 12372; Illinois Grant Funds Recovery Act (30 ILCS 705); Illinois Procurement Code (30 ILCS 500); State Comptroller Act (15 ILCS 405); and the rules of the Authority (20 Ill. Adm. Code 1520 et seq.).
- Provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 31, OJJDP grant programs; Part 33, Bureau of Justice Assistance grant programs; Part 42, Non-Discrimination/Equal Employment Opportunity Policies and Procedures; Part 46, Protection of Human Subjects; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; Part 66, Uniform administrative requirements for grants and cooperative agreements to State and local governments; Part 67, Governmentwide Debarment and Suspension (Nonprocurement); and Part 69, New Restrictions on Lobbying; Part 70, Uniform administrative requirements for grants and agreements (including subawards) with institutions of higher education, hospitals and other non-profit organizations; Part 83, Government-wide requirements for drug-free workplace (Grants).
- Section 8136 of the Department of Defense Appropriations Act of 1988 (P.L. 100-463, effective October 1, 1988).
- National Environmental Policy Act of 1969, 42 U.S.C. pars. 4321 et seq.
- National Historic Preservation Act of 1966, 16 U.S.C. pars. 470 et seq.
- Flood Disaster Protection Act of 1973, 42 U.S.C. pars 4001 et seq.
- Clean Air Act of 1970, 42 U.S.C. pars. 7401 et seq.
- Clean Water Act, 33 U.S.C. pars. 1368 et seq.; Executive Order 11738; and EPA regulations (40 CFR Part 15).
- Federal Water Pollution Control Act of 1948, as amended, 33 U.S.C. pars. 1251 et seq.
- Safe Drinking Water Act of 1974, 42 U.S.C. pars. 300f et seq.
- Endangered Species Act of 1973, 16 U.S.C. pars. 1531 et seq.
- Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. pars. 1271 et seq.
- Historical and Archeological Data Preservation Act of 1960, as amended, 16 U.S.C. pars. 469 et seq.
- Coastal Zone Management Act of 1972, 16 U.S.C. pars. 1451 et seq.
- Coastal Barrier Resources of 1982, 16 U.S.C. pars. 3501 et seq.
- Indian Self Determination Act, 25 U.S.C. par. 450f.

- Intergovernmental Cooperation Act of 1968, 42 U.S.C. 4201 et seq.
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. pars. 4601 et seq.
- Hatch Political Activity Act of 1940, as amended, 5 U.S.C. pars. 1501 et seq.
- Animal Welfare Act of 1970, 7 U.S.C. pars. 2131 et seq.
- Demonstration Cities and Metropolitan Development Act of 1966, 42 U.S.C. pars. 3301 et seq.
- Federal Fair Labor Standards Act of 1938, as amended, 29 U.S.C. pars. 201 et seq.

## **SECTION 22. NATIONAL ENVIRONMENTAL POLICY ACT AND RELATED LEGISLATION**

If the Implementing Agency undertakes new activities related to the use of federal grant or matching funds in connection with the program that include one or more of the activities listed below, the Implementing Agency shall assist the Authority and the U.S. Department of Justice, Office for Victims of Crime (OVC), in complying with the National Environmental Policy Act (NEPA) and other related federal environmental impact analyses requirements, including but not limited to those listed in this agreement.

The Implementing Agency acknowledges that this section applies to new activities whether or not they are being specifically funded with federal grant or matching funds, in connection with the program. As long as the new activity is being conducted by the Implementing Agency, or any subgrantee, subcontractor, or any third party, and the new activity needs to be undertaken in order to use the federal grant or matching funds in connection with the program, the terms of this section must be met.

Prior to obligating federal grant or matching funds in connection with the program, the Implementing Agency must determine if any of the following activities will be related to the use of such federal grant or matching funds. The Implementing Agency must notify the Authority in writing if it will be conducting any of the following activities, when the activity is undertaken in order to use, or is funded with, federal grant or matching funds in connection with the program:

- New construction.
- Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain.
- A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size.
- Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.

For existing and continuing programs or activities that will be funded with federal grant or matching funds through the Authority, upon request by the Authority as directed by OVC, the Implementing Agency shall cooperate with OVC in any preparation by OVC of a national or program environmental assessment of that funded program or activity.

## **SECTION 23. NATIONAL HISTORIC PRESERVATION ACT COMPLIANCE CERTIFICATION**

If the Implementing Agency is considering renovation work that would alter or otherwise improve the exterior or interior of a structure that will be used to accommodate the grant program, the Implementing Agency certifies it shall assist the Authority and the Office of Victims of Crime (OVC) in complying with the National Historic Preservation

Act (NHPA).

The Implementing Agency must establish and maintain records to determine if the structure is 50 years or older. If any portion of the structure is 50 years or older, the Implementing Agency shall contact the Authority. The Implementing Agency shall provide the Authority with any information needed to comply with NHPA. This may include assisting the Authority and OVC in consulting with the State Historic Preservation Office and amending the proposed renovation to avoid any potential adverse impact to an historic structure. The Implementing Agency cannot begin the proposed renovation of a structure 50 years or older until the Implementing Agency receives written approval from the Authority.

The Implementing Agency acknowledges that this section applies to proposed renovation work whether or not it is being specifically funded with federal grant or matching funds. As long as the proposed renovation is being conducted by the Implementing Agency or any third party to accommodate the use of the federal grant or matching funds, the Implementing Agency must assist the Authority and OVC in complying with the NHPA.

If the records established and maintained by the Implementing Agency clearly document that the structure is less than 50 years old, the Implementing Agency must submit these documents to the Authority to receive approval for the proposed renovation being exempt from the NHPA.

#### **SECTION 24. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION**

If the Implementing Agency has 50 or more employees and is receiving at least \$25,000 through this agreement, or another grant funded by the U.S. Department of Justice, the Implementing Agency shall formulate, implement and maintain an equal employment opportunity program in accordance with 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity; Policies and Procedures. If required by this section, the Implementing Agency certifies that an equal employment opportunity program will be in effect during the period of performance of this agreement. In addition, an Implementing Agency receiving \$500,000 or more through this agreement, or \$1,000,000 or more in aggregate grant funds in an 18 month period, shall submit a copy of its equal employment opportunity plan to the Authority.

The Implementing Agency shall complete and submit an EEO Plan Certification to the Authority. This Certification will indicate if the Implementing Agency is required to have an EEO Plan or if the Implementing Agency is exempt from this requirement.

#### **SECTION 25. CIVIL RIGHTS COMPLIANCE CERTIFICATION**

The Implementing Agency certifies that no person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this agreement on the basis of race, color, age, religion, national origin, disability, or sex. The Implementing Agency agrees to have written sexual harassment policies which satisfy the requirements set forth in the Illinois Human Rights Act. (775 ILCS 5).

The Implementing Agency assures compliance with the following laws, and all associated rules and regulations:

- Non-Discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789(d);
- Title VI of the Civil Rights Act of 1964, as amended;
- Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472);

- Section 504 of the Rehabilitation Act of 1973, as amended;
- The Americans with Disabilities Act, 42 U.S.C. 12101 et seq.;
- Title IX of the Education Amendments of 1972;
- The Age Discrimination Act of 1975;
- The Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, subparts C, D, E, and G;
- The Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39;
- The Department of Education Non-Discrimination Regulations, 34 CFR Part 106;
- The Illinois Human Rights Act, 775 ILCS 5;
- The Public Works Employment Discrimination Act, 775 ILCS 10;
- The Illinois Environmental Barriers Act, 410 ILCS 25;
- The Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575;
- The State Prohibition of Goods from Forced Labor Act, 30 ILCS 583.

All applicable provisions, rules and regulations of these Acts are made a part of this agreement by reference as though set forth fully herein.

The Implementing Agency shall complete and submit a Civil Rights Certification. In the event that a federal or State court or administrative agency has made a finding of discrimination within the past 5 years after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Implementing Agency, or any subgrantee or contractor of the Implementing Agency, the Implementing Agency will forward a copy of the finding to the Authority along with the Certification. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

The Implementing Agency certifies that it shall not pay any dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payment of their dues or fees to any club which unlawfully discriminates, and that it shall comply with all provisions of the Discriminatory Club Act (775 ILCS 25).

#### **SECTION 26. CONFIDENTIALITY OF INFORMATION**

The Implementing Agency agrees not to use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with this program and all applicable federal guidelines and legislation. Such information shall be immune from legal process and shall not, without the consent of the person furnishing the information, be admitted as evidence or used for any purpose in any action, suit or other judicial, legislative or administrative proceeding.

#### **SECTION 27. DEBARMENT AND A DRUG-FREE WORKPLACE CERTIFICATION**

As required by the Authority, the Implementing Agency shall complete and submit the Certification Regarding A Drug-Free Workplace and shall certify that neither it nor its principals are presently debarred, suspended, proposed

for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

The Implementing Agency certifies that it has not been barred from contracting with any 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, as amended.

#### **SECTION 28. LOBBYING CERTIFICATION**

Federal funds are prohibited from being used for influencing or attempting to influence persons in connection with covered federal transactions, which include the awarding, making, entering into, extension, continuation, renewal, amendment, or modification, of federal grants or contracts. No funds under this grant may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government.

If receiving more than \$100,000 pursuant to this agreement, Implementing Agency agrees to provide a Certification Regarding Lobbying to the Authority and, if applicable, a Disclosure of Lobbying Activities form. If a subcontractor will receive more than \$100,000 in federal funds pursuant to this agreement, Implementing Agency will provide to the Authority a Certification Regarding Lobbying and, if applicable, a Disclosure of Lobbying Activities form signed by the subcontractor. The Implementing Agency must provide these certifications and disclosures as required by the Authority.

#### **SECTION 29. INTERNATIONAL ANTI-BOYCOTT CERTIFICATION**

The Implementing Agency certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979; or the regulations of the U.S. Department of Commerce promulgated under that Act.

#### **SECTION 30. DRUG FREE WORKPLACE CERTIFICATION**

If the Implementing Agency has 25 or more employees and is receiving \$5,000 or more under this agreement, the Implementing Agency certifies that it provides, and will continue to provide, a drug free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580).

The Act requires that no grantee or contractor shall receive a grant or be considered for the purposes of being 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 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.

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:

- (a) 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.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance program; and
  - (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) 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.
- (e) 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 580/5 of the Drug Free Workplace Act.
- (f) 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.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

### **SECTION 31. DISCLOSURE OF SOLICITATION FOR EMPLOYMENT**

The Implementing Agency shall notify the Authority's Ethics Officer if the Implementing Agency solicits or intends to solicit for employment any of the Authority's employees during any part of the award funding process or during the term of any interagency agreement awarded.

### **SECTION 32. ELIGIBILITY FOR EMPLOYMENT IN THE UNITED STATES**

The Implementing Agency shall complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form shall be used by the Implementing Agency to verify that persons employed by the Implementing Agency are eligible to work in the United States.

### **SECTION 33. DISPOSITION REPORTING CERTIFICATION**

The Implementing Agency certifies that it is in compliance with the reporting provisions of the Criminal Identification Act (20 ILCS 2630), when applicable, and agrees to cooperate with the Authority and other parties in

the implementation of the State's Criminal Records Improvement Plan, developed by the Authority pursuant to federal law.

#### **SECTION 34. CRIMINAL INTELLIGENCE SYSTEM OPERATING POLICIES CERTIFICATION**

If the program described in Exhibit A is subject to requirements of the Criminal Intelligence System Operating Policies, 28 CFR Part 23, the Implementing Agency certifies to the Authority that the program shall conform with the operating policies set forth in 28 CFR Part 23.20 and meets funding criteria set forth in 28 CFR Part 23.30. If the program is subject to these requirements, the Implementing Agency shall cooperate with specialized monitoring and auditing of the program as may be required by 28 CFR Part 23.40(a), and shall comply with operating policies required by 28 CFR Part 23.40(b).

#### **SECTION 35. COPYRIGHTS, PATENTS**

If this agreement results in a copyright, the Authority and the Office for Victims of Crime reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes, the work or the copyright to any work developed under this agreement and any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

If this agreement results in the production of patentable items, patent rights, processes, or inventions, the Implementing Agency shall immediately notify the Authority. The Authority will provide the Implementing Agency with further instruction on whether protection on the item will be sought and how the rights in the item will be allocated and administered in order to protect the public interest, in accordance with federal guidelines.

#### **SECTION 36. STATEMENTS, PRESS RELEASES, ETC.**

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, the Implementing Agency shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, and (2) the dollar amount of federal funds for the project or program.

#### **SECTION 37. PUBLICATIONS**

The Implementing Agency shall submit to the Authority for review, a draft of any publication that will be issued by the Implementing Agency describing or resulting from programs or projects funded in whole or in part with federal or matching funds, no later than 60 days prior to its printing.

For publications over 20 pages, the Authority will submit comments to the Implementing Agency no later than 30 days after receipt of the draft. If more than one such publication is submitted, the Authority reserves the right to extend the 30-day review period.

For publications of 20 pages or less, the Authority will submit comments to the Implementing Agency no later than 10 working days after receipt of the draft. If more than one such publication is submitted, the Authority reserves the right to extend the 10-day review period.

The Authority reserves the right to require the resubmission of any publication for additional review and comment, prior to its printing.

The Implementing Agency shall submit to the Authority, copies, the number of which will be specified by the Authority, of the final publication no later than 20 days prior to release of the final publication.

Exceptions to the above publication requirements may be granted upon prior Authority approval.

Any such publication shall contain the following statement:

"This project was supported by Grant # 2005-VA-GX-0039, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, through the Illinois Criminal Justice Information Authority. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice, or the Illinois Criminal Justice Information Authority."

Publications subject to these requirements include any planned, written, visual or sound materials, including but not limited to, brochures, booklets, videos, posters, radio and television announcements, training fliers, interim or final reports, and conference and presentation materials, that are substantively based on the project and prepared by the Implementing Agency. These requirements are inapplicable to press releases, newsletters and issue analyses.

**SECTION 38. FEDERAL TAXPAYER IDENTIFICATION NUMBER**

Under penalties of perjury, the Implementing Agency certifies that the name, correct taxpayer identification number, and legal status listed below are correct:

**Name:** McLean County on behalf of the McLean County Child Advocacy Center

**Taxpayer Identification Number:**

Social Security Number

or

Employer Identification Number

37-6001569

*(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)*

**Legal Status:**

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Individual   | <input checked="" type="checkbox"/> | Governmental                           |
| <input type="checkbox"/> Sole Proprietor  | <input type="checkbox"/>            | Nonresident alien                      |
| <input type="checkbox"/> Partnership/ Legal Corporation   | <input type="checkbox"/>            | Estate or trust                        |
| <input type="checkbox"/> Tax-exempt   | <input type="checkbox"/>            | Pharmacy (Non-Corp.)                   |
| <input type="checkbox"/> Corporation providing or billing medical and/or health care services     | <input type="checkbox"/>            | Pharmacy/Funeral Home/Cemetery (Corp.) |
| <input type="checkbox"/> Corporation NOT providing or billing medical and/or health care services | <input type="checkbox"/>            | Other: _____                           |

Not-for-Profit entities should indicate such in the "Other" category.

**SECTION 39. FEDERAL GRANT INFORMATION**

By signing this agreement, the Implementing Agency acknowledges that it has been informed of the following information regarding the federal funds received under this agreement:

- Federal Awarding Agency: Office of Justice Programs, Office for Victims of Crime
- Catalog of Federal Domestic Assistance (CFDA) Number and Title: 16.575 Crime Victims Assistance
- Grant Award Name and Number: Crime Victim Assistance Grant Program (2005-VA-GX-0039)
- Grant Award Year: Federal Fiscal Year 2005

**SECTION 40. RENEGOTIATION, MODIFICATION, OR AMENDMENT OF THE INTERAGENCY AGREEMENT**

No alteration, variation, modification, termination, addition to or waiver of any provisions of this agreement shall be valid or binding unless in writing, and signed by the parties. For purposes of modification of this agreement which do not involve increases or decreases in funding, the signature of one representative of the Implementing Agency is sufficient. The parties agree to renegotiate, modify, or amend this agreement to ensure continued consistency with federal and State laws, and regulations.

**SECTION 41. INTEGRATION**

This document and the exhibits, amendments, and items incorporated by reference constitute the entire agreement between the parties pertaining to the subject matter of this agreement and supersede all prior and contemporaneous agreements and understandings of the parties, oral or written, which are not fully expressed herein. No alleged covenant, representation, or condition not expressed in this agreement shall affect or be effective to interpret, change or restrict the express provisions of this agreement.

**SECTION 42. SEVERABILITY**

If any term or provision of this agreement is held invalid, unenforceable, voidable or void, that term or provision shall not affect the other terms or provisions of this agreement which can be given effect without the invalid term or provision.

**SECTION 43. TERMINATION OR SUSPENSION OF THE INTERAGENCY AGREEMENT**

The Executive Director of the Authority may suspend or terminate performance of this agreement, in whole or in part, when an Implementing Agency fails to comply with any State or federal law or regulation or with the terms or conditions of this agreement. The Authority may take one or more of the following actions:

- Temporarily withhold cash payments pending correction of the deficiency by the Implementing Agency
- Disallow all or part of the cost of the activity or action not in compliance
- Wholly or partly suspend or terminate the current agreement
- Withhold further awards to the Implementing Agency
- Pursue other legal remedies, as applicable.

If the Authority terminates an agreement, the Authority will notify the Implementing Agency in writing of its decision, specify the reason, afford the Implementing Agency a reasonable time to terminate project operations, and request the Implementing Agency seek support from other sources. An agreement that is terminated pursuant to this section will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as an agreement that runs for the duration of the period of performance. Any appeals will be conducted in accordance with the Authority's Operating Procedures for the Administration of Federal Funds (20 Il. Adm. Code 1520.60).

**SECTION 43.5 SPECIAL CONDITIONS**

Implementing Agency certifies that it shall not use VOCA or match funds to pay for multidisciplinary team (MDT) coordination services, described in Exhibit A, unless the following conditions are adhered to:

- A) Coordination services must be with respect to specific individual cases, and include monitoring of the direct service plan and keeping parents/guardians apprised of criminal justice activities.

Coordination of the MDT must be necessary and essential to the provision of direct services, as well as a way to serve victims more effectively.

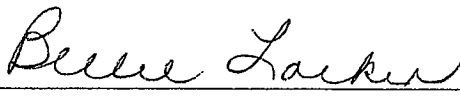
**SECTION 44. ACCEPTANCE**

The terms of this interagency agreement are hereby accepted and executed by the proper officers and officials of the parties hereto:

\_\_\_\_\_  
Lori G. Levin  
Executive Director  
Illinois Criminal Justice Information Authority  
Date

\_\_\_\_\_  
Michael Sweeney  
Board Chair  
McLean County  
Date

\_\_\_\_\_  
Rebecca McNeil  
Treasurer  
McLean County  
Date

  
\_\_\_\_\_  
Billie Larkin  
Executive Director  
McLean County Child Advocacy Center  
12-28-05  
Date

**EXHIBIT A:  
PROGRAM NARRATIVE**

**VICTIMS OF CRIME ACT**

Organization Name: The County of McLean on behalf of the Children's Advocacy Center/CASA

Organization Address: 200 West Front Street, Suite 500B  
Bloomington, Illinois 61701

Type of Implementing Agency (Check one)

XX Criminal Justice- Government

Law Enforcement

Prosecution

Probation

XXX Other

Private Non-Profit

Please Provide the Total Amounts of Funding Allocated to Victim Services Based on Your Agency's Current Fiscal Year Budget:

Federal (Excluding VOCA) \$ 48,552

VOCA Funds \$ 115,334

State \$ 151,665

Local \$ 145,000

Other \$ 0

How many FTE (Full-time Equivalent) volunteer staff are used by your agency as a whole? 14 FTE

What activities do they perform?

The agency uses volunteers for the CASA program as advocates serving in the best interest of abused and neglected children. As well the 13 member board of directors, full time interns and two administrative volunteers contribute to the FTE volunteer hours.

If you do not use volunteers please check this box and complete the volunteer waiver certification included in the continuation packet.

The following information is required (attachments are acceptable).

Federal Congressional Districts 109th

Counties Served by VOCA Program Livingston and DeWitt Counties

Cities Served by VOCA Program All cities in those counties

State Legislators representing these Areas State Senator Dan Rutherford, State Representative Keith Sommer, State Senator William Brady, US Representatives Timothy V. Johnson, State Representative Bill Mitchell

Population of Service Area 56,000

This proposal makes a special effort to target any Un-Served or Underserved Populations (Check if Applicable)

If So, Please Check All Un-Served or Underserved Populations being Targeted

African American

Mentally Disabled

Hispanic

Physically Disabled

Rural

Underserved Urban

Elderly

Children

Other (specify) \_\_\_\_\_

Non-English Speaking

Identify the Victim(s) to be served through this VOCA-Funded Program and the amount of **federal** funds allocated accordingly

\$ \_\_\_\_\_ All Victims of Crime

\$ \_\_\_\_\_ Survivors of Homicide Victims    \$ 35,924.47 Child Physical Abuse

\$ \_\_\_\_\_ Adult Sexual Abuse    \$ Combined with above Child Sexual Abuse

\$ \_\_\_\_\_ Domestic Violence    \$ \_\_\_\_\_ Robbery

\$ \_\_\_\_\_ Elder Abuse    \$ \_\_\_\_\_ Other Violent Crimes

\$ \_\_\_\_\_ DUI/DWI Crashes    \$ \_\_\_\_\_ Other (name type)

Please respond to each of the items in the following seven sections. The answers to these questions will be your proposal. You may use additional sheets if necessary.

### I. Description of Organization

In this section, we are trying to gain a general sense of your agency's overall goals and activities, NOT solely the program for which you are seeking VOCA funds.

1. Please provide a *brief* description of your agency.

The Children's Advocacy Center/CASA of McLean County is dedicated to serving the needs of children who have disclosed sexual or physical abuse, their non-abusing caregivers and following the child and the family through the court system advocating for their best interest.

2. Besides the services funded through this grant, what other services does your agency provide?

This grant funds the Children's Advocacy Center Program for Livingston and DeWitt counties, other services provided outside the parameters of this grant include: Forensic interviewing of children who have disclosed physical or sexual abuse, The Court Appointed Special Advocate (CASA) program that acts as a voice for the child in the juvenile court proceedings, adult child sexual abuse survivors support group, forensic medical exams, counseling with an on site therapist, training for MDT members, community education and training, collaboration with local, state and nation-wide agencies and member organizations

3. Please indicate the total number of staff dedicated to victim services at your agency.

Type of staff	Number of staff
Number of staff providing direct service. (Do not include managerial and support staff in this count).	7
Number of managerial staff	1.0
Number of administrative support staff	0



## II. Summary of Program

This section will help us understand the program for which you are seeking VOCA funds. This must include all direct services to be provided to crime victims with VOCA and match funds. **Do not** include a description of activities that will not be funded with VOCA or match funds.

1. How many staff members are funded under this grant program (Federal & Match)?

Title of Staff Person	*FTE % for VOCA funded program
Multi County case manager	100% FTE/1 FTE

**\*FTE is defined as Full Time Equivalent**

2. Please provide a *brief* summary of the VOCA funded program.

The Children's Advocacy Center first and foremost priority is the child victim and non-offending caregivers. This VOCA funded program is targeted to victims in Livingston and DeWitt counties and is dedicated to making the experience the least traumatic possible for the child and the family by offering direct services. Every effort is made to keep the child victim and non-offending caregiver informed and connected to services and treatment in the community. Safety, security and integrity are vital components for the child and family and are reflected in the services this program offers.

3. Which of the following direct client services to crime victims will **this program** provide? (*Please refer to the Instructions' section for service definitions*)

Check all that apply	Direct Client Services
	Crisis Counseling
	Therapy
X	Follow Up Contact
X	Group Treatment
X	Information and Referral (In-person)
X	Information and Referral (Telephone Contacts)
X	Criminal Justice Support / Advocacy
	Emergency Financial Assistance
	Emergency Legal Advocacy
X	Assistance in Filing Compensation Claims
X	Personal Advocacy
X	Medical Advocacy
	Crisis Hotline Counseling
X	Other (Specify) Multidisciplinary Team meetings including pre and post staffing during child interview and monthly case review, quarterly peer review
	Other (Specify)

4. Does **this program** provide direct services for all crime victims that come into contact with your agency, **OR** a sub-population of crime victims (*e.g. domestic violence victims, non-English speaking victims, disabled victims, teenage victims*)?

CHECK ONE:

ALL CRIME VICTIMS  
 SUB-POPULATION OF CRIME VICTIMS

If SUB-POPULATION OF CRIME VICTIMS, please identify:

Child Sexual and Physical abuse crime victims and non-offending caregivers

5. What are the primary qualifications of program-funded staff? **Please attach an updated job description and updated resume for each position including duties and qualifications.** If the position is not 100% VOCA-funded, asterisk the duties that apply to this program on the job description.

For the Multi County Case manager position a minimum of an undergraduate degree with work experience and training in child welfare, maltreatments, case management and advocacy. The qualifications will include a proven history of working with children or within family structure, collaboration with agencies, leadership and follow through.

6. Who oversees **this program**?

The project will be overseen by Mary Whitaker, Associate Director of Operations and Billie Larkin, Executive Director

7. How does **this program** complement the other activities and services provided at your agency?

The program is instrumental in bringing full and comprehensive services to rural Livingston and DeWitt counties as offered in larger McLean County. All counties served by the program receive the same full array of services to child victims and non-offending caregivers. This program also complements the other services provided at the Center such as forensic interviews, medical evaluations and on site therapist. Whereas some non funded VOCA services offered by the agency focus on the investigation of child sexual and physical abuse cases this program allows us to link those victims and families to direct support services by offering follow up, advocacy, referral and case management.

### III. Review of Goal(s) and Objectives

This section provides an overview of your program's accomplishments during the current performance period, and also helps us learn about what helped or hindered your program during this time. *(This section should provide guidance as to whether objectives or program strategies should be modified for the upcoming year.)*

A universal goal was developed for your current grant program. Please indicate the goal that was chosen for your current performance period.

**To provide direct services to (CHECK ONE BELOW):**

ALL CRIME VICTIMS

Child sexual and physical abuse victims and non offending caregivers

CRIME VICTIMS

(Insert sub-population of crime victims here.)

**for the purpose of alleviating trauma and suffering incurred from victimization.**

The current interagency agreement list objectives that you set estimated service numbers for your period of performance. Many of you did not start using InfoNet and were reporting a different set of data. Because of this we ask you to address your objectives and the data you collected in a narrative format. Please discuss what your objectives were, the number of victims you served and how you went about meeting those objectives. If you did not meet your objectives or did not provide services you anticipated providing, explain why.

**Example:** *We set an objective to provide multi-disciplinary meeting to 10 victims per quarter. However, the data report we reported on did not list the multi-disciplinary team meetings. We did have 8 meeting per quarter. We did not meet this objective because we did not have MDT meeting for victims where the state's attorney did not move forward with charges once the Victim Sensitive Interview was done. We did provide these victims with all follow-up services by the advocate.*

1. Describe your objectives from your current period of performance, how many victims you served and how you met your objectives or why you did not meet them.

2. What were the successes of your program during the current performance period?

(Question one is being answered in this box as well as the disk will not allow typing in the other provided space).

#1.

Objectives: 1. Provide case management services to 45 clients quarter and (2) provide case coordination to 45 clients each quarter.

This objective was consistently achieved for example in the 4-1-05 to 6-30-05 reporting period 20 victims and 17 non offending caregivers in Livingston and 11 victims and 11 caregivers in DeWitt were reported.

4. Provide group counseling to 15 clients per quarter. This goal was met in two quarters. The reason this goal was not fully met was that counseling services were advertised and appropriated but family members chose not to attend group counseling and support.
7. Provide criminal justice advocacy services to 50 clients each quarter. We more than met this objective as for example in the reporting period of 4-1-05 to 6-30-05 in Livingston and DeWitt Counties we combined with 100 actual clients for criminal justice advocacy.
8. Staff 54 multi-disciplinary team meetings each quarter. We provided both pre and post MDT meetings to all victims around each interview and as well did a monthly case review on all cases, and quarterly peer review.
9. Provided medical advocacy to 11 clients each quarter. This goal was met for example providing a total # of 15 medical advocacy during the 4-1-05 to 6-30-05 reporting period.
10. Provide other advocacy services to 75 clients each quarter. 90 other advocacy services for example were provided 4-1-05 to 6-30-05.
11. Provide crime victim compensation services to 2 clients each quarter. While the advocate informed and offered compensation support and services to victims, none of the victims and or caregivers agreed to compensation services.
14. Provide referral services to 65 clients each quarter. Total for the year is 212 clients served with this service.
15. Provide personal advocacy services to 7 clients each quarter. Total for the year is 75 clients served with the service.

#2.

Success of this program during this reporting period certainly was the consistency of quality victim services provided. While INFONET captures much of what the program does, it does not capture the rapport of the advocate in the community, the hours of overtime in helping a child or a caregiver navigate the services, the court systems etc. The success of this program is people orientated and without that rapport and consistency reporting numbers is just that, a report of outcomes with the human factor taken out. Certainly a big success of this program is the relocation of the DeWitt County Children's Advocacy Center to a free-standing victim friendly center. The set up and the delivery of the services is greatly enhanced as a result of the relocation.

3. What barriers did you experience in implementing your program during the current performance period? How did you respond to them?

1. Incredibly one of our biggest barriers was the INFONET program itself. We have greatly reduced the time it takes to enter a case from 60 minutes to 45 minutes but it has been a very difficult issue to contend with. INFONET captures numbers and becomes a great tool for objectives, but so much of advocacy is not measured in sheer numbers. We needed to have a new mind set in order to be compliant with INFONET and that was at first difficult. Advocacy certainly deals with many things but one of them is emotional advocacy that cannot be measured by the tool. How we responded to the issue was talking about it with the advocate in team meetings and realizing that we needed to best serve the victim first and foremost. During the last reporting period we have begun training very well office staff and volunteers to enter INFONET numbers so the advocate could best use the resources for personal contact with the victim.

The change in procedure meant that careful record keeping and tracking was more important than ever so the office staff or volunteer could correctly log in the statistics.

2. Enlarging case loads and victims served as well as the sheer logistical difficulties of the two counties served under this grant is difficult at times. We realize that we just need to continue dealing with the logistical issues as they occur and make the best use of time and resources.

4. Is there anything else you would like us to know based on your experiences with the current performance period? If so, please describe here.

Smaller rural communities have different needs than urban communities. Their structure is different, their non measurable activities are completely different. From law enforcement through to the judiciary the problems in rural communities mean constant training and small steps. The counties served in this grant are very reliant on the advocacy services provided, it is difficult to even consider how services were provided before the CAC and the multi-county advocate interacted on behalf of victims and caregivers.

#### IV. Statement of Problem

This section will help us understand why your program is important to crime victims that come into contact with your agency as well as the community you serve. This section should document the problem(s) the organization continues to face and justify a need for continued funding.

1. What is the problem(s) identified among crime victims that come into contact with your agency that **this program** addresses? *(What do crime victims need that they would not get or would receive less of if this program were not continued?)*

Child sexual and serious physical abuse impact on the child victim and non-offending caregivers is far reaching and when issues of abuse are not addressed it can lead to repeated victimization. This program allows for the child victims and their non-offending family to receive comprehensive and immediate services to reduce revictimization by the system. Crime victims and their non-offending caregivers that come into contact with our agency receive services that include: initiating contact with the victim, establishing a case history, making effective and knowledgeable referrals, provide on going support, identifying and following up on emerging needs and developing the plans to meet those needs through medical, criminal justice and personal advocacy. All these services provided to victims and their non-offending caregivers insure that support and information is available to them at all times during the process.

2. How are you aware that this problem exists? *(Please provide data that supports the need for your proposed program and include the source of any such data. You may also use anecdotal information based on experiences of agency staff or other sources within your jurisdiction. Please do not use names or any other information that would identify a specific victim. The Instructions section contains a list of potential data sources for your use.)*

National statistics estimate that one if four girls and one out of six boys are abused or neglected beofre the age of eighteen (Hopper, J., Child Abuse: Statistics, Research, Resources 1998). Child abuse has no cultural, socio-economic or geographical boundaries, no community is ummune to the rippling affects of child abuse. DeWitt and Livingston Counties are no different.

According to Department of Children and Family Services (DCFS), state wide distribution of the number of children reported as Abused and Neglected (2004) were up 7.0% to 104,264 from 97,428 in 2003. DeWitt County reported 295 children 59.7 per 1000 children. Livingston County reported 536 children or 46.7 per 1000--among the highest counties in the State of Illinois in percentages of reported child abuse.

At the same time these DCFS numbers only reflect the number of children seen when a disclosure is made of caregiver abuse. Children's Advocacy Center serving McLean, Livingston and DeWitt Counties saw 39% of all children seen as non-DCFS cases, meaning non caregiver abuse. Without the services of the CAC those cases would not have an advocate or follow through of services.

3. How will your program be affected if VOCA funds were not available?

If VOCA funds were not available, the program could no longer offer direct comprehensive services to victims and their non-offending caregivers. Follow-up services, information and referral, criminal justice advocacy, medical and personal advocacy services offered by this program would fall stagnate and victims already experiencing the devastation of abuse would be revictimized by the system. In "Child Advocacy Centers: One Stop On The Road to Performance Based Child Protection" the author found that that outcomes such as increased emotional support for the child, prompt delivery of services, increased availability of services, makes the child less likely to experience repeated abuse and decreased stress for child improved when services were offered by Children's Advocacy Center setting (Snell, L. 2003). Without funding child victims and non-offending caregivers would experience a large gap in services. Services without VOCA funds would focus solely on the investigation rather than the healing process.

## V. Goal and Objectives

This section will help us better understand where your program is ultimately going (GOAL) and how it will get there (OBJECTIVES). Remember that goals and objectives should **only include VOCA grant and match** funded activities.

1. **Goal:** A universal goal has been developed for all VOCA funded programs. Please indicate the appropriate goal for your intended program.

**To provide direct services to (CHECK ONE BELOW):**

\_\_\_\_\_ ALL CRIME VICTIMS AND/OR NON-OFFENDING SIGNIFICANT OTHERS

child sexual and serious abuse victims and their non-offending family members.

\_\_\_\_\_  
(Insert sub-population of clients here.)

**for the purpose of alleviating trauma and suffering incurred from victimization.**

2. **Objectives:** Please complete the following objectives by inserting the number of clients that will be provided with that service **each quarter**. If you will not be providing a specific type of service, place a zero in the blank. **Please note these objectives will directly correspond with services listed in the Infonet system.**

*Example: Provide in-person counseling services to 6 clients each quarter.*

1. Provide case management services to 60 clients each quarter.
2. Provide case coordination services to 60 clients each quarter.
3. Provide in-person counseling services to \_\_\_\_\_ clients each quarter.
4. Provide group counseling services to \_\_\_\_\_ clients each quarter.
5. Provide family counseling services to \_\_\_\_\_ clients each quarter.
6. Provide crisis intervention services to \_\_\_\_\_ clients each quarter.
7. Provide criminal justice advocacy services to 75 clients each quarter.
8. Staff 06 multi-disciplinary team meetings each quarter.
9. Provide medical advocacy services to 11 clients each quarter.
10. Provide other advocacy services to 75 clients each quarter.
11. Provide crime victim compensation services to 15 clients each quarter.



12. Provide mental health services to \_\_\_\_\_ clients each quarter.

13. Provide transportation services to \_\_\_\_\_ clients each quarter.

14. Provide referral services to 25 clients each quarter.

**Objectives 15 is left blank so that you may indicate any other direct service not listed above.**

15. Provide \_\_\_\_\_ services to \_\_\_\_\_ clients each quarter.

## VI. Program Implementation

The problem statement has described the issue(s) to be addressed. Goals/objectives have defined the ends to be achieved. This section will tell us how these ends are going to be accomplished by describing how the **VOCA grant and match funded activities** will be implemented in clear, logical detail and should provide a clear picture of how the program will operate in order to achieve its goals and objectives.

1. Please describe the specific activities each staff member under **this program** will provide to crime victims.

The staff member funded under this program will offer:

- Initial contact in person with child victim and non-offending caregivers
- Case management and case coordination of services to the victim and their non-offending caregivers.
- Follow-up services for child victims and non-offending caregivers within 5 days of initial contact and continued follow-up on monthly basis
- Provide on-going support
- Information and referral by telephone or in person contact for needed services
- Assessing progress in securing appropriate services and meeting related goals
- Identification of families emerging needs and development of plans to meet them
- Provide criminal court orientation and criminal court escort services to court
- Provide information regarding criminal case status and/or disposition
- Assistance in filling out compensation claims
- Provide advocacy services including and not limited to medical, criminal justice and personal advocacy.
- Assist in facilitating the multidisciplinary team process by participating in all pre and post interview case reviews and multidisciplinary team meetings.

2. How do the activities listed above benefit your target population?

By providing the above listed services to our target population we can continue to ensure child victims and their non-offending caregivers receive in Livingston and DeWitt Counties direct quality services needed to help them through the trauma of abuse and the challenges of the system. The needs of the child and families are the priorities of this program and at all times they are taken into consideration when offering services. Follow through at all levels of the process and liaison for further service benefit our target population toward healing while empowering them from victim to survivor.

3. Given any new issues or barriers to implementation that you encountered during the current performance period, what steps will be taken to address these issues during the new program period?

The multi-county advocate relocated to Canada to be closer to her family. The position opening as a result left big shoes to fill. We have hired a double master's level advocate who has had a great deal of experience advocating for the disabled population, so we look at the ability to enhance even more the services for advocacy in the county

4. What training needs have you identified for the staff funded under this program?

Maltreatment of children  
Implications of sexual abuse with non offending family members  
Family dynamics  
Knowledge of counties served, culture barriers as well as the process each county uses with law enforcement and victim services  
Sexual abuse and physical abuse dynamics, victims services and victim rights

5. How will you address those training needs? If unable to address those needs, please explain why:

Since the new advocate does not have a great deal of training in child maltreatment we will be training her first on that aspect. She has already signed for SOMB and VESSA training as well as traveling to CACs for more first hand knowledge on the role of the advocate. She will be trained in house as well as state and nationally for victim rights.

## VII. Implementation Schedule

The implementation schedule should be used as a planning tool for the program and should reflect a realistic projection of how the program will proceed. The Implementation Schedule should indicate: the VOCA funded activities and services that will be provided; the month the activity/service begins; the month the activity/service is completed; the personnel responsible for each activity/service; and the frequency with which the activity/service will be provided. Please use the following implementation schedule form using examples as a guide.

Activity/Service	Month Begun	Month Completed	Personnel Responsible	Frequency
EXAMPLE Distribute brochures	Month 1	Ongoing	Volunteers	As Needed
Case Management	Month 1	Month 12	Multi-county Case manager	Daily, weedkly as determined by case load
Case Coordination	Month 1	Month 12	Multi-County case manager	Daily, weekly as determined by caseload
Advocacy Services inlcuying criminal, justice, medical and personal advocacy	Month 1	Month 12	Multi-county case manager	Daily, weekly as determined by case load
Multidisciplinary team meetings	Month 1	Month 12	multi county case manager	Daily, weekly as determined by case load in addition to monthly case reviews
Victim Compensation	Month 1	Month 12	Multi county case manaager	Daily, weekly as determined by case load
Referral services	Month 1	Month 12	Multi county case manager	Daily, weekly as determined by case load
Evaluation of Services	Month 6, 12	Month 6, 12	Mary Whitaker, Associate Director	Once each
Implement or expand duties, look at trends of needs for satellite counties	Month 1	Month 12	Multi-county case manager	On-Going

**EXHIBIT B: BUDGET  
IDENTIFICATION OF SOURCES OF FUNDING**

**Implementing Agency: McLean County/McLean County CAC  
Agreement #: 205207**

	<u>SOURCE</u>	<u>AMOUNT</u>
<b>Federal Amount:</b>	Victims Of Crime Act (VOCA)	\$35,925
	Subtotal:	\$35,925
<b>Match:</b>	McLean County/McLean County CAC	\$8,981
	Subtotal:	\$8,981
<b>Over Match:</b>	McLean County/McLean County CAC	\$169
	Subtotal:	\$169
	<b>GRAND TOTAL</b>	<b>\$45,075</b>

Job Title	Annual Salary	# Months On Program	% Time On Program	Federal Amount	Match Contribution	Total Cost
Multi-county case manager	\$ 30,946.00	12	100%	\$ 30,946.00		\$ 30,946.00
					\$ -	\$ -
				\$ -		\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
<b>Total FTE</b>		<b>1.00</b>		\$ -	\$ -	\$ -
			<b>Total Salary</b>	\$ 30,946.00	\$ -	\$ 30,946.00
			Fringe Benefits (Use figure from Fringe Benefit Worksheet)	\$ 4,979.00	\$ 1,643.00	\$ 6,622.00
			<b>TOTAL PERSONNEL SERVICES</b>	\$ 35,925.00	\$ 1,643.00	\$ 37,568.00

Budget Narrative for Personnel. Please give a brief description for each line of the Personnel Services Budget.

(See Attached Budget Instructions)

VOCA granted dollars cover 100% of 1-FTE salary and \$4,979 of the total \$6,622 fringe benefits. Benefits are broken down into \$2900 for medical, 7.65% for FICA and 4.38% IMRF ( Illinois Municipal Retirement Fund). \$1,643 is a local match contribution towards benefits.



COMMODITIES Item	Cost / Month	# of Months	Federal Amount	Match Contribution	Total Cost
	\$ -		\$ -	\$ -	\$ -
Office Supplies for staff	\$ 30.00	12	\$ -	\$ 360.00	\$ 360.00
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
<b>TOTAL COMMODITIES COST</b>					\$ 360.00

Budget Narrative for Commodities. Please give a brief description for each line of the Commodities Budget.  
(See Attached Budget Instructions)

Office supplies for the multi-county case manager is \$30 per month. Although using McLean County CAC as her base, she is often in Livingston and DeWitt counties and needs to keep supplies current and available.



TRAVEL	Cost/Mile	# of Miles/mo	# of Months	Federal Amount	Match Contribution	Total Cost
Program Staff Mileage*	0.375	800	12	\$ -	\$ 3,600.00	\$ 3,600.00
Client Transportation				\$ -	\$ -	\$ -
Conference Travel**	Cost/ person	# of people	# of days	\$ -	\$ -	\$ -
Airfare				\$ -	\$ -	\$ -
PerDiem				\$ -	\$ -	\$ -
Lodging				\$ -	\$ -	\$ -
Other (Specify)						
<b>TOTAL TRAVEL COST</b>				\$ -	\$ 3,600.00	\$ 3,600.00

\* State rate is calculated at \$.405/mile. If agency rate is lower use that lower rate.

\*\* Out of State Travel requires prior Authority approval.

**Budget Narrative for Travel. Please give a brief description for each line of the Travel Budget.**

(See Attached Budget Instructions)

Mileage is broken down as follows: \$.375 (X) an average of 800 miles/month (X) 12 mos. for a total of \$3,600 in match funds. This is an estimate based on the prior grant. Travel expenses are based on Case Manager's travel to satellite offices and clients' homes.

CONTRACTUAL	Cost/month	Dollar/hour	# of hours per month	Pro-rated Share	Federal Amount	Match Contribution	Total Cost
Cell Service	\$40.00			100%	\$ -	\$ 480.00	\$ 480.00
Telephone Service	\$1,167.00			1/12		\$ 1,167.00	\$ 1,167.00
Pager service					\$ -	\$ -	\$ -
Conference Registration Fees	\$300.00			100%	\$ -	\$ 300.00	\$ 300.00
Other: (Specify) ( Electric, 428 sq feet)	\$1,600.00			1/12	\$ -	\$ 1,600.00	\$ 1,600.00
Other (Specify)					\$ -		\$ -
Use Boxes Below for Contractual Personnel					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
<b>TOTAL CONTRACTUAL COST</b>					\$ -	\$ 3,547.00	\$ 3,547.00

Budget Narrative for Contractual. Please give a brief description for each line of the Contractual Budget.

(See Attached Budget Instructions)

Since this case manager will be in rural areas and is serving two counties, mobile technology for her safety and the ease of communication is essential. The plan costs \$40/mo. (X) 12 mos. = \$480.

The cost of phone service was \$14,004 based on last year's expenses. This averages to \$1,167/mo. & pro-rated among 12 staff members. For a total of \$1,167 in match funds.

Electric service is pro-rated for office space and with access to training and conference facilities. All of the utility costs are based on McLean county only as at this point, we have in kind donations for Livingston's utilities and have worked to have DeWitt County underwritten.

Conference registration fees will cover the registration to the National Symposium in Huntsville and any other conferences allowable under VOCA.

	Federal Amount	Match Contribution	Total Cost
<b>GRAND TOTAL</b>			
PERSONNEL SERVICES	\$ 35,925.00	\$ 1,643.00	\$ 37,568.00
EQUIPMENT	\$ -	\$ -	\$ -
76 COMMODITIES	\$ -	\$ 360.00	\$ 360.00
TRAVEL	\$ -	\$ 3,600.00	\$ 3,600.00
CONTRACTUAL	\$ -	\$ 3,547.00	\$ 3,547.00
<b>TOTAL COST</b>	\$ 35,925.00	\$ 9,150.00	\$ 45,075.00

All procurements must be competitive

**FRINGE BENEFIT WORKSHEET: Agreement # 205207**

Use this sheet to calculate the fringe benefits to be paid for project personnel. For each element of the benefit package, indicate the rate as a percentage of salary or the dollar amount of the flat rate paid per employee. Use the TOTAL FRINGE BENEFITS amount from this worksheet as the fringe benefit dollar amount on the BUDGET under PERSONNEL SERVICES (cells G-13 and H13).

<b>RATED FRINGE BENEFITS</b>	<b>Rate as % of Salary</b>
FICA	7.650%
UNEMPLOYMENT	
RETIREMENT/PENSION	4.380%
WORKER'S COMP	
DENTAL/VISION	
HOSPITALIZATION	
Other (Specify)	
<b>Total % Fringe Rate</b>	<b>12.030%</b>
Total Salary Paid By Grant (Federal and Match - Please use figure from cell I-12 in the Budget Detail)	\$30,943.00
<b>TOTAL RATED FRINGE BENEFITS</b>	<b>\$3,722</b>
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$ per FTE</b>
HEALTH/MEDICAL INSURANCE	\$2,900.00
OTHER (SPECIFY)	
<b>Total Flat Rate Fringe</b>	<b>\$2,900.00</b>
Number of grant-funded FTE (full-time equivalent) positions. (Please use figure from cell F-11 of Budget Detail)*	1.00
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$2,900</b>
<b>TOTAL FRINGE BENEFITS: (Total rated + Total flat rate benefits)</b>	<b>\$6,622</b>

\*PLEASE REFER TO YOUR RESPONSE IN EXHIBIT A, SECTION II, QUESTION #1.

## Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposes," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of reports in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is, normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address of Organization

\_\_\_\_\_

- Circle the grant program that the grant is funded under.
- Enter the grant number and amount, the name of the grantee/organization, the address, contact person and contact information on the lines provided. (The contact person should be someone who is familiar with the grant and able to answer questions regarding the EEOP.)

COMPLETE ONLY ONE OF THE FOLLOWING SECTIONS, SECTION A OR B

- SECTION A: Some grantees are not required to develop an EEOP. If one or more of the checkboxes in Section A apply to your organization, then your organization is exempt from the EEOP requirement and IS NOT required to develop an EEOP. If this is the case, please print the name of the individual authorized to certify to this fact, check the box(es) that apply to your organization and sign the certification.

OR

- SECTION B: If your organization is a covered entity type (state or local **unit of government**, or for-profit entity), has 50 or more employees and receives a single grant of \$25,000 or more, your organization is required to have an EEOP on file that is current and that can be reviewed by outside individuals.
  - Print the name of the responsible individual who is certifying that an EEOP is required and on file, the name of the entity and the location/address of the office where the EEOP is on file.
  - Sign the certification.
  - If an entity receives a single grant of \$500,000 or more, or, over a period of 18 months, receives several grants totaling \$1,000,000 or more, the entity must submit a copy of the EEOP to the Authority. The Authority will then forward the EEOP to the federal Office of Civil Rights for review and approval.

**CIVIL RIGHTS COMPLIANCE CERTIFICATION INSTRUCTIONS**

- Circle the grant program that the grant is funded under.
- Enter the name of the grantee/organization, the address, contact person and contact information on the lines provided. (The contact person should be someone who is familiar with the grant and able to answer questions regarding civil rights compliance.)
- CERTIFICATION STATEMENT: The entity needs to certify that it is in compliance with all local, state and federal civil rights laws, regulations and guidelines as listed in the Interagency Agreement. The entity also needs to certify if it has or has not had any findings of discrimination within the past 5 years.
  - Print the name of the responsible official who is certifying to compliance and the name of the entity.
  - If your organization has had no findings of discrimination within the past 5 years, please check the first box. If your organization has had any findings of discrimination within the past 5 years, please check the second box. Attach a copy of all findings made within the past 5 years that have not already been submitted to the Authority. **If your organization has already submitted all current findings to the Authority, check the box indicating that; there is no need to resubmit them to the Authority.**
  - Sign the certification.

**EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION**  
(Complete **SECTION A OR SECTION B** below, as applicable. Complete **ONLY ONE SECTION.**)

Grant Program (circle applicable federal grant program):  
ADAA/BYRNE, JAIBG, LLEBG, NCHIP, RSAT, VAWA, VOCA, VOITIS, Other (Specify)

Grant Number: \_\_\_\_\_ Federal Grant Award Amount: \$ \_\_\_\_\_

Grantee/Organization Name (hereafter referred to as the "Entity"):

Address:

Contact Person:

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

---

**SECTION A. CERTIFICATION (EEOP NOT REQUIRED)**

I \_\_\_\_\_ [responsible official] CERTIFY THAT THE FUNDED ENTITY IS NOT REQUIRED TO PREPARE AN EEOP FOR THE REASON(S) CHECKED BELOW, PURSUANT TO 28 CFR 42.302.

**Check all of the following that apply:**

- |  |  |
|--|--|
| <input type="checkbox"/> ENTITY HAS LESS THAN 50 EMPLOYEES   | <input type="checkbox"/> ENTITY DOES NOT RECEIVE A GRANT OR AWARD OF AT LEAST \$25,000 |
| <input type="checkbox"/> ENTITY IS A NON-PROFIT ORGANIZATION | <input type="checkbox"/> ENTITY IS A MEDICAL INSTITUTION                               |
| <input type="checkbox"/> ENTITY IS AN INDIAN TRIBE           | <input type="checkbox"/> ENTITY IS AN EDUCATIONAL INSTITUTION                          |

\_\_\_\_\_  
[Signature of Responsible Official]

\_\_\_\_\_  
[Print Name and Title]

\_\_\_\_\_  
[Date]

**OR**

**SECTION B. CERTIFICATION (EEOP REQUIRED AND ON FILE)**

*(For information regarding EEOP development, see: <http://www.ojp.usdoj.gov/ocr/eeop.htm>)*

Certification Statement (For Entities with 50 or more employees that receive a single grant or award of \$25,000 or more):

I, \_\_\_\_\_ [responsible official], certify that the Entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E, that was signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of

\_\_\_\_\_  
[agency/organization name], at \_\_\_\_\_  
\_\_\_\_\_  
[address]

for review by the public and employees, or for review or audit by officials of the Illinois Criminal Justice Information Authority or the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights as required by relevant laws and regulations.

In addition to the above requirements, if Entity receives \$500,000 or more through a single grant, or \$1,000,000 or more in aggregate grant funds in an 18-month period, Entity shall submit a copy of its Equal Employment Opportunity Plan to the Authority. The Authority shall forward the Equal Employment Opportunity Plan to the Office of Civil Rights for review and approval.

\_\_\_\_\_  
[Signature of Responsible Official]

\_\_\_\_\_  
[Print Name and Title]

\_\_\_\_\_  
[Date]



**CIVIL RIGHTS COMPLIANCE CERTIFICATION**

(Complete **ENTIRE** certification)

Grant Program (circle applicable grant program):

ADAA/BYRNE, JAIBG, LLEBG, NCHIP, RSAT, VAWA, VOCA, VOITIS, Other (Specify)

Grantee/Organization Name (hereafter referred to as the "Entity"):

Address:

Contact Person:

Telephone #:

Fax #:

E-mail address:

Grant Number/Contract Name:

**Certification Statement:**

I, \_\_\_\_\_ [Responsible Official], certify to the following statements:

- Entity is in compliance with all applicable local, state and federal civil rights laws, regulations and guidelines, including but not limited to those listed in the Interagency Agreement(s)/Contract(s) in effect for the grant(s) and contract(s) listed above.
- No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this grant(s)/contract(s) on the basis of race, color, age, religion, national origin, disability, or sex.
- Entity is in compliance with the following federal guidance materials regarding the provision of meaningful access to services and programs to persons with limited English proficiency (LEP): Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).

*(Additional information regarding LEP requirements may be found at: <http://www.ojp.usdoj.gov/ocr/lep.htm>)*

In addition, I certify that in the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Entity, or any subgrantee or contractor of the Entity, the Entity will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

**Check the following item(s) that apply:**

THE ENTITY, ITS SUBGRANTEES AND CONTRACTORS HAVE HAD **NO FINDINGS** OF DISCRIMINATION WITHIN THE PAST 5 YEARS

THE ENTITY, ITS SUBGRANTEES OR CONTRACTORS HAVE HAD **FINDINGS** OF DISCRIMINATION WITHIN THE PAST 5 YEARS (You **MUST** attach a copy of all findings(s) made within the past 5 years that have not yet been submitted to the Authority)

All current findings have already been submitted to the Authority; no additional findings have been made and no additional findings are attached

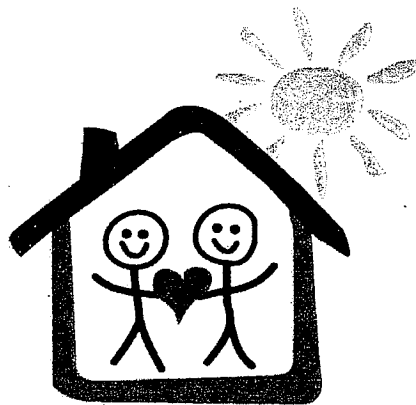
[Signature of Responsible Official]

[Title]

[Date]

# 2005 Year End Report

## McLean County Child Protection Network, Children's Advocacy Center and CASA of McLean and Livingston Counties



## Directors Report

Year End 2005

### *My perspective*

2005 has been one of my most challenging years as the director of the Children's Advocacy Center/CASA from many perspectives—managerial, funding and general work effort.

From a management perspective, for the first time, we encountered significant staff turnover. After many hours of close supervision and countless chances I felt in the best interest of the CASA program it was time to allow an employee to resign. And of course after the resignation the clean up effort has been very time consuming, from redoing grant reports to hiring and training new staff. Two other staff members left the department, one as a result of relocation to Canada and another to return to school for a nursing degree. With change however come the possibilities of new thoughts and new perspectives. We have hired and I believe have done so with much competency three new staff to fill the positions, all of them bringing a unique blend of life experiences, education and work history.

With a loss of staff, obviously we have asked our staff to work doubly hard and certainly the number of children seen during that time period and the number of CASA issues did not decrease. Keeping staff motivated and on target became not only a big concern but also something we proactively tried to keep a handle on. I certainly want to take the time to salute the staff members here who remained vigilant to the needs of children and volunteers. Without everyone pulling their weight and then some, we would have "sunk the ship" with 33% of our staff either absent before the positions were filled or in training mode. Their dedication is what makes this department, this agency not only so capable but also so competent.

We have had continued struggles making sure those children 17 and under were seen at the Center. Reminiscing I remember our early struggles with DCFS and Law Enforcement and today we stand so solidly with those disciplines, as well as the State's Attorney's Office. Although I believe advocating for a multidisciplinary approach will continue in 2006 and beyond, we stand very united on bringing top quality to all children 17 and under and frankly that feels very good.

From a monetary perspective we were able to maintain all but one grant (DCFS \$10,000) that we had been given 2 year notice on the defunding process. The reason was simply it was a start up new initiative grant that should have ceased many years prior to us holding it for 10 years. Writing the grants is the easiest part of it; it is the maintenance that becomes very

difficult and my hats off to Mary Whitaker for executing so seamlessly those important grant reports.

Two of our Attorney General grants during the year actually received an increase in funding and the others were maintained status quo. We received a new one-time grant for \$5,000 for upkeep of computer equipment from National Children's Alliance and also a one-time grant from Illinois Criminal Justice Information Authority that allowed us to update 3 computers.

United Way went up in two of our counties from \$37,500 in McLean to \$41,500 and in DeWitt from \$500 to \$1700 which greatly has eased the burden by 50% of paying for the satellite's office facility in Clinton.

One of our greatest achievements with the funding issues was the success of our bi-annual fundraiser *TIP A VIP* in 2005 netting about \$47,000.

In general, our efforts both during the 8-4:30 work day and certainly weekends and later continued. For example from the reporting period of August through October 2005 staff accumulated 179.25 hours of comp time. In the weeks and months preceding *TIP A VIP*, I made a very conscious effort to not involve staff and did a lot of the work with particular community committee members. We looked for different kinds of leadership and Dr. Kathy Widerborg and certainly many of the committee heads, like Susan Clary, Barb Nunemaker, Patti Salch, Shauna Thompson, Anne Flear, Sally Chalian and Ann Larkin made all the difference. We also had tremendous help from some key staff namely Alicia Dornan and Kathy Patterson who rallied many times over. The day and evening of the event itself, again the community came through with help from Chuck Witte, Esaw Peterson, Bruce Patterson, Dan Patterson, Detective Burns, and Susan Myers. At one time during the day I counted 23 different community people assisting.

From my personal perspective I don't think I have ever felt as challenged or as fulfilled as I have during 2005. Some of my personal goals were met and others began, for example:

- We co-authored a prevention grant with District 87 and Unit 5 Schools with a sign off from all administrators to begin training a curriculum called *Darkness2Light* at the Administrators Academy in August 2006. As most of you will recall getting the school districts to sit down together and then discuss issues related to child sexual abuse has been a major issue. (We just received notification that we received the full grant amount)
- In March, we got a protocol for DCFS signed off after hosting several meetings at the CAC and in August we got sign off on the prevention program.
- We worked with OSF St. Joseph Medical Center and after numerous meetings with Pediatric Resource Center, ER management, and doctors and we were able to put in place at St. Joseph a protocol for response to

sexual abuse for children 17 and under. That protocol is signed and in place and in fact is being trained to all ER staff as this year-end report is being written. (Week of November 14<sup>th</sup>)

- We hosted a training workshop in June that was specifically for mental health professionals and advocates working with children who had been sexually or physically abused and were in treatment. The one day training had 4 speakers, and we look forward to doing a similar type training in 2006.
- We revised the McLean County protocol (as we do each year) with more emphasis and direction towards advocacy and medical response. This 6-page protocol explains in detail each step of the process and the goals and expectations of all the disciplines, the protocol was completed and signed in June of 2005. We are currently underway to revise Livingston and DeWitt County protocols as well.
- Mary Whitaker continued as faculty for Finding Words Illinois for training of forensic interviewers. This is an important area and to have someone so well respected in the state is certainly a threshold that we are proud of in McLean County. Jo Sipes, Mike Burns from BPD will be attending advanced forensic interview training in March 2006.
- Kathy Patterson has submitted application for credentialed advocate. After 7 years of being employed at the CAC as an advocate and meeting all the very specific credentialing standards, Kathy will be notified if her application has been accepted.
- I have continued on the executive committee for Children's Advocacy Centers of Illinois as immediate past president during 2005 with my term ending July 1 2006. At the same time I have represented the United Way agencies this year as President of the Agency Executive Council.
- Kathy Patterson and I went through Darkness2Light training in Washington DC in June of 2005 and believe that we have found a prevention program that makes sense not only for children but more specifically for children in McLean County. Whether or not we receive the prevention grant award from National Children's Alliance we feel strongly that this program should be brought to the schools system and look to find a way to make that happen.
- I was asked again to do grant review in Washington DC for my third year and reviewed 37 total grants from the northeast and southeast part of the United States. Additionally I was trained as a site reviewer for National Children's Alliance and have reviewed Advocacy Centers in Nebraska, Ohio and before the December board meeting I will be reviewing San Bernadino California. These experiences not only enrich me professionally

but also I believe has given the CAC/CASA a great advantage on understanding standards and grant writing in general

- We have served as a mentor for Peoria County CASA program and in fact have trained their CASA director in our CASA trainings. And by the way our last CASA training, which is number 28, brought in 20 new CASA volunteers.
- With few exceptions, I would say we did an excellent job at either maintaining or forging new partnerships with agencies and team members in the three counties we service. Livingston County has undergone several key team changes in 2005 but we have successfully continued and strengthened those key relationships.
- We began seeing children in DeWitt at the new satellite center in 2005 and look forward to great things in 2006 in both our satellite CACs.
- We began a new data base system that is being coordinated with many of the CACs in the state. While the system has had many kinks and has taken a lot of staff time to get used to, we do believe it will give us a world of knowledge and reports at our fingertips.
- Stephanie Wong was appointed as Assistant State's Attorney to the CAC and brought with her a vast amount of experience.
- We received a competitive grant request for multidisciplinary training for \$5,000 for the San Diego Conference for January 2006. Mary and Kathy took the lead in writing this grant and it will allow us to send 5 MDT members to San Diego. The grant includes conference registration, airfare and meals, but does not allow for hotel cost. This particular conference is one of the premier conferences we have longed to go to but have not been able due to finances. So great job Mary and Kathy!
- I have been asked to be a mentor to a new professor from Illinois State University as part of my advisory board function for the Community Advocacy Board at ISU under Dr. Gary Olsen. I am looking forward to meeting with the ISU professor as she has extensive background in child welfare and will surely give me as much as I can possibly give her.

So what about 2006, where are we going and what are our goals? I have included both the CASA goals and the CAC goals for 2006 framing out goals incorporating the appreciative inquiry approach the board used in strategic planning. Where we go in 2006 will be guided from where we have been, our mission and our values for children. We do know that Doug Crossman, CASA case manager, will be retiring in the spring after 5 ½ years of service and we know that there will be obstacles to climb and rivers to forge. We are certain with the competency of the staff, the direction of the board that we will move forward easily and well. We look forward to the challenges ahead.

***Interviews Conducted Through October 31, 2005***

<b>Victims</b>	<b>135</b>	<b>68.87%</b>
<b>Juvenile Suspects</b>	<b>5</b>	<b>2.55%</b>
<b>Sibling/Witness</b>	<b>30</b>	<b>15.3%</b>
<b>Courtesy</b>	<b>18</b>	<b>9.2%</b>
<b>2nd Interviews</b>	<b>8</b>	<b>4.08%</b>
<b>McLean Totals</b>	<b>196</b>	<b>100%</b>

<b>Victims</b>	<b>57</b>	<b>74%</b>
<b>Juvenile Suspects</b>	<b>1</b>	<b>1.3%</b>
<b>Sibling/Witness</b>	<b>15</b>	<b>19.5%</b>
<b>Courtesy</b>	<b>4</b>	<b>5.2%</b>
<b>2nd Interviews</b>	<b>0</b>	<b>0%</b>
<b>Livingston Totals</b>	<b>77</b>	<b>100%</b>

<b>Victims</b>	<b>34</b>	<b>82.9%</b>
<b>Juvenile Suspects</b>	<b>0</b>	<b>0%</b>
<b>Sibling/Witness</b>	<b>6</b>	<b>14.7%</b>
<b>Courtesy</b>	<b>0</b>	<b>0%</b>
<b>2nd Interviews</b>	<b>1</b>	<b>2.4%</b>
<b>DeWitt Totals</b>	<b>41</b>	<b>100%</b>

## Interview Breakdown

<b>Bloomington PD</b>	<b>80</b>	<b>40.8%</b>
<b>MCSD</b>	<b>38</b>	<b>19.4%</b>
<b>Normal PD</b>	<b>30</b>	<b>15.3%</b>
<b>Other PD</b>	<b>19</b>	<b>9.7%</b>
<b>No PD requested</b>	<b>29</b>	<b>14.8%</b>
<b>McLean Co. Totals</b>	<b>196</b>	<b>100%</b>

<b>Pontiac PD</b>	<b>28</b>	<b>36.4%</b>
<b>LCSD</b>	<b>38</b>	<b>49.3%</b>
<b>Other PDs</b>	<b>8</b>	<b>10.4%</b>
<b>No PD requested</b>	<b>3</b>	<b>3.9%</b>
<b>Livingston Co. Totals</b>	<b>77</b>	<b>100%</b>

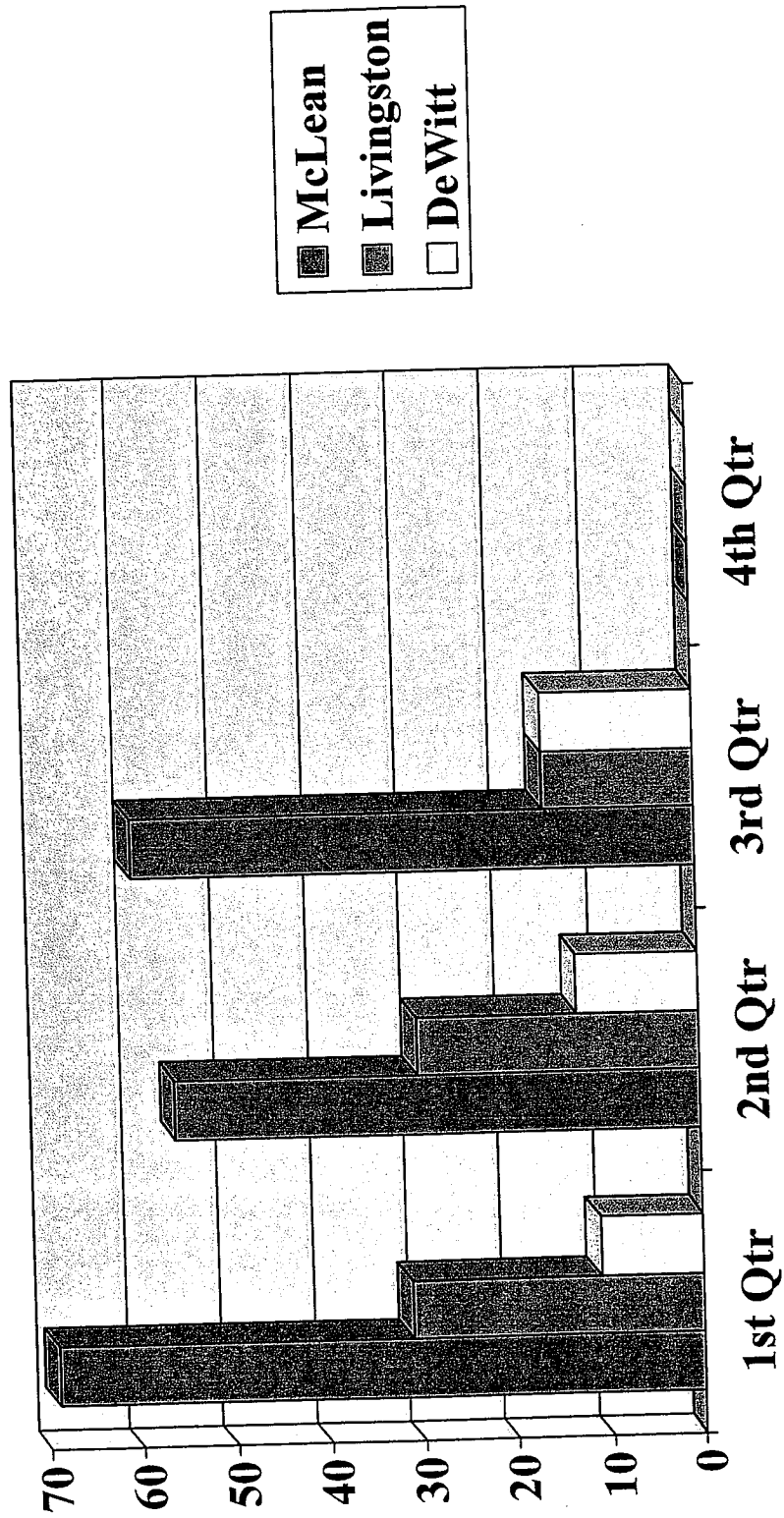
<b>Clinton PD</b>	<b>16</b>	<b>39.0%</b>
<b>DCSD</b>	<b>18</b>	<b>44.0%</b>
<b>Other PD</b>	<b>6</b>	<b>14.6%</b>
<b>No PD requested</b>	<b>1</b>	<b>2.4%</b>
<b>DeWitt Co. Totals</b>	<b>41</b>	<b>100%</b>



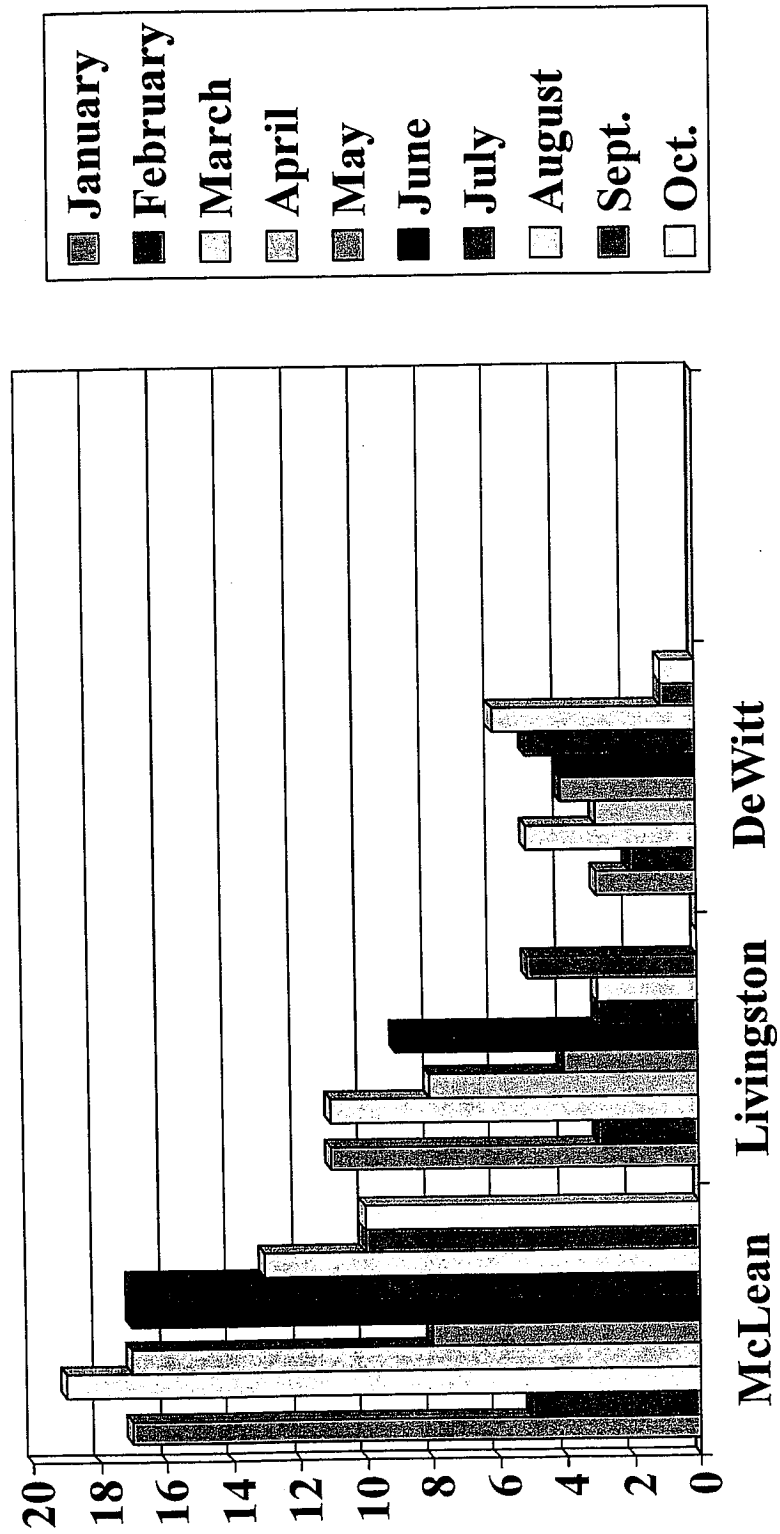
## Interview Breakdown

<b>DCFS Cases</b>	<b>117</b>	<b>59.7%</b>
<b>Non DCFS Cases</b>	<b>79</b>	<b>40.3%</b>
<b>Susan Myers</b>	<b>(53)</b>	<b>(45.3%)</b>
<b>Other Investigator</b>	<b>(64)</b>	<b>(54.7%)</b>
<b>McLean Total</b>	<b>196</b>	<b>100%</b>
<b>DCFS Cases</b>	<b>58</b>	<b>75.3%</b>
<b>Non DCFS Cases</b>	<b>19</b>	<b>24.7%</b>
<b>Jeff Hunt</b>	<b>(28)</b>	<b>(48.3%)</b>
<b>Lee Bodigheimer</b>	<b>(14)</b>	<b>(24.1%)</b>
<b>Brandt Randalls</b>	<b>(13)</b>	<b>(22.4%)</b>
<b>Other Investigators</b>	<b>(3)</b>	<b>(5.2%)</b>
<b>Livingston Totals</b>	<b>77</b>	<b>100%</b>
<b>DCFS Cases</b>	<b>31</b>	<b>75.6%</b>
<b>Non DCFS Cases</b>	<b>10</b>	<b>24.4%</b>
<b>Susan Myers</b>	<b>(9)</b>	<b>(29.03%)</b>
<b>Susan Allison</b>	<b>(9)</b>	<b>(29.03%)</b>
<b>Other Investigators</b>	<b>(13)</b>	<b>(41.94%)</b>
<b>DeWitt Totals</b>	<b>41</b>	<b>100%</b>

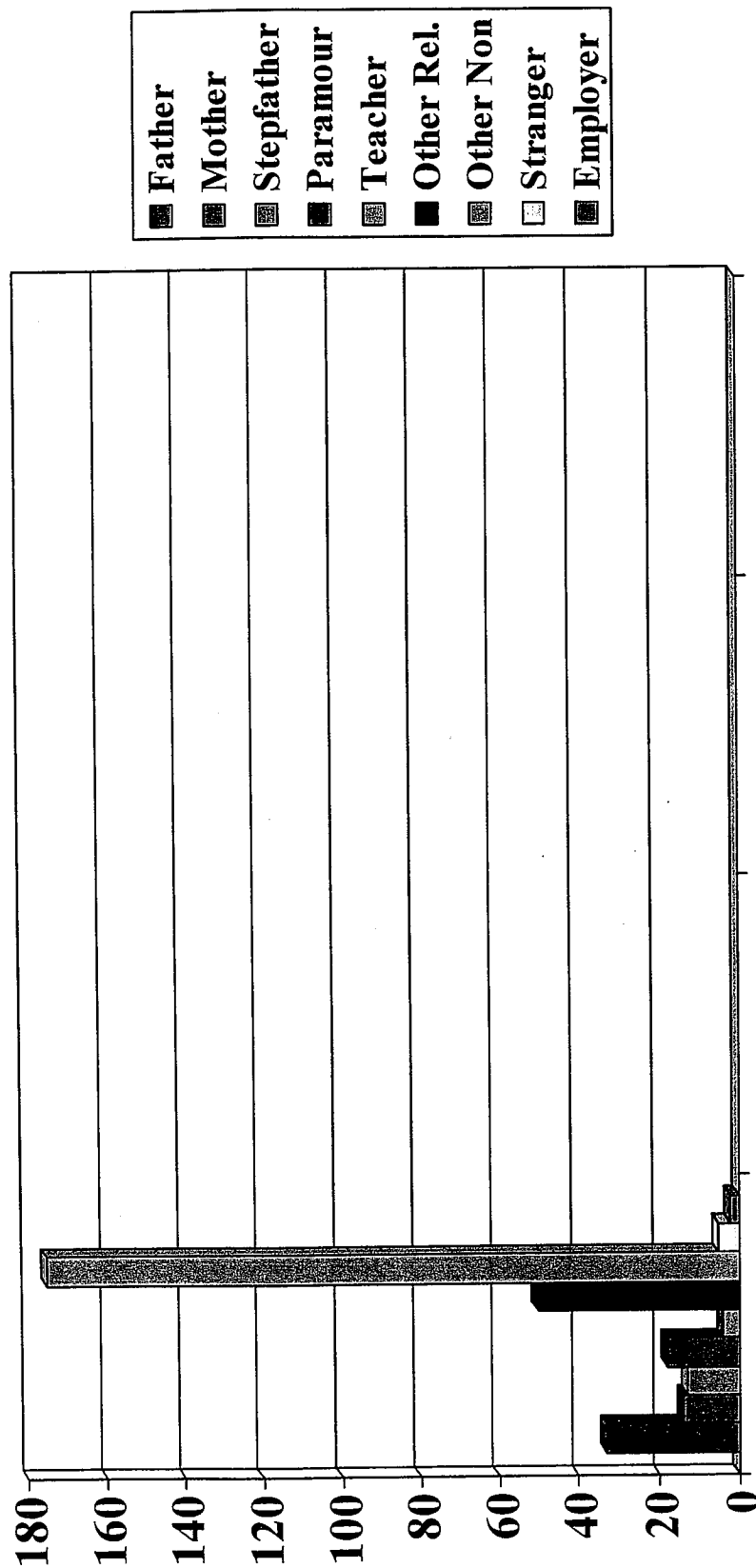
# Total Interviews through Oct. 31, 2005




# Interviews By County/Month 2005



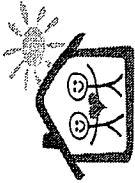
# Suspect Relation to Victim




## McLean County CASA Monthly Statistics FY05

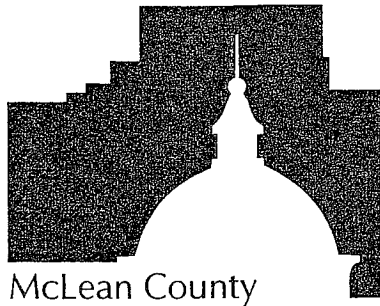
	New Children Cases Assigned	Child Cases Closed	Children Awaiting CASA Assignment	Total Children Served	CASAs Assigned	Total Number of Assigned CASAs	Reported CASA Volunteer Hours	CASAs Trained	Reports Filed	Court Hearings Attended
January	9	0		116	3	63	308	0	8	6
February	8	9		115	4	62	349	0	14	10
March	4	8		111	2	62	292	7	14	8
April	5	7		109	4	63	318	0	10	12
May	6	6		94	2	61	296	0	11	5
June	4	19		94	1	54	258.3	0	13	15
July	14	1		107	7	60	280	0	13	10
August	11	7		111	3	60	306.7	0	5	12
September	0	10		100	0	56	308.5	0	9	16
October	14	5	12	109	8	58	351.25	0	14	22
November								17		
December										
YTD Totals	75	72	12	1066	34	599	3067.75	24	111	116

# McLean County Children's Advocacy Center Monthly Statistics November, 2005

	2004 1ST INTERVIEW MONTH/YTD STATS	1ST. INTERVIEW 2005 MONTH/YTD	JUV. SUSPECT INTERVIEW 2005	SIB/WITNESS INTERVIEW 2005	2ND INTERVIEW 2005	OUT OF COUNTY INTERVIEW	TOTAL MONTHLY INTERVIEWS	YTD TOTALS
JANUARY	13/13	19/19	2	4	0	0	25	25
FEBRUARY	12/25	5/24	0	7	0	5	17	42
MARCH	12/37	19/43	1	5	0	2	27	69
APRIL	15/52	17/60	0	0	3	0	20	89
MAY	15/67	8/68	1	3	0	0	12	101
JUNE	14/81	17/85	0	3	2	2	24	125
JULY	21/102	17/102	1	3	2	2	25	150
AUGUST	18/120	13/115	0	1	1	5	20	170
SEPTEMBER	16/136	10/125	0	3	0	2	15	185
OCTOBER	10/146	10/135	0	1	0	0	11	196
NOVEMBER	12/158	9/144	0	0	0	2	11	207
DECEMBER	20/178							
YEAR TO DATE TOTALS	178	144	5	30	8	20	207	207

# McLean County CASA Monthly Statistics FY05

	New Children Cases Assigned	Child Cases Closed	Children Awaiting CASA Assignment	Total Children Served	CASAs Assigned	Total Number of Assigned CASAs	Reported CASA Volunteer Hours	CASAs Trained	Reports Filed	Court Hearings Attended
January	9	0	n/a	116	3	63	308	0	8	6
February	8	9	n/a	115	4	62	349	0	14	10
March	4	8	n/a	111	2	62	292	7	14	8
April	5	7	n/a	109	4	63	318	0	10	12
May	6	6	n/a	94	2	61	296	0	11	5
June	4	19	n/a	94	1	54	258.3	0	13	15
July	14	1	n/a	107	7	60	280	0	13	10
August	11	7	n/a	111	3	60	306.7	0	5	12
September	0	10	n/a	100	0	56	308.5	0	9	16
October	14	5	12	109	8	58	351.25	0	14	22
November	6	5	13	110	3	58	368	17	11	22
December										
YTD Totals	81	77	13	1176	37		3435.75	24	122	138



## COURT SERVICES

Roxanne K. Castleman, Director

104 W. Front Street, P.O. Box 2400 Law & Justice Center Bloomington, IL 61702-2400

Adult Division: (309) 888-5360

Fax (309) 888-5434

Room 103

Juvenile Division: (309) 888-5370

Fax (309) 888-5831

Room 601

## Memo

To: Honorable Members of the Justice Committee  
From: Roxanne K. Castleman *RKC*  
CC: Chief Judge Elizabeth A. Robb  
Date: 1/5/2006  
Re: Domestic Violence Grant

In September of 2004 McLean County was awarded a grant from the Illinois Criminal Justice Information Authority to fund a domestic violence multi-disciplinary team program. The grant is a renewable three year grant. The second year of the grant funding is \$65,462 and covers the cost of two (2) domestic violence probation officers.

I have attached a copy of the recently received the second year contract, as well as the county's grant information form for you review and approval.

The cash match of \$24,000 is paid by salary subsidy reimbursement from the Administrative Office of the Illinois Courts..

I will be present at the justice meeting, to answer any questions you may have.

Thank you for your consideration in this matter.



**McLEAN COUNTY – GRANT INFORMATION FORM**

**General Grant Information**

<b>Requesting Agency or Department:</b> McLean County Court Services	<b>This request is for:</b> <input type="checkbox"/> A New Grant <input checked="" type="checkbox"/> Renewal/Extension of Existing Grant
<b>Grantor:</b> Illinois Criminal Justice Information Authority	<b>Grant Type:</b> <input type="checkbox"/> Federal, CFDA #: <input type="checkbox"/> State <input checked="" type="checkbox"/> Other
<b>Anticipated Grant Amount:</b> \$ 65,462.00	<b>Grant Funding Method:</b> <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Pre-Funded  <b>Expected Initial Receipt Date:</b>
<b>Anticipated Match Amount (if applicable):</b> \$35,237	<b>Source of Matching Funds (if applicable):</b> \$24,000 AOIC and \$6099 supervisors time

**Personnel and Information**


<b>New personnel will be hired:</b> <input checked="" type="checkbox"/> Yes (complete chart below) <input type="checkbox"/> No	<b>A new hire will be responsible for financial reporting:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b><u>New Personnel Expense Chart</u></b>	<b>Current FY</b>	<b>Current FY+1</b>	<b>Current FY+2</b>
Number of Employees:	2		
Personnel Cost	\$76,355	\$	\$
Fringe Benefit Cost	\$19,230	\$	\$
Total Cost	\$95,585	\$	\$

**Additional Costs and Requirements (if applicable)**

<b>Description of equipment to be purchased:</b>	<b>Description of subcontracting costs:</b>		
<b><u>Additional Costs Chart</u></b>	<b>Current FY</b>	<b>Current FY+1</b>	<b>Current FY+2</b>
Subcontractors	\$	\$	\$
Equipment	\$	\$	\$
Other	\$	\$	\$
Total Cost	\$	\$	\$

**Other requirements or obligations: (increased workload, continuation of program after grant period, etc)**

**Responsible Personnel for Grant Reporting and Oversight:**

  
Department Head Signature

1-5-04  
Date

\_\_\_\_\_  
Grant Administrator Signature (if different)

\_\_\_\_\_  
Date

<b>OVERSIGHT COMMITTEE APPROVAL</b>	
_____ Chairman	_____ Date



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

December 14, 2005

Ms. Jodie Ellsworth  
McLean County State's Attorney's Office  
McLean County MDT  
104 West Front Street Room 605  
Bloomington, Illinois 61701

Dear Ms. Ellsworth:

Enclosed you will find interagency agreement #602170, 602174, 602171, 602172 and 602173 between your offices and the Authority for the Domestic Violence Multi-Disciplinary Team Program. Please review the enclosed documents and notify me if revisions are necessary. If all is in order please obtain the necessary signatures on the agreement and return the *entire packet* to my attention for further processing.

I have also enclosed the fiscal information sheet and initial cash request forms needed to begin the draw down of federal funds. Please fill out these forms and return them to me with the signed agreement. Once all signatures are received on the agreement, I will process the paperwork for you to receive your initial federal funds for this program.

Please note that this packet also includes two new forms regarding civil rights compliance. Please review, sign and forward these civil rights compliance certifications to the Authority. The authorized officials of the grant's Implementing Agency, and Program Agency, if applicable, must complete these forms. This grant cannot be submitted for final signature by the Authority's Executive Director until these forms have been completed.

As a point of clarification, these certifications do not represent new civil rights requirements that grantees must adhere to. These certifications reflect existing federal regulations that have always been included in the interagency agreements between your office and the Authority, but now a separate certification is required.

If you have any questions, please feel free to contact me at (312) 793-4457 or by email at [mmazewski@icjia.state.il.us](mailto:mmazewski@icjia.state.il.us). I look forward to working with you on this program.

Sincerely,

A handwritten signature in cursive script, appearing to read "Marilyn Mazewski".

Marilyn Mazewski  
Federal and State Grants Unit

Enclosures

cc: MF #602170, 602174, 602171, 602172, 602173

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY  
Federal and State Grants Unit  
Initial Cash Request

On behalf of McLean County on behalf of the McLean County Court Services

I am requesting an initial cash request of \$ \_\_\_\_\_ as permitted in Interagency Agreement # 602174

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Program Name

\_\_\_\_\_  
Implementing Agency Fein Number

\*Instructions for completion on reverse side

*For Authority use only*

*Requested*  
*Disbursal* \_\_\_\_\_

*FED/GR*

*Approved*  
*by:* \_\_\_\_\_

*Date* \_\_\_\_\_

\_\_\_\_\_  
*Date* \_\_\_\_\_

## INITIAL CASH REQUEST FORM INSTRUCTIONS

- Enter Implementing Agency name and agreement number on the lines provided.
- Enter amount of cash advance necessary to pay for program start-up costs. In calculating this figure, consider equipment purchases that will take place immediately and personnel costs for the first three months of the program. Implementing agencies should anticipate a delay of approximately 4-6 weeks from the submission of the request until the receipt of the State warrant.

Since federal regulations require that implementing agencies request only the minimum amount of cash necessary to pay bills in a timely fashion, funds should be requested only for those obligations that can be liquidated within 45 days. The Authority reserves the right to adjust cash requests as seen necessary. If the implementing agency anticipates an inordinate expenditure of funds during the initial period, an explanation should be attached.

- Obtain signature of authorized official and provide the individual's title, program name, and Implementing Agency FEIN (Taxpayer ID) number on the lines provided.
- Return the completed original to the Illinois Criminal Justice Information Authority, Federal and State Grants Unit, 120 South Riverside Plaza, Suite #1016, Chicago, Illinois 60606.



**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Michael F. Sweeney  
County Board Chairman

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

McLean County on behalf of McLean County Court Services

\_\_\_\_\_  
Name of Organization

104 W. Front Street  
Bloomington, Illinois 61702

\_\_\_\_\_  
Address of Organization

## Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposes," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of reports in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is, normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**FISCAL INFORMATION SHEET**

The following information is required to ensure that the Authority and its implementing agencies meet the financial and program reporting requirements of various federal grant programs. This information is required prior to the release of funds. The Implementing Agency is the state or local unit of government or not-for-profit agency accepting funds under the interagency agreement. The Program Agency is the organization responsible for performing the daily activities. An organization can be both the Implementing Agency and the Program Agency.

Please return this form to the attention of your program monitor at the Illinois Criminal Justice Information Authority, Federal and State Grants Unit, 120 S. Riverside Plaza, Chicago, IL 60606. If you have any questions, please call your monitor at (312) 793-8550.

Implementing Agency: McLean County on behalf of the McLean County Court Services

Implementing Agency's FEIN #: 37-6001569 Agreement #: 602174

Program Agency: McLean County Court Services

Program Title: Domestic Violence Multi-Disciplinary Team Program

1. Who will be responsible for preparing and submitting quarterly fiscal reports?

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

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Who will be responsible for preparing and submitting quarterly data/progress reports?

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

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Will a separate fiscal account/fund be maintained for the program?

\_\_\_\_\_ Yes, this account will maintain: (Choose one)

\_\_\_\_\_ Federal funds only

\_\_\_\_\_ Both federal and local matching funds

\_\_\_\_\_ No, but all program funds will be identified by a specific account or fund number and recorded within the general accounting records for the Agency.

4. Where should program fund disbursements be sent?

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTN: \_\_\_\_\_

5. What organization is listed as holder of the bank account into which program funds will be deposited?

Effective 05/03



**EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION**

(Complete **SECTION A** OR **SECTION B** below, as applicable. Complete **ONLY ONE SECTION.**)

Grant Program (circle applicable federal grant program):

ADAA/BYRNE, JAIBG, LLEBG, NCHIP, RSAT, VAWA, VOCA, VOITIS, Other (Specify)

Grant Number: 602174

Federal Grant Award Amount: \$65,462

Grantee/Organization Name (hereafter referred to as the "Entity"): McLean County

Address: 104 W. Front Street  
Bloomington, Illinois 61702

Contact Person:

Telephone #:

Fax #:

E-mail address:

**SECTION A. CERTIFICATION (EEOP NOT REQUIRED)**

I \_\_\_\_\_ [responsible official] CERTIFY THAT THE FUNDED ENTITY IS NOT REQUIRED TO PREPARE AN EEOP FOR THE REASON(S) CHECKED BELOW, PURSUANT TO 28 CFR 42.302.

**Check all of the following that apply:**

- ENTITY HAS LESS THAN 50 EMPLOYEES
- ENTITY IS A NON-PROFIT ORGANIZATION
- ENTITY IS AN INDIAN TRIBE

- ENTITY DOES NOT RECEIVE A GRANT OR AWARD OF AT LEAST \$25,000
- ENTITY IS A MEDICAL INSTITUTION
- ENTITY IS AN EDUCATIONAL INSTITUTION

[Signature of Responsible Official]

[Print Name and Title]

[Date]

**OR**

**SECTION B. CERTIFICATION (EEOP REQUIRED AND ON FILE)**

(For information regarding EEOP development, see: <http://www.ojp.usdoj.gov/ocr/eeop.htm>)

Certification Statement (For Entities with 50 or more employees that receive a single grant or award of \$25,000 or more):

I, \_\_\_\_\_ Michael F. Sweeney \_\_\_\_\_ [County Board Chairman], certify that the Entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E, that was signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of \_\_\_\_\_ McLean County Administration \_\_\_\_\_

\_\_\_\_\_ [agency/organization name], at \_\_\_\_\_ 115 E. Washington Street, Room 401, P.O. Box 2400, Bloomington, Illinois 61702-2400 \_\_\_\_\_ [address]

for review by the public and employees, or for review or audit by officials of the Illinois Criminal Justice Information Authority or the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights as required by relevant laws and regulations.

In addition to the above requirements, if Entity receives \$500,000 or more through a single grant, or \$1,000,000 or more in aggregate grant funds in an 18-month period, Entity shall submit a copy of its Equal Employment Opportunity Plan to the Authority. The Authority shall forward the Equal Employment Opportunity Plan to the Office of Civil Rights for review and approval.

[Signature of County Board Chairman]

[Michael F. Sweeney, County Board Chairman]

[Date]

**EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION**

(Complete **SECTION A** OR **SECTION B** below, as applicable. Complete **ONLY ONE SECTION.**)

Grant Program (circle applicable federal grant program):

ADAA/BYRNE, JAIBG, LLEBG, NCHIP, RSAT, VAWA, VOCA, VOITIS, Other (Specify)

Grant Number: 602174

Federal Grant Award Amount: \$65,462

Grantee/Organization Name (hereafter referred to as the "Entity"): McLean County Court Services

Address: 104 W. Front Street  
Bloomington, Illinois 61702

Contact Person:

Telephone #:

Fax #:

E-mail address:

**SECTION A. CERTIFICATION (EEOP NOT REQUIRED)**

I \_\_\_\_\_ [responsible official] CERTIFY THAT THE FUNDED ENTITY IS NOT REQUIRED TO PREPARE AN EEOP FOR THE REASON(S) CHECKED BELOW, PURSUANT TO 28 CFR 42.302.

**Check all of the following that apply:**

- ENTITY HAS LESS THAN 50 EMPLOYEES
- ENTITY DOES NOT RECEIVE A GRANT OR AWARD OF AT LEAST \$25,000
- ENTITY IS A NON-PROFIT ORGANIZATION
- ENTITY IS A MEDICAL INSTITUTION
- ENTITY IS AN INDIAN TRIBE
- ENTITY IS AN EDUCATIONAL INSTITUTION

[Signature of Responsible Official]

[Print Name and Title]

[Date]

**OR** **SECTION B. CERTIFICATION (EEOP REQUIRED AND ON FILE)**

(For information regarding EEOP development, see: <http://www.ojp.usdoj.gov/ocr/eeop.htm>)

Certification Statement (For Entities with 50 or more employees that receive a single grant or award of \$25,000 or more):

I, \_\_\_\_\_ Roxanne K. Castleman \_\_\_\_\_ [Director], certify that the Entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq., subpart E, that was signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of \_\_\_\_\_ McLean County Court Services \_\_\_\_\_ [agency/organization name], at \_\_\_\_\_ 104 W. Front Street, Room 103, P.O. Box 2400, Bloomington, Illinois 61702 \_\_\_\_\_ [address] for review by the public and employees, or for review or audit by officials of the Illinois Criminal Justice Information Authority or the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights as required by relevant laws and regulations.

In addition to the above requirements, if Entity receives \$500,000 or more through a single grant, or \$1,000,000 or more in aggregate grant funds in an 18-month period, Entity shall submit a copy of its Equal Employment Opportunity Plan to the Authority. The Authority shall forward the Equal Employment Opportunity Plan to the Office of Civil Rights for review and approval.

[Signature of Director]

[Roxanne K. Castleman, Director]

[Date]

**CIVIL RIGHTS COMPLIANCE CERTIFICATION**

(Complete ENTIRE certification)

Grant Program (circle applicable grant program):

ADAA/BYRNE, JAIBG, LLEBG, NCHIP, RSAT, YAWA, VOCA, VOITIS, Other (Specify)

Grantee/Organization Name (hereafter referred to as the "Entity"):

McLean County Court Services

Address: 104 W. Front Street

Bloomington, Illinois 61702

Contact Person:

Telephone #:

Fax #:

E-mail address:

Grant Number/Contract Name: #602174 Domestic Violence Multi-Disciplinary Team Program

**Certification Statement:**

I, Roxanne K. Castleman [Director], certify to the following statements:

- Entity is in compliance with all applicable local, state and federal civil rights laws, regulations and guidelines, including but not limited to those listed in the Interagency Agreement(s)/Contract(s) in effect for the grant(s) and contract(s) listed above.
- No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this grant(s)/contract(s) on the basis of race, color, age, religion, national origin, disability, or sex.
- Entity is in compliance with the following federal guidance materials regarding the provision of meaningful access to services and programs to persons with limited English proficiency (LEP): Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).

(Additional information regarding LEP requirements may be found at: <http://www.ojp.usdoj.gov/ocr/lep.htm>)

In addition, I certify that in the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Entity, or any subgrantee or contractor of the Entity, the Entity will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

**Check the following item(s) that apply:**

- THE ENTITY, ITS SUBGRANTEES AND CONTRACTORS HAVE HAD **NO FINDINGS** OF DISCRIMINATION WITHIN THE PAST 5 YEARS
- THE ENTITY, ITS SUBGRANTEES OR CONTRACTORS HAVE HAD **FINDINGS** OF DISCRIMINATION WITHIN THE PAST 5 YEARS (You MUST attach a copy of all finding(s) made within the past 5 years that have not yet been submitted to the Authority)
  - All current findings have already been submitted to the Authority; no additional findings have been made and no additional findings are attached

Roxanne K. Castleman, Director

[Signature of Director]

[Title]

[Date]

**CIVIL RIGHTS COMPLIANCE CERTIFICATION**

(Complete **ENTIRE** certification)

Grant Program (circle applicable grant program):

ADAA/BYRNE, JAIBG, LLEBG, NCHIP, RSAT, VAWA, VOCA, VOITIS, Other (Specify)

Grantee/Organization Name (hereafter referred to as the "Entity"): McLean County

Address: 104 W. Front Street  
Bloomington, Illinois 61702

Contact Person:

Telephone #: Fax #: E-mail address:

Grant Number/Contract Name: #602174 Domestic Violence Multi-Disciplinary Team Program

**Certification Statement:**

I, Michael F. Sweeney [County Board Chairman], certify to the following statements:

- Entity is in compliance with all applicable local, state and federal civil rights laws, regulations and guidelines, including but not limited to those listed in the Interagency Agreement(s)/Contract(s) in effect for the grant(s) and contract(s) listed above.
- No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this grant(s)/contract(s) on the basis of race, color, age, religion, national origin, disability, or sex.
- Entity is in compliance with the following federal guidance materials regarding the provision of meaningful access to services and programs to persons with limited English proficiency (LEP): Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472).

*(Additional information regarding LEP requirements may be found at: <http://www.ojp.usdoj.gov/ocr/lep.htm>)*

In addition, I certify that in the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Entity, or any subgrantee or contractor of the Entity, the Entity will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

**Check the following item(s) that apply:**

- THE ENTITY, ITS SUBGRANTEES AND CONTRACTORS HAVE HAD **NO FINDINGS** OF DISCRIMINATION WITHIN THE PAST 5 YEARS
- THE ENTITY, ITS SUBGRANTEES OR CONTRACTORS HAVE HAD **FINDINGS** OF DISCRIMINATION WITHIN THE PAST 5 YEARS (You **MUST** attach a copy of all finding(s) made within the past 5 years that have not yet been submitted to the Authority)
- All current findings have already been submitted to the Authority; no additional findings have been made and no additional findings are attached

Michael F. Sweeney, County Board Chairman

[Signature of County Board Chairman]

[Title]

[Date]

## EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATION INSTRUCTIONS

- Circle the grant program that the grant is funded under.
- Enter the grant number and amount, the name of the grantee/organization, the address, contact person and contact information on the lines provided. (The contact person should be someone who is familiar with the grant and able to answer questions regarding the EEOP.)

### COMPLETE ONLY ONE OF THE FOLLOWING SECTIONS, SECTION A OR B

- SECTION A: Some grantees are not required to develop an EEOP. If one or more of the checkboxes in Section A apply to your organization, then your organization is exempt from the EEOP requirement and IS NOT required to develop an EEOP. If this is the case, please print the name of the individual authorized to certify to this fact, check the box(es) that apply to your organization and sign the certification.

#### OR

- SECTION B: If your organization is a covered entity type (state or local **unit of government**, or for-profit entity), has 50 or more employees and receives a single grant of \$25,000 or more, your organization is required to have an EEOP on file that is current and that can be reviewed by outside individuals.
  - Print the name of the responsible individual who is certifying that an EEOP is required and on file, the name of the entity and the location/address of the office where the EEOP is on file.
  - Sign the certification.
  - If an entity receives a single grant of \$500,000 or more, or, over a period of 18 months, receives several grants totaling \$1,000,000 or more, the entity must submit a copy of the EEOP to the Authority. The Authority will then forward the EEOP to the federal Office of Civil Rights for review and approval.

## CIVIL RIGHTS COMPLIANCE CERTIFICATION INSTRUCTIONS

- Circle the grant program that the grant is funded under.
- Enter the name of the grantee/organization, the address, contact person and contact information on the lines provided. (The contact person should be someone who is familiar with the grant and able to answer questions regarding civil rights compliance.)
- CERTIFICATION STATEMENT: The entity needs to certify that it is in compliance with all local, state and federal civil rights laws, regulations and guidelines as listed in the Interagency Agreement. The entity also needs to certify if it has or has not had any findings of discrimination within the past 5 years.
  - Print the name of the responsible official who is certifying to compliance and the name of the entity.
  - If your organization has had no findings of discrimination within the past 5 years, please check the first box. If your organization has had any findings of discrimination within the past 5 years, please check the second box. Attach a copy of all findings made within the past 5 years that have not already been submitted to the Authority. **If your organization has already submitted all current findings to the Authority, check the box indicating that; there is no need to resubmit them to the Authority.**
  - Sign the certification.

**PROGRAM TITLE:** Domestic Violence Multi-Disciplinary Team Program  
**AGREEMENT NUMBER:** 602174  
**PREVIOUS AGREEMENT NUMBER(S):** 601174

**ESTIMATED START DATE:** September 1, 2005

**SOURCES OF PROGRAM**

**FUNDING:**  
*Violence Against Women Act (FFY02) Funds* \$ 65,462.00  
*Matching Funds:* \$ 21,821.00  
*Over-Matching Funds:* \$ 13,416.00  
**Total:** \$ 100,699.00

**IMPLEMENTING AGENCY:** McLean County on behalf of McLean County Court Services  
**ADDRESS:** 104 W. Front St. Room 103  
Bloomington IL. 61702

**FEDERAL EMPLOYER IDENTIFICATION NUMBER:** 37-6001569

**AUTHORIZED OFFICIAL:** Michael F. Sweeney  
**TITLE:** McLean County Board Chairman  
**TELEPHONE:** 309-888-5110

**PROGRAM FINANCIAL OFFICER:** Rebecca McNeil  
**TITLE:** McLean County Treasurer  
**TELEPHONE:** 309-888-5180

**PROGRAM AGENCY:** McLean County Court Services  
**ADDRESS:** 104 W. Front St.  
Box 2400, Room 103  
Bloomington, IL. 61702  
**PROGRAM DIRECTOR:** Roxanne K. Castleman  
**TITLE:** Director  
**TELEPHONE:** 309-888-5361  
**E-MAIL:** [Roxanne.castleman@mcleancountyil.gov](mailto:Roxanne.castleman@mcleancountyil.gov)

**FISCAL CONTACT PERSON:** Roxanne K. Castleman  
**AGENCY:** McLean County Court Services  
**TITLE:** Director  
**TELEPHONE:** 309-888-5361  
**FAX:** 309-8885434  
**E-MAIL:** [Roxanne.castleman@mcleancountyil.gov](mailto:Roxanne.castleman@mcleancountyil.gov)

**PROGRAM CONTACT PERSON:** Dallas M. Lyle  
**TITLE:** Deputy Director  
**TELEPHONE:** 309-888-5360  
**FAX:** 309-888-5434  
**E-MAIL:** [dallas.lyle@mcleancountyil.gov](mailto:dallas.lyle@mcleancountyil.gov)

INTERAGENCY AGREEMENT

**Violence Against Women Act of 1994 Programs**

This interagency agreement is entered into by the Illinois Criminal Justice Information Authority, with its offices at 120 South Riverside Plaza, Chicago, Illinois 60606, hereinafter referred to as the "Authority," and McLean County on behalf of the McLean County Court Services, hereinafter referred to as the "Implementing Agency," with its principal offices at 104 W. Front Street, P.O. Box 2400, Room 103, Bloomington, Illinois 61702, for implementation of the Domestic Violence Multi-Disciplinary Team Program.

**WHEREAS**, Section 7(k) of the Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) establishes the Authority as the agency "to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds;" and

**WHEREAS**, pursuant to the Violence Against Women Act of 1994, the Authority has been designated as the State agency responsible for administering this program; and

**WHEREAS**, pursuant to the Authority's rules entitled "Operating Procedures for the Administration of Federal Funds," (20 Illinois Administrative Code 1520 et seq.) the Authority awards federal funds received by the State of Illinois pursuant to the Violence Against Women Act of 1994 and enters into interagency agreements with state agencies, units of local government and nonprofit, nongovernmental victim service programs for the use of these federal funds; and

**WHEREAS**, pursuant to the Violence Against Women Act of 1994, the Authority named the following program areas as priorities of S.T.O.P. Violence Against Women in Illinois, Illinois' implementation plan for the Violence Against Women Act of 1994 grant program for federal fiscal year 2002:

- Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women, including sexual assault and domestic violence.
- Developing, installing, or expanding data collection and communication systems, including computerized systems linking police, prosecution, and the courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence, including the reporting of such information to the National Instant Criminal Background Check system.
- Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving the delivery of victims services to underserved populations; providing specialize domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including sexual assault and domestic violence.

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY  
Federal and State Grants Unit

- Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, and analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

**WHEREAS**, the Authority designated the Implementing Agency to receive funds for the purpose of implementing a program to address one of the named areas.

**NOW, THEREFORE, BE IT AGREED** by and between the Illinois Criminal Justice Information Authority and the Implementing Agency as follows:

### **SECTION 1. DEFINITIONS**

"Program": means a plan set out in a Program Description that identifies issues related to combatting violent crimes against women and that contains a statement of objectives, strategies for achieving those objectives, and a method for assessing the effectiveness of those strategies.

### **SECTION 2. ELIGIBILITY FOR FUNDING**

The Implementing Agency acknowledges that to be considered a victim services program eligible for Violence Against Women Act (VAWA) funding, it must adhere to the following criteria:

- Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence, or stalking.
- Victim services programs must reflect (e.g., through mission statements, training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion, sanctioned by traditional societal and cultural norms, and supported by the legal system's historically discriminatory response to domestic violence, sexual assault, and stalking crimes.
- Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.
- Victim services programs must not engage in activities that compromise victim safety.
- Victim services programs must consult and coordinate with nonprofit, nongovernmental victim services programs, including sexual assault and domestic violence victim services programs.

### **SECTION 3. PERIOD OF PERFORMANCE AND COSTS INCURRED**

The period of performance of this agreement shall be from September 1, 2005 through August 31, 2006.

However, no funds will flow under this agreement for the period of January 1, 2006 through August 31, 2006, unless and until the State of Illinois receives written approval of an extension to the funding period for the Violence Against Women Act Formula Grant Program (02-WF-BX-0021) from the Department of Justice that covers that period, and the Executive Director of the Authority approves funding for that period. If the State of Illinois does not receive such an extension, this agreement is subject to termination.



Costs incurred before the execution date of this agreement may be charged to this agreement if included in Exhibit B, incurred during the period of performance, and the Implementing Agency performed in accordance with the terms and conditions of this agreement.

The Authority shall not be responsible for costs incurred before or after the period of performance of this agreement.

#### **SECTION 4. COMMENCEMENT OF PERFORMANCE**

If performance has not commenced within 60 days of the starting date of this agreement, the Implementing Agency agrees to report by letter to the Authority the steps taken to initiate the program, the reasons for the delay, and the expected starting date.

If the program is not operational within 90 days of the starting date of this agreement, the Implementing Agency agrees to submit a second letter to the Authority explaining the implementation delay. The Authority may at its discretion either cancel this agreement or extend the implementation date of the program past the 90-day period.

If the program is interrupted for more than 30 days after commencement, due to loss of staff or any other reason, the Implementing Agency agrees to notify the Authority in writing explaining the reasons for the interruption and the steps being taken to resume operation of the program. The Authority may, at its discretion, reduce the amount of federal funds awarded and/or terminate this agreement if the program is interrupted for more than 90 days.

If this agreement is terminated due to this section, the Authority will only pay for those services rendered as of the date service delivery ceased. Any funds advanced to the Implementing Agency and not expended as of that date shall be repaid to the Authority upon notification by the Authority.

#### **SECTION 5. PROGRAM DESCRIPTION AND BUDGET**

The Implementing Agency agrees to undertake and perform in a satisfactory manner in accordance with the terms and conditions of this agreement, the program described in the Program Description attached and incorporated as Exhibit A and the Budget attached and incorporated as Exhibit B.

#### **SECTION 6. PAYMENT**

The Authority agrees to make payment to the Implementing Agency for the administration and implementation of the program described in Exhibit A. Upon receipt of the fiscal and progress reports described in Section 10 of this agreement, quarterly payments will be made to the Implementing Agency. No payment will be made until all outstanding reports are received by the Authority, including outstanding reports from previously funded Authority programs. In addition, due to the unique requirements of the program being funded, the Implementing Agency may request that an advance payment be made during any quarter and may be required to submit supporting documentation with the request. Requests for advance payment are subject to review and approval. No payment will be made to an Implementing Agency unless and until the Implementing Agency is in full compliance with applicable state and federal laws and the terms and conditions of this agreement.

The maximum amount of federal funds payable under this agreement is \$65,462, and is dependent on the performance of the Implementing Agency in accordance with the terms and conditions of this agreement.

The Implementing Agency must provide for the deposit of program funds into a bank account in the name of the Implementing Agency, either depositing such funds into an account separate from any of its other bank accounts or treating such funds as a separate line item per its budget and audited financial statements. Federal funds shall be immediately deposited into such bank account.

#### **SECTION 7. MATCH**

Federal funds from the Violence Against Woman Act of 1994 may be used to pay up to 75 percent of the program costs of the program described in Exhibit A. The Implementing Agency must provide non-federal funding for at least 25 percent of the program costs of the program described in Exhibit A.

Failure of the Implementing Agency to apply non-federal financial support to the program described in Exhibit A in the amount of at least 25 percent of such program's costs, shall result in a proportionate reduction in the amount of federal funds awarded under this agreement and may result in the return of funds already awarded. To meet this matching funds requirement, the Implementing Agency shall apply non-federal financial support to the program, as described in Exhibit B.

#### **SECTION 8. OBLIGATIONAL LIMITATION**

Payment under this agreement is subject to passage of a suitable and sufficient appropriation by the Illinois General Assembly. Obligations of the State of Illinois will cease immediately without penalty of further payment being required in any fiscal year should the actions of the General Assembly or any applicable funding source result in the failure to appropriate or otherwise make available sufficient funds for this agreement.

#### **SECTION 9. NON-SUPPLANTATION**

The Implementing Agency certifies that Federal funds made available under this agreement will not be used to supplant (replace) nonfederal funds, but will be used to supplement nonfederal funds that would otherwise be available to the Implementing Agency for the types of activities that would be eligible for funding under the Violence Against Women Act of 1994.

#### **SECTION 10. REPORTING AND EVALUATION REQUIREMENTS**

Unless another reporting schedule has been required or approved by the Authority, the Implementing Agency shall submit the following reports to the Authority on a quarterly basis, with quarters beginning at the start of the calendar year, by the 15th day of each month following the previous quarter:

- progress reports for the preceding quarter relevant to the performance indicators listed in Exhibit A;
- fiscal reports detailing financial expenditures for the previous quarter; and
- any other reports specified by the Authority.

The Implementing Agency is further required to submit a final financial status report following termination of the program, the content and form of which will be determined by the Executive Director of the Authority.

The Implementing Agency agrees to cooperate with Authority or federally funded assessments, evaluations, or information or data collection requests, that are related to the program activities described in Exhibit A. The Implementing Agency agrees to report any additional information required by the Executive Director of the Authority.

## **SECTION 11. PROGRAM INCOME**

All income generated as a direct result of the program described in Exhibit A shall be deemed program income. Program income must be used for the purposes and under the conditions applicable to the use of grant funds. The Federal proportion of program income must be accounted for up to the same ratio of Federal participation as funded in the program. Program income may be retained by the Implementing Agency for any purpose that furthers the objectives of the Violence Against Women Act of 1994. Implementing Agency shall report and account for such program income as required by the Authority.

## **SECTION 12. MAINTENANCE OF RECORDS**

The Implementing Agency agrees to maintain records which document activity reported to the Authority pursuant to Section 10 of this agreement. Such records shall be accessible to the Authority for monitoring purposes no more than 10 days following a request that such records be produced by the Implementing Agency. Inability of the Implementing Agency to produce such records or failure to produce such records shall be cause for suspension or termination of this agreement.

The Implementing Agency agrees to retain financial and program records for a minimum of 3 years after the expiration date of this agreement, or 3 years after closure of Implementing Agency's most recent audit report, whichever is later. The Implementing Agency shall maintain, for this 3-year period, adequate books, records; and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this agreement; the agreement and all books, records, and supporting documents related to the agreement shall be available for review and audit by the Auditor General, federal awarding agency personnel, the Authority, or any person duly authorized by the Authority; and the Implementing Agency agrees to cooperate fully with any audit conducted by the Auditor General, the federal awarding agency, the Authority or any person duly authorized by the Authority, 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 agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Records shall be maintained beyond the 3-year period if an audit or review is in progress or the findings of a completed audit or review have not been resolved satisfactorily. If either of these two preceding conditions occurs, then records shall be retained until the audit or review is completed or matters at issue are resolved satisfactorily.

## **SECTION 13. PROCUREMENT REQUIREMENTS, REQUESTS FOR PROPOSALS, CONFLICT OF INTEREST**

All procurement transactions shall be conducted by the Implementing Agency in a manner to provide, to the maximum extent practical, open and free competition. The Implementing Agency must use procurement procedures that minimally adhere to all applicable laws, executive orders and federal guidelines. The Implementing Agency shall also adhere, and assure that its contractors and subcontractors adhere, to all applicable certification and disclosure requirements of the Illinois Procurement Code.

The Implementing Agency shall follow its established procurement process if it minimally adheres to applicable federal guidelines, and the following requirements. If the Implementing Agency's established procurement process is less competitive than the following requirements, the following more competitive requirements must be adhered to in lieu of the Implementing Agency's procurement process.

- For procurements of \$100,000 or less, the Implementing Agency must solicit quotes or bids from at least three sources.
- For procurements over \$100,000, the Implementing Agency must formally advertise the proposed procurement through an Invitation for Bids (IFB), or a Request for Proposals (RFP) process.

All RFPs over \$100,000, that involve the use of federal or matching funds, must be submitted by the Implementing Agency to the Authority for review and written approval prior to their issuance. In addition, the Authority reserves the right to request that any RFP or IFB, regardless of its dollar amount, be submitted to the Authority for review and approval prior to its issuance.

As required by the Authority, the Implementing Agency shall submit documentation regarding its procurement procedures and grant-funded purchases for Authority review and approval, to assure adherence to applicable federal guidelines.

The Implementing Agency agrees to comply with the provisions of the Illinois Procurement Code (30 ILCS 500) prohibiting conflicts of interest, and all applicable terms, conditions and provisions of the code apply to this agreement and are made a part of this agreement the same as though they were incorporated and included herein.

No employee, officer or agent of the Implementing Agency shall participate in the selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

#### **SECTION 14. DISCLOSURE OF SOLICITATION FOR EMPLOYMENT**

The Implementing Agency shall notify the Authority's Ethics Officer if the Implementing Agency solicits or intends to solicit for employment any of the Authority's employees during any part of the award funding process or during the term of any interagency agreement awarded.

#### **SECTION 15. ELIGIBILITY FOR EMPLOYMENT IN THE UNITED STATES**

The Implementing Agency shall complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form shall be used by the Implementing Agency to verify that persons employed by the Implementing Agency are eligible to work in the United States.

#### **SECTION 16. INSPECTION AND AUDIT**

If required by revised Office of Management and Budget Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," the Implementing Agency agrees to provide for an independent audit of its activities. Audits shall be made annually, unless A-133 allows the Implementing Agency to undergo biennial audits. Audits shall be made in accordance with the General Accounting Standards for Audit of Governmental Organizations, Programs, Activities and Functions, the Guidelines for Financial and Compliance Audits of Federally Assisted Programs, any compliance supplements approved by the Office of Management and Budget, and generally accepted auditing standards established by the American Institute of Certified Public Accountants. Copies of all audits must be submitted to the Authority no later than 9 months after the close of the Implementing Agency's audit period.

Known or suspected violations of any law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities, must be immediately communicated to the Authority and appropriate federal, State,

and local law enforcement officials.

The Implementing Agency agrees to develop and maintain a record-keeping system to document all agreement related activities and expenditures. These records will act as the original source material for compilation of the data required in Section 10 and all other program activity.

The Authority shall have access for purposes of monitoring, audit and examination to all relevant books, documents, papers, and records of the Implementing Agency, and to relevant books, documents, papers and records of subcontractors.

#### **SECTION 17. CLOSE-OUT REQUIREMENTS**

Within 45 days of the expiration date of this agreement or any approved extension thereof the following documents must be submitted by the Implementing Agency to the Authority: (a) final financial status report; (b) final progress report; (c) property inventory report; and (d) other documents required by the Authority.

#### **SECTION 18. NATIONAL ENVIRONMENTAL POLICY ACT AND RELATED LEGISLATION**

If the Implementing Agency undertakes *new activities related to the use of federal grant or matching funds in connection with the program* that include one or more of the activities listed below, the Implementing Agency shall assist the Authority and the U.S. Department of Justice, Office on Violence Against Women (OVW), in complying with the National Environmental Policy Act (NEPA) and other related federal environmental impact analyses requirements, including but not limited to those listed in Sections 19 and 20 of this agreement.

The Implementing Agency acknowledges that this section applies to *new activities whether or not they are being specifically funded with federal grant or matching funds, in connection with the program*. As long as the new activity is being conducted by the Implementing Agency, or any subgrantee, subcontractor, or any third party, and the *new activity needs to be undertaken in order to use the federal grant or matching funds in connection with the program*, the terms of this section must be met.

Prior to obligating federal grant or matching funds in connection with the program, the Implementing Agency must determine if any of the following activities will be related to the use of such federal grant or matching funds. The Implementing Agency must notify the Authority in writing if it will be conducting any of the following activities, when the activity is undertaken in order to use, or is funded with, federal grant or matching funds in connection with the program:

- New construction.
- Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain.
- A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size.
- Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.

For existing and continuing programs or activities that will be funded with federal grant or matching funds through the Authority, upon request by the Authority as directed by OVW, the Implementing Agency shall cooperate with OVW in any preparation by OVW of a national or program environmental assessment of that funded program or activity.

## **SECTION 19. NATIONAL HISTORIC PRESERVATION ACT COMPLIANCE CERTIFICATION**

If the Implementing Agency is considering renovation work that would alter or otherwise improve the exterior or interior of a structure that will be used to accommodate the grant program, the Implementing Agency certifies it shall assist the Authority and OVW in complying with the National Historic Preservation Act (NHPA).

The Implementing Agency must establish and maintain records to determine if the structure is 50 years or older. If any portion of the structure is 50 years or older, the Implementing Agency shall contact the Authority. The Implementing Agency shall provide the Authority with any information needed to comply with NHPA. This may include assisting the Authority and OVW in consulting with the State Historic Preservation Office and amending the proposed renovation to avoid any potential adverse impact to an historic structure. The Implementing Agency cannot begin the proposed renovation of a structure 50 years or older until the Implementing Agency receives written approval from the Authority.

The Implementing Agency acknowledges that this section applies to proposed renovation work whether or not it is being specifically funded with federal grant or matching funds. As long as the proposed renovation is being conducted by the Implementing Agency or any third party to accommodate the use of the federal grant or matching funds, the Implementing Agency must assist the Authority and OVW in complying with the NHPA.

If the records established and maintained by the Implementing Agency clearly document that the structure is less than 50 years old, the Implementing Agency must submit these documents to the Authority to receive approval for the proposed renovation being exempt from the NHPA.

## **SECTION 20. IMPLEMENTING AGENCY COMPLIANCE**

The Implementing Agency agrees to comply with all applicable laws, regulations, and guidelines of the State of Illinois, the Federal Government and the Authority in the performance of this agreement, including but not limited to:

- Those laws, regulations and guidelines specified in Sections 21 and 27 of this agreement.
- The provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Non-Discrimination/Equal Employment Opportunity Policies and Procedures; Part 46, Protection of Human subjects; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Part 67, Governmentwide Debarment and Suspension (Nonprocurement).
- Section 8136 of the Department of Defense Appropriations Act of 1988 (P.L. 100-463, effective October 1, 1988).
- National Environmental Policy Act of 1969, 42 U.S.C. pars. 4321 et seq.; and Environmental Protection Agency regulations (40 CFR Chapter 1).
- National Historic Preservation Act of 1966, as amended, 16 U.S.C. pars. 470 et seq.; Executive Order 11593.

- Flood Disaster Protection Act of 1973, 42 U.S.C. pars 4001 et seq.
- Clean Air Act of 1970, 42 U.S.C. pars. 7401 et seq.
- Clean Water Act, 33 U.S.C. pars. 1368 et seq.; Executive Order 11738.
- Federal Water Pollution Control Act of 1948, as amended, 33 U.S.C. pars. 1251 et seq.
- Safe Drinking Water Act of 1974, 42 U.S.C. pars. 300f et seq.
- Endangered Species Act of 1973, 16 U.S.C. pars. 1531 et seq.
- Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. pars. 1271 et seq.
- Historical and Archeological Data Preservation Act of 1960, as amended, 16 U.S.C. pars. 469 et seq.; and Protection of Historic Properties regulations (36 CFR Part 800).
- Coastal Zone Management Act of 1972, 16 U.S.C. pars. 1451 et seq.
- Coastal Barrier Resources of 1982, 16 U.S.C. pars. 3501 et seq.
- Indian Self Determination Act, 25 U.S.C. par. 450f.
- Intergovernmental Cooperation Act of 1968, 42 U.S.C. 4201 et seq.
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. pars. 4601 et seq.
- Hatch Political Activity Act of 1940, as amended, 5 U.S.C. pars. 1501 et seq.
- Animal Welfare Act of 1970, 7 U.S.C. pars. 2131 et seq.
- Demonstration Cities and Metropolitan Development Act of 1966, 42 U.S.C. pars. 3301 et seq.
- Federal Fair Labor Standards Act of 1938, as amended, 29 U.S.C. pars. 201 et seq.

#### **SECTION 21. NONDISCRIMINATION**

The Implementing Agency certifies that no person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this agreement on the basis of race, color, age, religion, national origin, disability, or sex. The Implementing Agency agrees to have written sexual harassment policies which satisfy the requirements set forth in the Illinois Human Rights Act. (775 ILCS 5).

The Implementing Agency assures compliance with the following laws, and all associated rules and regulations:

- Non-Discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789(d);

- Title VI of the Civil Rights Act of 1964, as amended;
- Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472);
- Section 504 of the Rehabilitation Act of 1973, as amended;
- The Americans with Disabilities Act, 42 U.S.C. 12101 et seq.;
- Title IX of the Education Amendments of 1972;
- The Age Discrimination Act of 1975;
- The Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, subparts C, D, E, and G;
- The Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39;
- The Illinois Human Rights Act, 775 ILCS 5;
- The Public Works Employment Discrimination Act, 775 ILCS 10;
- The Illinois Environmental Barriers Act, 410 ILCS 25.

All applicable provisions, rules and regulations of these Acts are made a part of this agreement by reference as though set forth fully herein.

In the event that a federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Implementing Agency, or any subgrantee or contractor of the Implementing Agency, the Implementing Agency will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

The Implementing Agency certifies that it shall not pay any dues or fees on behalf of its employees or agents or subsidize or otherwise reimburse them for payment of their dues or fees to any club which unlawfully discriminates, and that it shall comply with all provisions of the Discriminatory Club Act (775 ILCS 25).

## **SECTION 22. CONFIDENTIALITY OF INFORMATION**

The Implementing Agency agrees not to use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with this program and the Violence Against Women Act of 1994. Such information shall be immune from legal process and shall not, without the consent of the person furnishing the information, be admitted as evidence or used for any purpose in any action, suit or other judicial, legislative or administrative proceeding.

## **SECTION 23. ASSIGNMENT**



The Implementing Agency shall make no assignment or transfer of this agreement, any subcontracts funded under this agreement, or any funds due hereunder without prior written approval of the Authority. In the event that the Authority approves such an assignment or transfer, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is assigned or transferred as fully and completely as the Implementing Agency is bound and obligated.

**SECTION 24. SUBCONTRACTING**

The use of subcontractors for any work or professional services that involves the use of federal or matching funds is subject to Authority approval. Any work or professional services subcontracted for shall be specified by written contract and subject to all terms and conditions contained in this agreement. If the use of subcontractors is approved by the Authority, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is subcontracted as fully and completely as the Implementing Agency is bound and obligated. The Implementing Agency shall make reasonable efforts to assure that all subcontractors adhere to the terms and conditions of this agreement. The Authority shall not be responsible for the performance, acts or omissions of any subcontractor.

Subcontracts over \$100,000 that are funded with federal or matching funds must be submitted by the Implementing Agency for Authority review and approval prior to their effective dates and execution by the Implementing Agency. In addition, the Authority reserves the right to require that any subcontract funded with federal or matching funds, regardless of its dollar amount, be submitted to the Authority for review and approval prior to its effective date and execution by the Implementing Agency.

As required by the Authority, the Implementing Agency shall submit documentation regarding contracts to be funded with federal or matching funds for Authority review and approval, to assure adherence to applicable federal guidelines.

Approval of the use of subcontractors by the Authority does not relieve the Implementing Agency of its obligation to assure performance under this agreement.

**SECTION 25. INDEPENDENT CONTRACTOR**

The Implementing Agency, in the performance of this agreement, shall act as an independent contractor and not as an agent or employee of the Authority. The Authority shall not be responsible for the performance, acts or omissions of the Implementing Agency. The Implementing Agency shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the Authority harmless for all claims, suits, judgments and damages arising from the performance of this agreement, to the extent permitted by law.

**SECTION 26. EXHIBITS, AMENDMENTS**

The documents appended are made a part of this agreement, as exhibits and amendments as the case may be. Any amendment to this agreement must be signed by the parties to be effective. The Implementing Agency shall perform the services subject to this agreement in accordance with all terms, conditions, and provisions set forth in such exhibits and amendments.

**SECTION 27. TERMINATION OR SUSPENSION OF THE INTERAGENCY AGREEMENT**

The Implementing Agency shall operate in conformance with the following State and federal laws and guidelines, currently in effect and hereafter amended, when applicable: Title I of the Omnibus Crime Control and Safe Streets

Act of 1968, as amended, the Violence Against Women Act of 1994, as amended, the Department of Justice Program Guidelines for the STOP Violence Against Women Formula and Discretionary Grants Program (Grants to Combat Violent Crimes Against Women) (28 CFR 90 et seq., effective April 18, 1995), Violence Against Women Formula Grants Program Fiscal Year 2002 Application and Program Guidelines, Office of Justice Programs' Financial Guide, Office of Management and Budget Circulars A-21, A-87, A-102, A-110, A-122, and A-133, Illinois Grant Funds Recovery Act (30 ILCS 705), Illinois Procurement Code (30 ILCS 500), State Comptroller Act (15 ILCS 405), U.S. Department of Justice Regulations Governing Criminal History Record Information Systems (28 CFR Part 20), U.S. Department of Justice Regulations Governing Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22), U.S. Department of Justice Regulations Governing Protection of Human Subjects (28 CFR Part 46), U.S. Department of Justice Regulations Governing Governmentwide Debarment and Suspension (28 CFR Part 67) and the rules of the Authority (20 Ill. Adm. Code 1520).

The Executive Director of the Authority, in accordance with the Authority's Operating Procedures for the Administration of Federal Funds, may suspend or terminate performance of this agreement for nonconformance with any State or federal law or regulation, with such guidelines as specified in this section, or with the terms or conditions of this agreement.

#### **SECTION 28. CERTIFICATIONS REGARDING DEBARMENT AND A DRUG-FREE WORKPLACE**

As required by the Authority, the Implementing Agency shall complete and submit the Certification Regarding A Drug-Free Workplace and shall certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

The Implementing Agency certifies that it has not been barred from contracting with any 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, as amended.

#### **SECTION 29. CERTIFICATION REGARDING LOBBYING.**

Federal funds are prohibited from being used for influencing or attempting to influence persons in connection with covered federal transactions, which include the awarding, making, entering into, extension, continuation, renewal, amendment, or modification, of federal grants or contracts. If receiving more than \$100,000 pursuant to this agreement, the Implementing Agency agrees to provide a Certification Regarding Lobbying to the Authority and, if applicable, a Disclosure of Lobbying Activities form. If a subcontractor will receive more than \$100,000 in federal funds pursuant to this agreement, the Implementing Agency will provide to the Authority a Certification Regarding Lobbying and, if applicable, a Disclosure of Lobbying Activities form signed by the subcontractor. The Implementing Agency must provide these certifications and disclosures as required by the Authority.

#### **SECTION 30. INTERNATIONAL ANTI-BOYCOTT CERTIFICATION**

The Implementing Agency certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

#### **SECTION 31. DRUG FREE WORKPLACE CERTIFICATION**

If the Implementing Agency has 25 or more employees and is receiving \$5,000 or more under this agreement, the Implementing Agency certifies that it provides, and will continue to provide, a drug free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580).

The Act requires that no grantee or contractor shall receive a grant or be considered for the purposes of being 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 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.

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:

- (a) 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.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance program; and
  - (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) 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.
- (e) 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 580/5 of the Drug Free Workplace Act.

- (f) 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.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**SECTION 32. STATEMENTS, PRESS RELEASES, ETC.**

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, the Implementing Agency shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, and (2) the dollar amount of federal funds for the project or program.

**SECTION 33. COPYRIGHTS, PATENTS**

If this agreement results in a copyright, the Authority and OVW reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes, the work or the copyright to any work developed under this agreement and any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

If this agreement results in the production of patentable items, patent rights, processes, or inventions, the Implementing Agency shall immediately notify the Authority. The Authority will provide the Implementing Agency with further instruction on whether protection on the item will be sought and how the rights in the item will be allocated and administered in order to protect the public interest, in accordance with federal guidelines.

**SECTION 34. PUBLICATIONS**

The Implementing Agency shall submit to the Authority for review, a draft of any publication that will be issued by the Implementing Agency describing or resulting from programs or projects funded in whole or in part with VAWA funds, no later than 60 days prior to its printing.

For publications over 20 pages, the Authority will submit comments to the Implementing Agency no later than 30 days after receipt of the draft. If more than one such publication is submitted, the Authority reserves the right to extend the 30-day review period.

For publications of 20 pages or less, the Authority will submit comments to the Implementing Agency no later than 10 working days after receipt of the draft. If more than one such publication is submitted, the Authority reserves the right to extend the 10-day review period.

The Authority reserves the right to require the resubmission of any publication for additional review and comment, prior to its printing.

The Implementing Agency shall submit to the Authority, copies, the number of which will be specified by the Authority, of the final publication, that will be issued by the Implementing Agency describing or resulting from programs or projects funded in whole or in part with VAWA funds, no later than 20 days prior to release of the final publication.

Exceptions to the above publication requirements may be granted upon prior Authority approval.

Any such publication shall contain the following statement:

"This project was supported by Grant # 2002-WF-BX-0021, awarded by the Office on Violence Against Women, Office of Justice Programs, U.S. Department of Justice, through the Illinois Criminal Justice Information Authority. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice, or the Illinois Criminal Justice Information Authority."

These publication requirements pertain to any written, visual or sound publication, but are inapplicable to press releases, newsletters and issue analyses.

### SECTION 35. FEDERAL TAXPAYER IDENTIFICATION NUMBER

Under penalties of perjury, the Implementing Agency certifies that the name, correct taxpayer identification number, and legal status listed below are correct:

Name: McLean County

#### Taxpayer Identification Number:

Employer Identification Number 37-6001569

*(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)*

#### Legal Status:

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Individual   | <input checked="" type="checkbox"/> | Government Entity                                  |
| <input type="checkbox"/> Owner of Sole Proprietorship   | <input type="checkbox"/>            | Nonresident alien individual                       |
| <input type="checkbox"/> Partnership  | <input type="checkbox"/>            | Estate or legal trust                              |
| <input type="checkbox"/> Tax-exempt hospital or extended care facility                            | <input type="checkbox"/>            | Foreign corporation, partnership, estate, or trust |
| <input type="checkbox"/> Corporation providing or billing medical and/or health care services     | <input type="checkbox"/>            | Other: _____                                       |
| <input type="checkbox"/> Corporation NOT providing or billing medical and/or health care services |                                     |  |

### SECTION 36. FEDERAL GRANT INFORMATION

By signing this agreement, the Implementing Agency acknowledges that it has been informed of the following information regarding the federal funds received under this agreement:

- Federal Awarding Agency: Office of Justice Programs, Office on Violence Against Women
- Catalog of Federal Domestic Assistance (CFDA) Number and Title: 16.588 Violence Against Women Formula Grants
- Grant Award Name and Number: Violence Against Woman Formula Grants Program (2002-WF-BX-0021)

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY  
Federal and State Grants Unit

- Grant Award Year: Federal Fiscal Year 2002

#### **SECTION 37. DISPOSITION REPORTING**

The Implementing Agency certifies that it is in compliance with the reporting provisions of the Criminal Identification Act (20 ILCS 2630), when applicable, and agrees to cooperate with the Authority and other parties in the implementation of the State's Criminal Records Improvement Plan, developed by the Authority pursuant to federal law.

#### **SECTION 38. CRIMINAL INTELLIGENCE SYSTEM OPERATING POLICIES**

If the program described in Exhibit A is subject to requirements of the Criminal Intelligence System Operating Policies, 28 CFR Part 23, the Implementing Agency certifies to the Authority that the program shall conform with the operating policies set forth in 28 CFR Part 23.20 and meets funding criteria set forth in 28 CFR Part 23.30. If the program is subject to these requirements, the Implementing Agency shall cooperate with specialized monitoring and auditing of the program as may be required by 28 CFR Part 23.40(a), and shall comply with operating policies required by 28 CFR Part 23.40(b).

#### **SECTION 39. RENEGOTIATION, MODIFICATION, OR AMENDMENT OF THE INTERAGENCY AGREEMENT**

No alteration, variation, modification, termination, addition to or waiver of any provisions of this agreement shall be valid or binding unless in writing, and signed by the parties. For purposes of modification of this agreement which do not involve increases or decreases in funding, the signature of one representative of the Implementing Agency is sufficient. The parties agree to renegotiate, modify, or amend this agreement to ensure continued consistency with federal and State laws, and regulations.

#### **SECTION 40. INTEGRATION**

This document and the exhibits, amendments, and items incorporated by reference constitute the entire agreement between the parties pertaining to the subject matter hereof and supersede all prior and contemporaneous agreements and understandings of the parties, oral or written, which are not fully expressed herein. No alleged covenant, representation, or condition not expressed in this agreement shall affect or be effective to interpret, change or restrict the express provisions of this agreement.

#### **SECTION 41. SEVERABILITY**

If any term or provision of this agreement is held invalid, unenforceable, voidable or void, that term or provision shall not affect the other terms or provisions of this agreement which can be given effect without the invalid term or provision.

#### **SECTION 42. CONFIDENTIALITY REQUIREMENTS**

OVW may issue confidentiality policies or guidelines that grantees must adhere to as a condition for the receipt of VAWA funds. The Implementing Agency shall comply with any of these policies or guidelines as a condition for the receipt of VAWA funds.

#### **SECTION 43. EQUIPMENT AND COMMODITY REQUIREMENTS**

If, for an item of equipment described in Exhibit B to be funded with either federal or matching funds, the Implementing Agency does not have a purchase order dated within 90 days after the start date of the agreement, the Implementing Agency shall submit a letter to the Authority explaining the delay in the purchase of equipment. The Authority may, in its discretion:

- A. Reduce the amount of federal funding;
- B. Cancel this agreement;
- C. Allow the Implementing Agency to reallocate the federal or matching funds that were allocated for such equipment to other allowable, Authority approved costs; or
- D. Extend the period to purchase this equipment past the 90-day period.

Equipment purchased using federal or matching funds shall be year 2000 compliant and shall be able to process all time/date data after December 31, 1999.

To the greatest extent practicable, all equipment and commodities purchased with federal and matching funds should be American-made.

#### SECTION 43.1 SPECIAL CONDITIONS

Funding for the Domestic Violence Multidisciplinary Team Grant Programs (agreement numbers #602170, 602171, 602172, 601173, 602174) is conditioned upon adherence to the following special conditions by all funded partner agencies, including McLean County State's Attorney's Office, McLean County Sheriff's Department, McLean County Court Services, Bloomington Police Department, and Mid Central Community Action. Inc.

1. No funds will flow for the Domestic Violence Multidisciplinary Team Grant Programs (agreement numbers #602170, 602171, 602172, 601173, 602174), including funds for initial cash requests, advance quarterly payments or quarterly reimbursements, until all required data and fiscal reports from all funded partner agencies, including McLean County State's Attorney's Office, McLean County Sheriff's Department, McLean County Court Services, Bloomington Police Department, and Mid Central Community Action. Inc., are received by the Authority.
2. The Multidisciplinary Team Response Protocol for McLean County shall be submitted to the Authority no later than 6 months after the start date of this agreement.
3. On at least an annual basis, the chief executive officers of all funded partner agencies, or their designees, shall:
  - Review the Multidisciplinary Team Response Protocol;
  - Notify the Authority as to any revisions made to the protocol; and
  - Provide a copy of any protocol revisions to the Authority.
4. On at least a quarterly basis, chief executive officers of all funded partner agencies, or their designees, shall meet regarding issues about the development and implementation of the Multidisciplinary Team Response Protocol.
5. On at least a monthly basis, persons in positions funded through the Domestic Violence Multidisciplinary Team Grant Programs (agreement numbers #602170, 602171, 602172, 601173, 602174) shall meet regarding

domestic violence case statuses.

6. Law enforcement funded partners, including McLean County Sheriff's Department and the Bloomington Police Department, shall use a uniform domestic violence law enforcement report form, and encourage non- funded law enforcement agencies in McLean County to use the uniform report form.
7. If any grant-funded position is vacant for more than:
  - 30 days, the Implementing Agency must report by letter to the Authority the reasons for the vacancy, the steps the Implementing Agency is taking to fill the position, the date the Implementing Agency expects the position to be filled, and an explanation as to how services will be provided during the vacancy.
  - 60 days, the Implementing Agency must report by letter to the Authority the steps the Implementing Agency has taken, and will take, to fill the position; the date the Implementing Agency expects the position to be filled; and an explanation as to how services have been, and will continue to be, provided during the vacancy.
  - 90 days, the Implementing Agency must submit a written justification for continued funding to the Authority. Upon review of this justification, the Authority may, in its discretion, reduce the amount of federal funds awarded and/or terminate this agreement.



**SECTION 44. ACCEPTANCE**

The terms of this interagency agreement are hereby accepted and executed by the proper officers and officials of the parties hereto:

\_\_\_\_\_  
Lori G. Levin  
Executive Director  
Illinois Criminal Justice Information Authority  
Date

\_\_\_\_\_  
Michael F. Sweeney  
County Board Chairman  
McLean County  
Date

\_\_\_\_\_  
Rebecca McNeil  
Treasurer  
McLean County  
Date

\_\_\_\_\_  
Roxanne K. Castleman  
McLean County Court Services Director  
McLean County  
Date

\_\_\_\_\_  
ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY  
Federal and State Grants Unit

## PROPOSAL NARRATIVE

Please respond to each of the items in the following sections. The answers to these questions will be your proposal.

### PART I: DESCRIPTION OF PARTNERSHIP

Please provide a *brief* description of your Multi-disciplinary Team, its members, and how it works. Describe both funded and un-funded partners.

Our MDT is comprised of funded and non-funded partners. Our funded partners are McLean County State's Attorney's Office, McLean County Sheriff's Office, McLean County Adult Court Services, Bloomington Police Department, and Mid-Central Community Action's "Countering Domestic Violence" program. The unfunded partners include Normal Police Department, McLean County Domestic Violence Task Force, Children's Advocacy Center, Collaborative Solutions Institute, PATH, Chestnut Health Systems, BroMenn Hospital, Eleventh Judicial Circuit Family Violence Coordinating Council, Corporate Alliance to End Partner Violence, and Western Avenue Community Center. We have added a new unfunded partner in the Children's Foundation. Our team members meet monthly to discuss any issues, problematic cases, new trainings and any other relevant topics. We have also discussed the adoption of a uniform lethality assessment tool.

Please explain your progress towards evidence-based prosecution or any extensive changes made if your MDT already has one.

The McLean County State's Attorney's Office has been using evidence-based prosecution for several years and look for every possible opportunity to use this tool. The Office uses handwritten statements, recorded statements, statements to medical providers, excited utterances, photographs and independent witnesses in an attempt to gain convictions in the absence of a cooperative victim or if victim safety requires. With this grant, we have been able to better coordinate our response to domestic violence cases and how evidence is collected. Through this improved coordination we have improved the quality of the evidence collected and improved our abilities to use evidence-based prosecution, which allows victims to be protected and offenders to be held accountable.

Please explain your progress towards a "No Drop" policy or any extensive changes made if your MDT already has one.

The Mclean County State's Attorney's Office has employed a "No Drop" policy for several years and continue to do so. Once charges are filed, the office proceeds with the prosecution regardless of victim cooperation using the techniques described in our evidence-based prosecution policy.

Please explain your progress towards a no dual arrest policy or any extensive changes made if

your MDT already has one.

The McLean County Sheriff's Department's domestic violence protocol does not specifically address dual arrests. During roll call training with the Sheriff's Office the State's Attorney's Office has discussed dual arrests and has trained officers in how to determine who is the primary aggressor in these types of situations. The Bloomington Police Department's domestic violence protocol discourages dual arrest and requires a thorough investigation to determine the predominant aggressor. This issue was also reviewed with Bloomington during roll call trainings conducted by the State's Attorney's Office. The Normal Police Department's domestic violence protocol does not specifically address dual arrests, but the issue was discussed during roll call training conducted by the State's Attorney's Office. This is a matter that is being discussed by the Steering Committee in their quarterly meetings for the development of a uniform domestic violence protocol.

Please explain your progress towards a uniform Domestic Violence Protocol or any extensive changes made if your MDT already has one.

In 1997, the McLean County State's Attorney's Office, McLean County Sheriff's Department, Bloomington Police Department and the Normal Police Department collaborated with treatment providers, victims' services, the McLean County Domestic Violence Task Force and the Family Violence Coordinating Council to develop and implement coordinated domestic violence protocols. These protocols remain in place and are still being followed. The Steering Committee has been meeting and discussing these protocols to develop a uniform Domestic Violence Protocol that will be adopted by all partners.

Please describe you MDTs relationship with the Family Violence Coordinating Council.

The Family Violence Coordinating Council is a non-funded member of MDT and are active participants in our monthly meetings and training opportunities. Our project coordinator, Jodi Ellsworth, MDT members and the FVCC's Coordinator, Sara Wilham, are currently working on a training opportunity for the local public schools. The Family Violence Coordinating Council also makes all MDT members aware of trainings that are available through the Family Violence Coordinating Council or other agencies. MDT members also attend any meetings held by the Family Coordinating Council and keep the Council informed of the progress made under the grant.

Please describe your progress towards the use of a uniform lethality assessment tool for domestic violence or any extensive changes made if your MDT already has one.

The MDT members have discussed numerous lethality assessment tools. The MDT members are currently engaged in the process of selecting a uniform lethality assessment tool and scheduling the required training for the chosen tool.

## PART II. DESCRIPTION OF JURISDICTION

Please provide a short description of the jurisdiction this project serves, including information on region, population served, any special characteristic or issues.

McLean County is located in Central Illinois, approximately halfway between Chicago and St. Louis on Highway I-55. The principal municipalities in McLean County are Bloomington and Normal. McLean County covers the largest geographical area of any county in the State of Illinois and is the thirteenth largest county, in population, in Illinois. For purposes of the Illinois Criminal Justice Information Authority, McLean County has been characterized as an urban county. We have approximately 150,000 people, consisting of approximately 6% who are African-American and a rapidly growing Hispanic population. The population of McLean County has been increasing at a rate of approximately 1% per year. It is believed that this growth characteristic is unique for Illinois counties outside of certain collar counties around Cook County.

## PART III: PROBLEM STATEMENT

Please explain the domestic violence issues you are addressing through the MDT.

McLean County and its many organizations have long been in the forefront in attempting to address the issue of domestic violence. Despite our previous efforts many areas of concern remain:

- Continuation of intergenerational cycle of abuse within our community.
  - Many children witness or are subject to domestic violence and are trapped in the environment as a result of the victim, usually the mother, not taking steps to remove herself or her children from the household. As a result those children often grow-up believing domestic violence is an acceptable if not standard occurrence in life.
- Victims that have not received services – no outreach for them so they remain silent and the abuse continues.
  - Many victims are not aware of, or do not participate in services which are available in our community. This occurs, in part, because of a lack of understanding of the programs available and fear of the unknown. As a result the victim remains in the abusive relationship because she feels trapped.
- Rapidly growing Spanish-speaking population that are not receiving treatment and services due to a language barrier and lack of available personnel.
  - Due to a language barrier, information regarding available services or the actual service may not be available because of a lack of personnel that speak Spanish.
- The elderly continue to suffer as a silent population because of lack of manpower to conduct aggressive follow-up in cases.
  - The elderly may be among the most vulnerable victims of domestic violence. Because of a sense of embarrassment or dependency on their abuser, domestic abuser of the elderly often goes unreported.

- Holding the offender accountable for their actions.
  - There is a lack of available resources to ensure that each offender successfully completes treatment. The review hearing process has improved compliance rates and completion in a timely manner. The funding of probation officers in McLean County Adult Court Services helps to ensure close monitoring for offenders. In addition, coordination among the partners has helped to build strong cases that can be used for evidence-based prosecution.
- Victims that are hostile to the prosecution process.
  - A lack of understanding or fear of the court system cause many domestic violence victims to fail to follow through with the prosecution process. A quicker response from victim services and a coordinated effort from law enforcement and the State's Attorney's office can increase victim understanding and reduce the fear of the court system.
- Lack of community education or awareness.
  - The MDT members have coordinated their efforts to participate in many community events and training opportunities. By combining resources and personnel, the MDT is able to reach a greater number in the community and to educate them regarding the issues of domestic violence and the resources available.
- Need for education of a new generation of police officers in domestic violence issues.
  - The State's Attorney's Office and the project coordinator have conducted roll call trainings at the Bloomington Police Department, Normal Police Department and the McLean County Sheriff's Department. These trainings allow new officers to be informed of the unique issues and challenges that are faced in domestic violence cases and to be informed of what evidence is needed for successful prosecutions, including evidence-based prosecutions

The table below is included to help your jurisdiction identify potential areas in need of improvement. If this information is not easily accessible within your agency, both county and municipal level data for Index offenses, and county level data for domestic offenses are available in the publication, *Crime in Illinois* produced by the Illinois State Police (ISP). This publication may be downloaded from the ISP web site: <http://www.isp.state.il.us/>. If you need municipal level data for domestic offense rates or other assistance obtaining any of this information, you may contact the Authority's Research & Analysis Unit at 312/793.8550.

**2001-2003**

Jurisdiction(s) served by your agency	Domestic-Related Arrest			Domestic Violence Prosecution			Numbers of Emergency Orders of Protection		
	2001	2002	2003	2001	2002	2003	2001	2002	2003
McLean County	598	532	531	734	609	578	124	92	74

Jurisdiction(s) served by your agency	Number of clients victim services agency has assisted with Orders of Protection			Number of domestic violence offenders sentenced to probation			Number of domestic violence offenders sentenced to treatment/counseling		
	2001	2002	2003	2001	2002	2003	2001	2002	2003
McLean County	200	180	146	451	344	291	375	290	245

Please describe any gaps in the data requested.

The data provided from Countering Domestic Violence regarding the number of victims assisted with orders of Protection from 2000-2002 reflects ONLY victims who were made Countering Domestic Violence clients. Because the InfoNet data system only tracks client information, the Countering Domestic Violence intake process is now completed for every victim receiving legal advocacy and criminal justice advocacy services—unless their identified partner is already a client. This new procedure took effect October 2003 and will be utilized in the Protocol Grant to provide accurate comprehensive data.

The data included in the “sentenced to treatment” category is currently gathered from a free text field. In order to gather accurate numbers under our current system, the files would have to be hand searched. We are improving that system of data collection under this grant by utilizing scantron forms that are read optically and fed into the database.

#### PART IV: REVIEW OF GOALS AND OBJECTIVES

Goals and objectives were created for this program during your past period of performance. A data report was also developed that gathered quantifiable information on the activities of your MDT. Use these items to indicate your performance of your goals and objectives from the grant period that began in 2004 and ended in 2005.

##### Goal 1: Build the multidisciplinary team

Objective	
Hire all multidisciplinary team staff by the end of month one	Status: All staff was hired by the agreed date
Procure Necessary equipment for the team by the end of month two	Status: All equipment was purchased or on order by the end of month two
Complete necessary training of team staff by the end of month six	Status: All team staff completed necessary team training including the victims services training course
Develop standards for case assignment to team staff by month three	Status: Standards for case assignments were
Hire all multidisciplinary team staff by the end of month one	Status: All staff was hired by the agreed date

**Goal 2: Track all domestic violence cases through the system to monitor progress and identify areas of improvement**

Objective	
Develop data collection method that captures domestic violence-related offenses across partner agencies within six months of project implementation	Status: Data collection methods were acquired by all of our team members by the end of month four.
Project Coordinator provides team members with analysis of compiled data each month	Status: All data is turned in every month in order to track each agencies changes from month to month as a team and discussed at the MDT monthly meetings
Conduct monthly Team reviews of the compiled data to identify gaps or areas of improvement	Status: The MDT discusses the data and specific cases and how they are handled or could be handled more smoothly.

**Goal 3: Improve communication between Multi-Disciplinary Team partners**

Objective	
Develop coordinated domestic violence Protocols within one year of project implementation	Status: We have combined all departments' protocols and have produced one protocol and are continuing to make changes and corrections to it as needed.
Team attends Family Violence Coordinating Council meetings and provides Council progress report of project activities	Status: Representatives from each department of our MDT attend the FVCC meetings regularly. We discuss our DV objectives at these meetings.
Conduct monthly Multi-Disciplinary Team meetings	Status: Monthly MDT meeting are held every month on the second Tuesday. We occasionally find that one meeting is not enough and tend to meet as a team numerous other occasions.

**Goal 4: Improve jurisdictional response to victims of domestic violence**

Objective	Performance Indicator
85 percent of all victims of domestic-related offenses reported to law enforcement will be told of victim's rights under Illinois Domestic Violence Act and be referred to the victim service agency for additional information/services	<ul style="list-style-type: none"> <li>Number of domestic-related offenses reports to law enforcement. 1520 (L.E. section of data report)</li> <li>Number of these reports in which victim was informed of rights. 1520 (Victim services section of data report)</li> <li>Number of these reports in which victims were referred to victim service agency. 1411 (Victim services section of data report)</li> <li>Narrative on status: Victims were</li> </ul>

	<p>notified of their rights in every domestic violence case in McLean County</p>
<p>85 percent of domestic- related reports to law enforcement will be submitted to victim service agency within 48 hours</p>	<ul style="list-style-type: none"> <li>• Number of victims served 1329</li> <li>• Number of victims partially served 0</li> <li>• Number of victims not served 0</li> </ul> <p>(All data found within the victim services section of data report) Narrative on status: Victims in need of services were fully served.</p>
<p>Digital photographs will be collected in 80 percent of domestic-related reports to law enforcement as needed</p>	<ul style="list-style-type: none"> <li>• Number of incident reports 1520 (L.E. section of data report)</li> <li>• Number of cases/incidents investigated 1296 (L.E. section of data report)</li> <li>• Number of domestic-related reports in which digital photographs were collected 854 (L.E. section of data report)</li> <li>• Narrative on status: Photographs were taken in 80% of all physical domestic violence cases. Cases that were verbal did not require photos to be taken</li> </ul>
<p>90 percent of Orders of Protection filed will be entered into Leads in 24 hours of filing.</p>	<ul style="list-style-type: none"> <li>• Number of Orders of Protection requested 241</li> <li>• Number of Orders of Protection filed 228</li> </ul> <p>(Data is found in L.E., victim services and prosecution sections) Narrative on status: Orders of Protection are tracked as temporary and final OP's. We have combined the numbers of each category to achieve this total number. These numbers come from victim services and prosecution data collection</p>
<p>80 percent of domestic-related arrests will be referred for prosecution</p>	<ul style="list-style-type: none"> <li>• Number of domestic-related arrests 1520 (L.E. section of data report)</li> <li>• Number of domestic-related arrests referred for prosecution 1520 (L.E. section of data report)</li> <li>• Number of case referrals received 606 (Prosecution section of data report)</li> <li>• Narrative on status: 100% of DV arrests were referred for prosecution. All arrests are referred to prosecution 100% of the time. There are 606 Cases in which an arrest was not made but</li> </ul>



	sent up to prosecution as a referral for prosecution.
90 percent of domestic-related arrests will be reviewed for completeness and additional evidence necessary	<ul style="list-style-type: none"> <li>• Number of case referrals received 606</li> <li>• Number of cases in which charges were filed 546</li> <li>• Number of cases in which an affirmative decision was made not to file charges 60</li> <li>• Number of cases transferred to a higher or lower court 0 (All data can be found in the prosecution section of data report)</li> <li>• Narrative on status: 90% of all DV related arrests have been reviewed for completeness.</li> </ul>
85 percent of victims will receive legal advocacy services	<ul style="list-style-type: none"> <li>• Number of victims receiving legal advocacy services 235 (Victim services section of data report)</li> <li>• Number of victims assisted with Order of Protection 200 (L.E., Victim services and prosecution sections of data report)</li> <li>• Narrative on status: more than 85% of clients receiving legal advocacy were assisted with orders of protection</li> </ul>

### PART V: REVIEW OF PROGRESS

How has the development of the MDT changed the way the partner agencies interact with other criminal justice and victim service agencies?

The MDT approach to a Coordinated Community Response to Domestic Violence has helped our county to communicate more effectively and understand the jobs of other agencies in order to be more productive. Each department can communicate in a more efficient manner in order to follow through with each case with a full understanding of all of the details that go along with particular cases. MDT partners communicate from the arrest and the referral to victim services to prosecution and right down to the probation department in many cases. The MDT has opened the lines of communication between every department and has also joined numerous agencies in McLean County into a network of communication. With this new collaborative effort our community is more aware of resources and services available in McLean County.

Explain any refinements that will need to be made to the protocols.

McLean County is in the process of making continuous revisions to the universal protocol throughout the next couple of years of this grant to achieve a protocol that includes various organizations that are new to our Multi-Disciplinary Team. We are refining the wording of our protocol to ensure that they can benefit all organizations in our community.

What barriers or obstacles to implementation has the MDT encountered?

Our agencies are spread out a little more than other counties working on this VAWA project. This can mean that sharing data and producing reports can be a little more challenging. However, even with this geographic discrepancy we work together very effectively and have set some effective guidelines to aid us in our communication.

How will you address these barriers?

We are making changes to accommodate this challenge. Some of these changes include more frequent meetings with team members and more communication with the Project Coordinator regarding the happenings in each department. A more organized method of data collection will help to report our progress to the MDT more effectively.

What training has the MDT members attended and how has this affected the MDT?

The Fifth International Conference on Domestic Violence in San Diego CA gave essential information regarding Domestic Violence and how it has evolved over the past few years. The information presented at this conference has inspired our project. Our team received cross training of other disciplines which helped them to have a better understanding of other aspects of the law enforcement system. Team members were trained new and innovative ways to protect victims and to prosecute more effectively. Numerous lethality assessments were presented and taught to the team to have a better understanding of how to effectively use a lethality assessment.

Five team members attended the Coordinated Community Response Conference in Duluth MN. Through the efforts of our team members we will present the information we learned to our team as well as partner agencies in our community in December. We learned how to more effectively achieve a coordinated community response. Along with this we were presented with new and different ideas and resources in order to aid us in our effort to build an effective coordinated community response.

The Project Coordinator attended the VESSA Training in Springfield. This training was beneficial to our team because it allowed us to bring this information back to the team and inform them of this Act. It also was presented to the CAEPV board that the Project Coordinator is on in order to inform employers of this new Act and how it can help workers and their families.

The Project Coordinator and the funded Assistant State's Attorney attended the 40 Hour Victim Services Training. This was beneficial to our team by having these two team members understand the job and components of victim services.

ASA Jane Foster attended the National District Attorneys Conference at Hollings National Advisory Center. At this training prosecutors were trained on evidence based prosecution.

Along with this various methods of lethality assessments were evaluated.

What trainings do the MDT members still need?

We hope to have the entire MDT, police officers, prosecutors, victims service advocates, probation and other community members trained to use our selected Lethality Assessment Tool in the next few months.

## PART VI: GOALS AND OBJECTIVES

**Goal 1: Improve communication between Multi-Disciplinary Team partners**

Objective	Performance Indicator
➤ Review coordinated domestic violence Protocols every year of project implementation	<ul style="list-style-type: none"> <li>➤ Date coordinated domestic violence Protocols reviewed</li> <li>➤ Number of changes made to protocols</li> </ul>
➤ Team attends Family Violence Coordinating Council meetings and provides Council progress report of project activities	<ul style="list-style-type: none"> <li>➤ Number of Family Violence Coordinating Council meetings attended by project staff</li> <li>➤ Number of project progress reports provided to Council</li> </ul>
➤ Conduct monthly Multi-Disciplinary Team meetings for funded staff	<ul style="list-style-type: none"> <li>➤ Number of monthly Multi-Disciplinary Team meetings conducted</li> </ul>
➤ Conduct quarterly Multi-Disciplinary Team Steering meeting for Heads of funded agencies	<ul style="list-style-type: none"> <li>➤ Number of quarterly Multi-Disciplinary Team Steering meetings conducted</li> </ul>

**Goal 2: Improve jurisdictional response to victims of domestic violence.**

Objective	Performance Indicator
➤ 85 percent of all victims of domestic-related offenses reported to law enforcement will be told of victim's rights under Illinois Domestic Violence Act and be referred to the victim service agency for additional information/services	<ul style="list-style-type: none"> <li>➤ Number of domestic-related offenses reports to law enforcement</li> <li>➤ Number of victims informed of rights</li> <li>➤ Number of these reports in which victims were referred to victim service agency</li> </ul>
➤ 80 percent of victims that were seeking services	<ul style="list-style-type: none"> <li>➤ Number of victims served</li> <li>➤ Number of victims partially served</li> <li>➤ Number of victims not served</li> </ul>
➤ Digital photographs will be collected in 80 percent of domestic-related reports to law enforcement	<ul style="list-style-type: none"> <li>➤ Number of victims served</li> <li>➤ Number of domestic-related incident reports</li> <li>➤ Number of domestic-related cases/incidents investigated</li> <li>➤ Number of domestic-related reports in</li> </ul>

	which digital photographs were collected
➤ 80 percent of Orders of Protection filed that are granted	<ul style="list-style-type: none"> <li>➤ Number of Orders of protection requested</li> <li>➤ Number of Orders of Protection granted</li> </ul>
➤ 80 percent of domestic-related arrests will be referred for prosecution	<ul style="list-style-type: none"> <li>➤ Number of domestic-related arrests</li> <li>➤ Number of domestic-related arrests referred for prosecution</li> </ul>
➤ 90 percent of domestic-related arrests will be reviewed for completeness and additional evidence necessary	<ul style="list-style-type: none"> <li>➤ Number of domestic-related cases received</li> <li>➤ Number of domestic-related cases where charges were filed</li> <li>➤ Number of domestic-related cases in which an affirmative decision was made not to file charges</li> <li>➤ Number of cases transferred to a higher or lower court</li> </ul>
➤ 85 percent of victims will receive legal advocacy services	<ul style="list-style-type: none"> <li>➤ Number of victims receiving legal advocacy services</li> <li>➤ Number of victims assisted with Order of Protection</li> </ul>
➤ 40 percent of cases charged as felonies	<ul style="list-style-type: none"> <li>➤ Number of misdemeanor charges</li> <li>➤ Number of felony charges</li> <li>➤ Number of charges dropped</li> </ul>
➤ 80 percent of offenders will receive intense probation services	<ul style="list-style-type: none"> <li>➤ Number of unduplicated count of cases receiving probation services</li> <li>➤ Number of face-to-face meetings with offender</li> <li>➤ Number of telephone contact with offender</li> <li>➤ Number of unscheduled surveillance of offender</li> </ul>

**PART VII: PROGRAM STRATEGY**

What direction do you see your MDT moving and how do you plan on achieving this?

Over the course of the next year the MDT will have implemented the lethality assessment to every funded and non funded partner agency in McLean County. The MDT is planning on doing DV training in hospitals and schools to raise awareness as well as provide necessary information to our community health care organizations and school districts. Through our monthly meetings we hope to achieve more productive and timely accomplishments of our goals. Over the course of the next year we will continue to improve our communication skills and do many community awareness events to raise awareness of DV.

### PARTVIII: IMPLEMENTATION SCHEDULE

The implementation schedule should be used as a planning tool for the program and should reflect a realistic projection of how the program will proceed. The implementation schedule should indicate the activities and services that will be provided; the month the activity begins; the month the activity is completed; the personnel responsible for each activity and the frequency with which the activity will be provided.

Activity	Month Began	Month Completed	Agency/Personnel Responsible	If ongoing, how often?
<i>Example: Coordinate the MDT meeting with frontline staff</i>	<i>Month 1</i>	<i>Month 12</i>	<i>Project Coordinator</i>	<i>Monthly</i>
Conduct MDT meetings with funded and un-funded partners	Month 1	Month 12	Project Coordinator and all project staff	Monthly
Track all domestic violence cases	Month 1	Month 12	Project Coordinator, Law Enforcement, and State's Attorney's Office	Monthly
Roll Call Training for Law Enforcement	Month 3	Month 3	Project Coordinator, State's Attorney's Office and Countering Domestic Violence	Yearly
Implicate a Uniform Lethality Assessment Tool – begin training all grant and community partners	Month 1	Month 12	Project Coordinator, all project staff and un-funded partners that wish to participate	
Meet with DV Task Force Members	Month 3	Month 12	project coordinator, and all project staff	Monthly

**EXHIBIT B: BUDGET  
IDENTIFICATION OF SOURCES OF FUNDING**

**Implementing Agency: McLean County Court Services  
Agreement #: 602174**

	<u>SOURCE</u>	<u>AMOUNT</u>
<b>Federal Amount:</b>	Violence Against Wome Act (VAWA) FFFY02	\$65,462
	Subtotal:	\$65,462
<b>Match:</b>	McLean County Court Services	\$21,821
	Subtotal:	\$21,821
<b>Over Match:</b>	McLean County Court Services	\$13,416
	Subtotal:	\$13,416
	<b>GRAND TOTAL</b>	<b>\$100,699</b>



EQUIPMENT Item	Cost per Unit	# of Units	Pro-rated Share	Federal Amount	Match Contribution	Total Cost	
	\$	-		\$	-	\$	
	\$	-		\$	-	\$	
	\$	-		\$	-	\$	
	\$	-		\$	-	\$	
	\$	-		\$	-	\$	
	\$	-		\$	-	\$	
	\$	-		\$	-	\$	
	\$	-		\$	-	\$	
	\$	-		\$	-	\$	
	\$	-		\$	-	\$	
<b>TOTAL EQUIPMENT COST</b>						\$	NA

45 Budget Narrative for Equipment. Please give a brief description for each line of the Equipment Budget.

(See Attached Budget Instructions)



COMMODITIES Item	Cost / Month	# of Months	Federal Amount	Match Contribution	Total Cost
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
<b>TOTAL COMMODITIES COST</b>					\$ -
					NA

Budget Narrative for Commodities. Please give a brief description for each line of the Commodities Budget.  
(See Attached Budget Instructions)

TRAVEL	Cost/Mile	# of Miles/mo	# of Months	Federal Amount	Match Contribution	Total Cost
Program Staff Mileage*				\$ -	\$ -	\$ -
Client Transportation				\$ -	\$ -	\$ -
Conference Travel**	Cost/ person	# of people	# of days	\$ -	\$ -	\$ -
Airfare				\$ -	\$ -	\$ -
PerDiem				\$ -	\$ -	\$ -
Lodging				\$ -	\$ -	\$ -
Other (Specify)				\$ -	\$ -	\$ -
<b>TOTAL TRAVEL COST</b>						\$ -

\* State rate is calculated at \$.375/mile. If agency rate is lower use that lower rate.

\*\* Out of State Travel requires prior Authority approval.

Budget Narrative for Travel. Please give a brief description for each line of the Travel Budget.

(See Attached Budget Instructions)

CONTRACTUAL	Cost/month	Dollar/hour	# of hours per month	Pro-rated Share	Federal Amount	Match Contribution	Total Cost
Cell Service					\$ -	\$ -	\$ -
Telephone Service					\$ -	\$ -	\$ -
Pager service					\$ -	\$ -	\$ -
Conference Registration Fees					\$ -	\$ -	\$ -
Other: (Specify)					\$ -	\$ -	\$ -
Other (Specify)					\$ -	\$ -	\$ -
Use Boxes Below for Contractual Personnel					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
<b>TOTAL CONTRACTUAL COST</b>					\$ -	\$ -	NA

Budget Narrative for Contractual. Please give a brief description for each line of the Contractual Budget.

(See Attached Budget Instructions)

	Federal Amount	Match Contribution	Total Cost
<b>GRAND TOTAL</b>			
PERSONNEL SERVICES	\$ 65,462.00	\$ 35,237.00	\$ 100,699.00
EQUIPMENT	\$ -	\$ -	NA
COMMODITIES	\$ -	\$ -	NA
TRAVEL	\$ -	\$ -	NA
CONTRACTUAL	\$ -	\$ -	NA
<b>TOTAL COST</b>	\$ 65,462.00	\$ 35,237.00	\$ 100,699.00

All procurements must be competitive

**FRINGE BENEFIT WORKSHEET: Agreement # 602174**

Use this sheet to calculate the fringe benefits to be paid for project personnel. For each element of the benefit package, indicate the rate as a percentage of salary or the dollar amount of the flat rate paid per employee. Use the TOTAL FRINGE BENEFITS amount from this worksheet as the fringe benefit dollar amount on the BUDGET under PERSONNEL SERVICES (cells G-13 and H13).

<b>RATED FRINGE BENEFITS</b>	<b>Rate as % of Salary</b>
FICA	7.650%
UNEMPLOYMENT	
RETIREMENT/PENSION	8.850%
WORKER'S COMP	
DENTAL/VISION	
HOSPITALIZATION	
Other (Specify)	
Total % Fringe Rate	16.500%
Total Salary Paid By Grant (Federal and Match - Please use figure from cell I-12 in the Budget Detail)	\$80,459.00
<b>TOTAL RATED FRINGE BENEFITS</b>	<b>\$13,276</b>
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$ per FTE</b>
HEALTH/MEDICAL INSURANCE	\$3,316.00
OTHER (SPECIFY)	
Total Flat Rate Fringe	\$3,316.00
Number of grant-funded FTE (full-time equivalent) positions. (Please use figure from cell F-11 of Budget Detail)*	2.10
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$6,964</b>
<b>TOTAL FRINGE BENEFITS: (Total rated + Total flat rate benefits)</b>	<b>\$20,240</b>

\*PLEASE REFER TO YOUR RESPONSE IN EXHIBIT A, SECTION II, QUESTION #1.

November 2005

## COURT SERVICES ADULT/JUVENILE DIVISION STATISTICS

### ADULT DIVISION

6 Officer Supervision Unit, plus 3 Officer PSI Unit, and 1 Intake Officer

Total Caseload – 940 (968 last month)

Average caseload per officer 157 (60 AOIC recommendation – 163 last month)

Presentence Reports Completed – 33 (31 last month)

\* Total Workload Hours Needed – 1667.50 (1725.80 last month)

\*\* Total Hours Available - 1500.00

\* According to AOIC standards it would take this amount of hours per month to complete all requirements of case supervision and report writing.

\*\* The number of work hours available to the division (10 officers working 150 hours each per month).

AOIC workload standards indicate **an additional 0.62 adult officers are needed.** (1.01 last month)

### JUVENILE DIVISION

4 Officer Division

Total Caseload – 137 (146 last month)

Average caseload per officer 34.25 (33 AOIC recommendation)

Social History Reports Completed – 8 (10 last month)

\* Total Workload Hours Needed – 512.00 (564.50 last month)

\*\* Total Hours Available 600.00

\* According to AOIC standards it would take this amount of hours per month to complete all requirements of case supervision and report writing.

\*\* The number of work hours available to the division (4 officers working 150 hours each per month).

AOIC workload standards indicate **an additional -.58 juvenile officers are needed.** (-.24 last month)

### EARLY INTERVENTION PROBATION (EIP)

3 Person unit with a maximum caseload of 45

Total caseload 38

Social History Reports 4

November 2005

## **SPECIAL PROGRAMS**

### **INTENSIVE PROBATION UNIT ADULT**

2 person unit with a maximum caseload of 40

Total Caseload – 42 (41 last month)

### **INTENSIVE PROBATION UNIT JUVENILE**

1 ½ person unit with a maximum caseload of 15

Total Caseload – 19 (15 last month)

### **DRIVING UNDER THE INFLUENCE UNIT**

1 person unit with a maximum caseload of 40

Total Caseload - 56 (53 last month)

### **JUVENILE INTAKE**

2 person unit

Total Preliminary Conferences - 13 (23 last month)

Total Caseload Informal Probation – 21 (19 last month)

Total Intake Screen Reports – 190 (246 last month)

### **COMMUNITY SERVICE PROGRAM**

2 person unit

Total Caseload Adult - 464 (458 last month)

Total Caseload Juvenile - 53 (59 last month)

Total Hours Completed Adult – 3268.00 (\$17,157.00 Symbolic Restitution \$5.25)

Total Hours Completed Juvenile – 340.00 (\$1,785.00 Symbolic Restitution \$5.25)

Total Worksites Used – 39 (39 last month)

### **DOMESTIC VIOLENCE PROGRAM**

3 person unit (2 Officers and 1 Clerk)

Total Probation Caseload – 139 (137 last month)

Total Court Supervision/Conditional Discharge Caseload – 580 (562 last month)

2005  
JUVENILE DETENTION CENTER  
MCLEAN COUNTY

Ages of Minors Detained	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
10	0	0	0	0	0	0	0	0	0	0	0	0
11	0	1	0	0	0	0	0	0	0	0	0	0
12	1	1	1	0	1	0	0	0	0	0	0	1
13	1	3	0	0	2	0	1	1	3	0	0	1
14	4	4	1	4	2	0	3	3	3	3	2	2
15	2	6	10	10	5	4	5	1	2	7	5	5
16	8	4	5	7	11	4	7	6	4	5	4	4
<b>Sex of Minors Detained</b>												
Male	12	14	11	16	17	5	7	10	8	13	8	8
Female	4	5	6	5	4	3	9	1	4	2	5	5
<b>Race of Minors Detained</b>												
Caucasian	8	11	7	4	6	3	4	4	5	3	8	8
African-American	8	8	10	16	15	5	12	7	7	9	4	4
Hispanic	0	0	0	1	0	0	0	0	0	3	1	1
<b>Offenses of Which Minor was Detained</b>												
Dispositional Detention	1	8	6	8	9	3	1	1	2	4	0	0
Warrant	7	4	2	6	3	3	6	2	3	4	2	2
Aggravated Arson	0	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault w/Deadly Weapon	0	0	0	0	0	0	0	0	1	0	0	0
Aggravated Battery	0	2	2	0	0	0	2	0	0	1	1	1
Aggravated Criminal Sexual Assault	0	0	0	0	1	0	0	0	0	0	0	0
Armed Robbery	0	0	0	0	1	0	0	0	0	0	0	0
Assault	1	0	0	0	0	0	0	0	0	0	0	0
Bringing Contraband into a Penal Institution	0	0	0	0	0	0	0	0	0	1	0	0
Burglary	0	0	1	0	1	0	0	0	2	1	1	1
Burglary to Motor Vehicle	0	0	0	0	0	1	0	0	0	0	0	0
Criminal Sexual Assault	0	0	0	0	0	0	1	0	0	0	0	0
Criminal Trespass to Vehicle	0	0	0	0	0	0	0	1	0	0	0	0
DOC Warrant	0	1	0	0	0	0	0	0	1	0	0	0
Domestic Battery	1	0	2	0	1	0	2	1	1	1	3	3
Felony Unlawful Use of Weapons	0	0	0	0	0	0	0	0	0	0	0	1
Manufacture/Delivery of Controlled Substance	0	0	0	0	0	0	0	1	0	0	0	0



2005  
**JUVENILE DETENTION CENTER  
 MCLEAN COUNTY**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Motor Vehicle Theft	0	0	0	0	0	0	0	1	0	0	0	0
Obstructing a Peace Officer	0	0	0	0	0	0	1	0	0	0	0	0
Possession of Cannabis	0	0	1	0	0	0	0	0	0	0	0	0
Possession of Cannabis With Intent to Deliver	1	1	0	0	0	0	0	0	0	0	0	0
Possession of Cannabis With Intent to Deliver on School Grounds	0	0	0	0	1	0	0	0	0	0	0	0
Possession of Controlled Substance	0	1	0	0	0	0	0	1	0	0	0	0
Predatory Aggravated Criminal Sexual Assault	1	0	0	0	0	0	0	0	0	0	0	0
Request for Apprehension	3	1	2	3	2	1	2	1	1	3	1	1
Residential Burglary	0	0	0	4	2	0	0	2	0	0	2	2
Resisting Arrest	0	0	0	0	0	0	0	0	0	0	0	1
Robbery	1	0	0	0	0	0	1	0	0	0	1	1
Theft Under from School	0	0	0	0	0	0	0	0	1	0	0	0
Unlawful Use of Weapons	0	0	1	0	0	0	0	0	0	0	0	0
<b>Residence of Minors Detained</b>												
Bloomington	12	12	10	8	10	4	14	6	12	9	6	6
Normal	3	3	4	8	7	2	1	4	0	2	4	4
Bellflower	0	0	0	0	0	0	1	1	0	0	0	0
Carlock	0	0	0	0	0	0	0	0	0	0	1	1
Chenoa	0	1	0	0	0	0	0	0	0	0	0	0
Chicago	0	1	0	0	1	0	0	0	0	0	0	0
Colfax	0	0	0	0	2	0	0	0	0	0	0	0
Decatur	0	1	0	1	0	0	0	0	0	1	0	0
Downs	0	0	0	0	0	1	0	0	0	0	0	0
Fairbury	0	0	1	0	0	0	0	0	0	0	0	0
Gridley	0	0	0	0	0	0	0	0	0	1	0	0
Heyworth	1	0	0	1	0	0	0	0	0	1	0	0
Lexington	0	0	1	0	0	0	0	0	0	1	0	0
Minier	0	0	0	0	0	0	0	0	0	0	0	1
Onarga	0	0	0	1	0	0	0	0	0	0	0	0
Peoria	0	1	0	1	0	0	0	0	0	0	0	0

2005  
**JUVENILE DETENTION CENTER**  
**MCLEAN COUNTY**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ransom	0	0	1	0	0	0	0	0	0	0	0	0
Springfield	0	0	0	1	1	0	0	0	0	0	0	0
Stanford	0	0	0	0	0	0	0	0	0	0	1	1
Towanda	0	0	0	0	0	1	0	0	0	0	0	0
<b>Average Daily Population</b>	8.7	10.9	8.7	9.9	8.8	7.1	9.5	12.1	13.2	7.9	7.3	
<b>Average Daily Population:YTD</b>	8.7	9.8	9.4	9.6	9.4	9	9.1	9.5	9.9	9.7	9.5	
<b>Number of Days in Detention</b>	271	305	269	296	272	214	293	374	395	246	219	
<b>Revenue:</b>	50	50	50	50	0	50	0	400	0	0	0	0

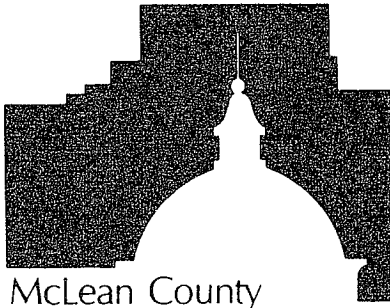
2005  
JUVENILE DETENTION CENTER  
OUT OF COUNTY

Ages of Minors Detained	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
10	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0
12	0	1	1	1	1	1	1	1	0	0	0	0
13	0	2	3	0	1	0	0	1	1	3	0	0
14	6	14	6	10	3	3	6	2	6	5	4	4
15	5	5	3	8	11	4	5	4	4	16	4	4
16	3	4	7	19	12	7	5	9	9	8	4	4
<b>Sex of Minors Detained</b>												
Male	10	14	13	25	19	13	10	12	16	20	10	10
Female	4	12	7	13	9	2	7	4	4	12	2	2
<b>Race of Minors Detained</b>												
Caucasian	9	20	17	31	25	15	17	15	18	26	8	8
African-American	5	6	3	4	1	0	0	1	2	3	4	4
Hispanic	0	0	0	2	2	0	0	0	0	3	0	0
Pacific Islander	0	0	0	1	0	0	0	0	0	0	0	0
<b>Offenses of Which Minor was Detained</b>												
Dispositional Detention	6	18	8	20	10	5	8	6	11	15	10	10
Warrant	4	2	5	5	4	2	2	2	1	4	1	1
Aggravated Assault	0	0	0	0	1	0	0	1	0	0	0	0
Aggravated Battery	1	0	1	1	0	0	1	0	0	4	0	0
Aggravated Battery of Unborn Child	0	0	0	0	0	0	0	0	1	0	0	0
Aggravated Criminal Sexual Assault	0	0	0	1	0	0	0	0	0	0	0	0
Aggravated Domestic Battery	0	1	0	0	0	0	0	0	0	0	0	0
Aggravated Unlawful Use of Weapon	0	0	0	0	1	0	1	0	0	0	0	0
Arson	0	1	0	1	0	0	0	0	0	0	0	0
Battery	0	0	0	0	0	0	0	2	0	0	0	0
Burglary	0	1	0	1	1	1	0	1	2	0	0	0
Burglary to Motor Vehicle	0	0	0	0	0	0	0	0	0	3	0	0
Court Ordered	0	0	0	1	1	1	0	0	0	0	0	0
Criminal Damage to Property	1	0	0	0	1	0	0	0	0	1	0	0
Criminal Trespass to Motor Vehicle	0	0	0	1	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	1	0	0	0	0	1	0	0	0	0

2005  
JUVENILE DETENTION CENTER  
OUT OF COUNTY

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
DOC Evaluation	2	0	1	1	0	1	2	2	1	1	0	0
DOC Warrant	0	1	0	0	0	1	0	0	0	1	0	0
Domestic Battery	0	1	1	1	1	4	1	1	0	2	1	0
Escape	0	0	0	0	0	0	0	0	1	0	0	0
Felony Theft	0	0	0	0	2	0	0	0	0	0	0	0
Harassment by Telephone	0	1	0	0	0	0	0	0	0	0	0	0
Home Confinement Violation	0	0	1	1	1	0	1	1	0	0	0	0
Mail Tampering	0	0	1	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	1	0	0	1	0	0	0
Possession of Cannabis	0	0	1	1	0	0	0	0	0	0	0	0
Possession of Stolen Vehicle	0	0	0	0	1	0	0	0	0	0	0	0
Probation Violation	0	0	0	0	2	2	1	0	0	0	2	1
Residential Burglary	0	0	0	0	0	0	1	1	0	0	0	0
Theft Over \$300	0	0	0	0	0	0	0	0	0	1	0	0
Unlawful Restraint	0	0	0	0	0	0	1	0	0	0	0	0
Unlawful Use of Weapons	0	0	0	0	0	0	0	0	0	0	2	0
<b>Residence of Minors Detained</b>												
Adams	0	0	0	0	0	1	0	0	0	0	0	0
Bureau	0	0	0	0	3	1	0	0	0	0	0	0
DOC	0	1	0	0	0	1	0	0	0	1	0	0
DeWitt	0	0	0	1	4	0	0	0	1	4	7	0
DuPage	1	0	0	0	0	0	0	0	0	0	0	0
Ford	0	0	0	0	0	0	1	0	0	0	1	0
Fulton	0	0	0	0	0	2	0	0	0	0	0	0
Grundy	0	0	0	0	0	0	0	1	0	0	0	0
Henry	0	0	0	0	0	1	0	0	0	0	0	0
Livingston	4	8	9	9	6	7	1	2	4	5	9	5
Logan	4	11	4	4	18	4	5	1	6	9	10	5
Mason	0	0	0	0	0	0	0	0	2	0	0	0
Mercer	0	1	0	0	0	0	0	0	0	0	0	0
Montgomery	0	0	0	0	0	0	0	0	0	0	1	1
Moultrie	0	0	0	0	0	0	0	0	0	1	0	0
Putnam	0	1	0	0	0	0	0	0	0	0	0	0
Rock Island	1	1	1	0	2	0	0	1	0	0	0	1





McLEAN COUNTY SHERIFF'S DEPARTMENT  
DAVID OWENS, SHERIFF  
"Peace Through Integrity"  
Administration Office  
(309) 888-5034  
104 W. Front Law & Justice Center Room 105  
P.O. Box 2400 Bloomington, Illinois 61702-2400

Detective Commander (309) 888-5051  
Patrol Commander (309) 888-5166  
Patrol Duty Sergeant (309) 888-5019  
Jail Division (309) 888-5065  
Process Division (309) 888-5040  
Records Division (309) 888-5055  
Domestic Crimes Division (309) 888-5860  
FAX (309) 888-5072

December 28, 2005

TO: Mr. Tari Renner, Chairman  
Justice Committee  
FROM: Sheriff David Owens  
SUBJ: JANUARY 9th, 2006 JUSTICE COMMITTEE MEETING

Dear Chairman Renner:

I would respectfully request that the following two (2) items be placed on the January 9<sup>th</sup>, 2006 Justice Committee Agenda for action and one item for information only:

**Action**

- 1) **Uniform Bid:** Formal written bids were solicited for Police Uniforms and Equipment purchases that will occur from February 1, 2006 to January 31, 2007. At the formal bid opening, on December 16, 2005, at 10:00 a.m., in room 401 of the Government Center, only one complete bid was received and opened.

Opened bid: Ray O'Herron Company, Danville, Illinois (complete bid)  
Galls – an Aramark Company, Lexington, KY (incomplete bid)

After review of the Ray O'Herron bid, it is my recommendation that McLean County accept the bid provided by Ray O'Herron Company.

- 2) **2006 Vehicle Purchase Proposal:** On October 10<sup>th</sup>, 2005, squad bids were mailed to 13 area new car dealers and two other bid specification sheets were mailed out via telephone requests. The Coroner's Office and Court Services have requested to "piggy back" with us for vehicle purchases as well.

Inspection of possible trade in vehicles was held on November 2 & 3, 2005, with approximately 7 to 10 dealers attending. On November 23, 2005, bid opening was held at the Government Center with representatives from three (3) dealerships present.

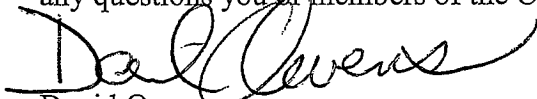
Justice Committee  
December 28, 2005  
Page 2

Attached, please find my recommendations, along with the new car price and trade in values that were provided by the three (3) dealerships that were in attendance. Although Miles Chevrolet did not submit a bid, due to the fact that they have been awarded the State contract for the Chevrolet Impala 9C1, I contacted the fleet manager and received a quote from him. I also received information from Bob Ridings, Inc., who had been awarded the State contract for the Dodge mini vans. When contacted, Todd Crews provided a trade quote.

**Information**

- 1) **McLean County Detention Facility Population Report:** (Please see attached).

Chief Derick Love and I both plan to attend this meeting and will be prepared to answer any questions you or members of the Committee may have.

  
David Owens  
Sheriff

DO:jc

Attachments



# Ray O'Herron Co., Inc.

Suppliers of Police Equipment

3549 North Vermillion Street - P.O. Box 1070

DANVILLE, ILLINOIS 61834-1070

Phones: (217) 442-0860 or (800) 223-2097

FAX (217) 443-3808

November 14, 2005

McLean County Sheriff's Department  
104 W Front Street, Room 105  
Law & Justice Center  
Bloomington IL 61702

Ref: Annual Contract Uniform & Equipment Bid  
2/1/06 - 1/31/07  
Due: 12/16/2005 10 am

Attn: Lt Mark L. Bailey

Following please find our bid for uniforms, accessories and equipment. Following is the rate for all oversizing.

Blauer 4XL +30-% 5XL up +100%  
Horace Small Pants: 44-50/20-22 +10% 52-54/24-26 +20% 56-60/28-30 +30%  
Shirts: 18-18.5/2XL/42-44 +10% 19-19.5/3XL/46-48 +20% 20-20.5/4XL/50 +30%  
Fechheimer: Pants: 44-50/20-24 +10% 52-54/26-28 +20% 56-58/30-32 +30%  
Shirts: 19/3XL/Womens 48 or 37" Sleeve +30%  
Coats/Jackets: 52-54/2XL +10% 56-58/3XL +20% 60/4XL +30%  
Extra longs 48-52 +20% 54-56 +30%  
Pro-Tuf/Werner Works: XL +10% 2XL +20% 3XL +30% Talls or longs +50%

If you have any questions, please feel free to contact me at 800-223-2097 ext 114 or by e-mail at [jdonath@oherron.com](mailto:jdonath@oherron.com).

Sincerely

Judie Donath  
Bids/Contracts



November 1, 2005

INSTRUCTIONS TO BIDDERS

Sheriff's Department Uniform & Equipment Purchases  
For The One Year Period of February 1, 2006 to January 31, 2007

Purchasers: Purchasers are the McLean County Sheriff's Department, 104 W. Front St.,  
Law & Justice Center, Room 105, Bloomington, Illinois 61702-2400.  
Contact person: Patrol Administrative Commander: Lt. Mark L. Bailey

**Mandatory Vendor Information**

Name of company submitting formal quote: RAY O'HERRON COMPANY, INC.

Printed name of authorizing agent submitting quote: RAY O'HERRON

Signature of authorizing agent submitting Quote: \_\_\_\_\_

Date quote proposal submitted: \_\_\_\_\_

Company address: 3549 N VERMILION ST, PO BOX 1070  
DANVILLE, IL 61834-1070

Company Contact Telephone Number: DAN YARA-708-710-3396/JUDIE DONATH-1-800-223-2097 X114

Company Contact Email Address: YARAFAMILY@AOL.COM/JDONATH@OHERRON.COM

Company Contact FAX Number: DAN=708-532-5714 / STORE-1-(888) 223-3235

Quote Procedure: All quotes shall be prepared on quote forms supplied by the McLean County Sheriff's Department and shall be enclosed in a sealed envelope marked as follows:

**"Proposal for uniforms & equipment purchases for the McLean  
County Sheriff's Department"**

The name and address of the bidder **must** appear in the upper left hand corner of the sealed envelope. The envelope **must** be delivered to the McLean County Administrators Office, Rm 401, Government Center, 115 E. Washington Street, Bloomington, Illinois 61702, by 10:00am on Friday, December 16, 2005. This is the date and time of the bid opening.

Bids will be opened in Room 404 of the Government Center by the McLean County Auditor or her representative. Upon completion of the opening, bids will be turned over to the McLean County Sheriff's Department.

Bids will be evaluated by the Sheriff's Department personnel and a recommendation made to the Justice Committee of the McLean County Board. The County Board will act on the contract award and a successful bidder will be named.

Basis of Contract Award: The contract for the purchase of uniform items shall run from February 1, 2006 to January 31, 2007 and be in full compliance with the McLean County Competitive Bidding Procedure Policy Resolution. Bid prices are to be firm for the duration of the contract. The purchaser will obtain all items listed in the specifications from the successful bidder for the duration of the contract. Vendors must agree to sew on all shoulder patches, chevrons, cap, and badge patches (supplied by the Sheriff's Department) at no extra charge. Vendors submitting bids may provide an equivalent brand and model of uniform to the one specified if **the substituted item is at least of the same quality and value as the substituted item and is functionally the same item but from a different manufacturer.**

Vendors must agree to ship all ordered items within 21 days of receiving orders from the Sheriff's Department. If the vendor ships an incorrect item (wrong color, size, etc.) the vendor will be responsible for shipping the correct item to the Sheriff's Department as soon as notified by phone of the error. The incorrectly shipped item may be picked up at the Sheriff's Department by the vendor within 21 days of notification. If items are not picked up within the 21 days it will be assumed that the vendor does not want the items and that they may be disposed of by the McLean County Sheriff's Office in any way they see fit. Vendors must measure new officers for sizing for their clothing/equipment issue. This will be done at the Law & Justice Center in Bloomington, Illinois.

The Sheriff's Department reserves the right to inspect vendors "in-house" stock & inventory prior to a bid being awarded, to ensure that the vendor can reasonably be expected to service the account and ship items in a timely manner. **Vendors are asked to not bid on this contract if they do not have a complete inventory of these items in stock and intend to maintain this inventory for the duration of the contract. This has been a problem in the past so please save yourself the trouble and don't bid this contract if you don't have the inventory stock.**

Questions on Specifications: Bidders having questions on specifications or any portion of the bid procedure should contact Lt. Mark L. Bailey at : 309-888- 5859 Monday through Friday, 8:30a.m. to 4:30p.m. , Fax: (309) 888-5072 or e-mail: mark.bailey@mcleancountyil.gov

Vendors **do not** have to bid on all categories of this bid request to be considered for a contract with McLean County, e.g. the uniform category of the contract may go to one vendor while the miscellaneous equipment category of the contract may go to a different vendor. This way McLean County can get the best pricing for each category of product. However, we will attempt to deal with only one vendor per product category to keep our administrative ordering process streamlined and efficient. We do however reserve the right to buy any individual item at the lowest price by any vendor on any given product.

Police & Correctional Officer's Uniform Category

Brands of uniforms that may be acceptable as a substitute for those listed below include Fechheimer, Blauer, and Flying Cross. You may bid another brand as long as the substituted models & brands are approved by Lt. Bailey prior to the bid opening and they are comparable to the particular brand and model listed below. *If you substitute a brand please note that clearly so we know exactly what you propose as a substitute.*

- \$254.57 Deputy Blauer Jacket #GTX-9010-Z
- 105.47 Deputy Horace Small Convertible Jacket #2307
- 37.78 Command White S.S. Shirt Flying Cross #95R6600
- 40.96 Command White L.S. Shirt Flying Cross #45W6600
- 51.94 Deputy Pants Horace Small Pink Tan ~~#8300~~ w/Dark Brown Stripe per current design HS2136
- 47.65 StreetGear 8810 Poly Cotton Brown Trousers
- 4.52 Sam Broom Necktie in pink tan or corrections gray 18" 45015 20" 45045
- 7.68 Ballcap in deputy brown or corrections blue w/mesh
- 44.42 Midway 5-Star hat (with all accessories including cover matching pant material)
- 4.52 Replacement Midway hat accessories, silver, or gold
- 24.74 Midway hat cover in white leather material
- 15.64 Langenburg winter hat #4396 fur trooper type
- 63.62 Bates Lightweight men's shoes in clarino Model #942
- 63.62 Bates Lightweight women's shoes in clarino Model #742
- 136.43 Rocky Boots Model #8032 -1
- 21.41 Rainfair yellow raincoat #2100-8000
- 53.48 Fechheimer brown or blue windbreaker ~~#40150~~ 42159 BREEZE BENDER
- 58.88 Wooly Pully 100% wool sweater in brown or blue (Blaur Model 200) with badge tab
- 92.19 U.S. 101 Coveralls - brown or black PRO-TUF PC03-1839-SZ
- 112.84 Corrections Blauer ~~#6025~~ Convertible Jacket 6125
- 42.98 Corrections Flying Cross S.S. Shirt #97R6686
- 48.64 Corrections Flying Cross L.S. Shirt #47W6686
- 48.07 Fechheimer Corrections pants #32230
- 42.94 Deputy Flying Cross Long Sleeve Shirt #45R6694
- 27.78 Deputy Flying Cross Short Sleeve Shirt #95R6694
- 67.86 Bates Enforcer 4" quarter boot 5" #2262
- 88.92 Bates Chukka Leather Shoe Model 78
- 316.66 Illinois State Police Style Leather Jacket Model 4415
- 70.12 ~~RW1684K~~ Yellow Raincoat 50" w/hood RW12-2548
- 122.52 Blauer Defender ~~784BR~~ raincoat 733 REVERSIBLE
- 44.15 Sentry Plus Men's LS Shirt ~~Z9124K~~ HS2245
- 34.18 Sentry Plus Men's SS Shirt ~~Z9524K~~ HS1245
- 36.92 Sentry Plus Women's LS Shirt ~~Z9054K~~ HS1183
- 34.69 Sentry Plus Women's LS Shirt ~~Z9754K~~ HS1284
- 35.63 BLAUER STREETGEAR SS BRN SHIRT 8713
- 39.74 BLAUER STREETGEAR LS BRN SHIRT 8703

**TOTAL FOR UNIFORM CATEGORY \$ 2344.16**

- 59.96 BLAUER 210 WOOLY PULLY W/BADGE TAB
- 60.11 FECHHEIMER 43150 WIND CHAMP

**SAFARILAND**

**POLICE LEATHER CATEGORY**

Unless otherwise specified, all leather is clarino finish, We use Don Hume gear now with Safariland SSIII Safety Holsters. Safariland can be substituted for any category as long as it is comparable to the Don Hume item listed below. We will certainly consider other brands of equal or superior quality. Please denote exactly what brand and model you are bidding if you substitute.

\$ 43.87 Outer duty belt #120-FV w/buckle 94

25.74 Inner velcro garrison belt #125-FV

22.21 Cuff Case - velcro 90-9

6.59 Keepers that are the wide "snap" type 654-9

7.14 Nightstick 1.5" ring S-505 67S

24.15 Magazine Pouch #D407-V-CL 77

26.65 Speedloader Pouch #D418 340-

107.78 Safariland SS-III Safety Holster 070

\* 25.13 Portable Radio Carrier for Motorola MT1000 radios ("Uncle Mike" in Black Nylon) 4291

\* 25.13 Portable Radio Carrier for Motorola XTS 5000 radios ("Uncle Mike" in Black Nylon) 4291

\* 25.13 Portable Radio Carrier for Motorola HT 1250 radios ("Uncle Mike" in Black Nylon) 4291

\* 25.13 Portable Radio Carrier for Motorola XTS 1500 radios ("Uncle Mike" in Black Nylon) 4291

11.61 Latex Glove Pouches (to carry protective gloves) 33-9V

50.51 Safariland 87V Duty Belt in Clarino w/buckle 87V

25.74 Safariland #99 Inner velcro belt in Clarino 99

22.06 Bianchi Model 73075 pepper holder in Clarino 38

**TOTAL FOR THE POLICE LEATHER CATEGORY \$ 474.57**

\*ADD SWIVEL \$30.13

**BIANCHI**  
**POLICE LEATHER CATEGORY**

Unless otherwise specified, all leather is clarino finish, We use Don Hume gear now with Safariland SSIII Safety Holsters. **Safariland can be substituted for any category** as long as it is comparable to the Don Hume item listed below. We will certainly consider other brands of equal or superior quality. Please denote exactly what brand and model you are bidding if you substitute.

<u>\$ 45.02</u>	Outer duty belt #120-FV w/buckle	7960
<u>21.01</u>	Inner velcro garrison belt #125-FV	7205
<u>22.51</u>	Cuff Case - velcro	7900
<u>12.37</u>	Keepers that are the wide "snap" type	7906
<u>8.62</u>	Nightstick 1.5" ring S-505	7904
<u>30.21</u>	Magazine Pouch #D407-V-CL	7902
<u>23.34</u>	Speedloader Pouch #D418	7901
<u>67.46</u>	Safariland SS-III Safety Holster	7130
<u>28.11</u>	Portable Radio Carrier for Motorola MT1000 radios ("Uncle Mike" in Black Nylon)	7314S/7324
<u>28.11</u>	Portable Radio Carrier for Motorola XTS 5000 radios ("Uncle Mike" in Black Nylon)	
<u>28.11</u>	Portable Radio Carrier for Motorola HT 1250 radios ("Uncle Mike" in Black Nylon)	
<u>28.11</u>	Portable Radio Carrier for Motorola XTS 1500 radios ("Uncle Mike" in Black Nylon)	
<u>20.79</u>	Latex Glove Pouches (to carry protective gloves)	7915
<u>45.01</u>	Safariland 87V Duty Belt in Clarino w/buckle	7970
<u>21.01</u>	Safariland #99 Inner velcro belt in Clarino	7205
<u>22.51</u>	Bianchi Model 73075 pepper holder in Clarino	7907

**TOTAL FOR THE POLICE LEATHER CATEGORY \$ 452.30**

**DON HUME**  
**POLICE LEATHER CATEGORY**

Unless otherwise specified, all leather is clarino finish, We use Don Hume gear now with Safariland SSIII Safety Holsters. Safariland can be substituted for any category as long as it is comparable to the Don Hume item listed below. We will certainly consider other brands of equal or superior quality. Please denote exactly what brand and model you are bidding if you substitute.

- \$ 50.48 Outer duty belt #120-FV w/buckle      B120-FV
- 37.46 Inner velcro garrison belt #125-FV      B125-FV
- 34.59 Cuff Case - velcro                      C304-V
- 6.59 Keepers that are the wide "snap" type      S502-4
- 8.99 Nightstick 1.5" ring S-505              S505-1
- 35.12 Magazine Pouch #D407-V-CL      D407-V-CL
- 28.27 Speedloader Pouch #D418              SIX PACK
- 108.71 Safariland SS-III Safety Holster      H746-SH
- 29.71 Portable Radio Carrier for Motorola MT1000 radios ("Uncle Mike" in Black Nylon)      D.H.
- 29.71 Portable Radio Carrier for Motorola XTS 5000 radios ("Uncle Mike" in Black Nylon)      "
- 29.71 Portable Radio Carrier for Motorola HT 1250 radios ("Uncle Mike" in Black Nylon)      "
- 29.71 Portable Radio Carrier for Motorola XTS 1500 radios ("Uncle Mike" in Black Nylon)      "
- 13.73 Latex Glove Pouches (to carry protective gloves)      C321
- 55.94 Safariland 87V Duty Belt in Clarino w/buckle      B120-FV
- 37.46 Safariland #99 Inner velcro belt in Clarino      B125-FV
- 22.96 Bianchi Model 73075 pepper holder in Clarino      C309

**TOTAL FOR THE POLICE LEATHER CATEGORY \$ 558.24**

**BADGE CATEGORY**

**Blackington is the only badge we will accept in this category. No substitutes here please.**

- \$ 48.40 Hat badge #B720 w/black letters, full color state shield with rhodium finish and screw post fastener
- 57.60 Same as above but in HiGlow finish
- 55.35 Shirt Badge #B1004 w/black letters, full color state shield with rhodium finish and pin back.
- 67.00 Same as above but in HiGlow finish
- 62.40 Shirt Badge #B1275 w/black letters, full color state shield with HiGlow finish and pin back ( Lieutenants )
- 78.60 Detective Badge #B736 w/black lettering, full color state seal, and clip back in HiGlow & I.D. badge case
- 16.20 Tie Tack #A3271 in either gold or silver color finish
- 14.25 Namebar #A2388 in Rhodium finish
- 18.70 Same as above but in HiGlow finish
- 16.50 "Serving Since" bar in gold or silver finish
- 20.55 Badge Cases for B1004
- 20.55 Badge Cases for B736
- 20.55 Badge Cases for B1275
- 7.75 94-G-UKFC TIE BAR

**TOTAL FOR THE BADGE CATEGORY: \$ 504.40**

**POLICE BODY ARMOR CATEGORY**

No substitutes will be accepted in this category.

~~\$475.00~~ 2nd Chance Body Armor  
SMF-II  
with SPA & K30 insert

\$60.00 Replacement 2nd Chance SPA for the above listed vest

SC TRKG #1105-02

OR,

**If the above vest is not available please provide specifications and cost on a comparable vest.**

**SUB TOTAL FOR POLICE BODY ARMOR**

**\$ 535.00**

**NO OVERSIZE**



MISCELLANEOUS POLICE EQUIPMENT CATEGORY

Substitutes are allowed in this category, however, as in other categories we want to know exactly what you propose to substitute--explain clearly what you are proposing to substitute & as in other categories, Lt. Bailey must be able to inspect any proposed substitutes to make certain it is of equal or better quality and value to what is listed here. This category bid will only be considered if it is a complete bid on all items – or comparable items are bid if you choose to substitute as outlined above.

- \$ 14.86 Safariland Speedloaders
- 360.00 CMI Model ~~S-02~~ PBT unit CMI S-D2 #001007
- 26.31 Peerless PSN handcuffs #4710
- 9.89 H.K.S. Speedloaders
- 187.95 Premier Crown Riot Helmet Model 700 with full riot package  
(RCK 700 conversion kit)
- 60.56 Replacement RCK 700 Conversion Package
- 11.90 Replacement visor w/rank band for Premier 700
- 23.80 Replacement interior liner & sizing kit for Premier 700
- 22.71 Saunders Aluminum Report Writing Board #~~AH8512~~ 10017
- 17.30 Saunders Aluminum Ticket Writing Board #~~A48102~~ 10006
- 244.86 Evidence Tape SM1000 (red tape w/black lettering -price per 24 rolls
- 3.71 3 volt Lithium Batteries #DL123A
- 304.50 Red Flares w/spikes #2730-30 minute (per gross) +HAZARDOUS FEE
- 294.00 Red Flares w/spikes #2720-20 minute (per gross) +HAZARDOUS FEE
- 25.73 Hickory 36" riot baton w/rawhide thong J0984/A5JP
- 56.19 ASP Expandable Baton Model #616-B 02211
- 59.37 ASP Expandable Baton Model #F-21-B 02411
- 63.74 ASP Expandable Baton Model #926-B 02611
- 26.25 NIK Narcotics Test Kit "G" #6077 ODV-904B \$21.55 SIRCHIE NARK2007 \$18.60
- 26.25 NIK Narcotics Test Kit "E" #6075 908 \$21.55 NARK2005 \$18.60
- 108.21 Streamlight SL-20x with DC & AC charger 26010
- 31.91 Streamlight Ni-Cad Battery stick for SL-20x 20170
- 12.87 Streamlight replacement bulb/lamp module for SL-20x 20110
- 11.36 Streamlight Charger Sleeve 22052
- 412.00 Alco-Check 3000 breath test device w/AC & DC Charger CMI S-D5 #001043K  
Batteries & 200 mouthpieces included
- 43.26 Mouth Pieces for SD-2 & SD-3 015035
- 60.47 Michaels of Oregon Holster #9925
- 29.71 Michaels of Oregon Holster #8820
- 29.71 Michaels of Oregon Holster #8821
- 27.58 Rondex CPR Mask #2230-2 ~~W/ #5000 Disc~~ #5000 DISC
- 7.04 Disposable Emergency Blanket U.S. Laminating Brand 35700

\$9.20 Rondex CPR Kit #2230-2  
DISC C.P.P. Inc. Bloodborn Pathogens kit Style #6SK (per case of 12 kits)  
per case of 10 (60" x 90")  
13.15 Def-Tec 1st Defens Pepper Mace MK III 5039CTS 1340 \$12.94  
15.49 Def-Tec 1st Defense Pepper Mace MK IV 5049 1440 \$14.50  
DISC Def-Tec 1st Defense Pepper Mace MK V  
13.15 Def-Tec 1st Defense Pepper Mace MK VI 5069  
43.11 Def-Tec 1st Defense Pepper Mace MK IX 5099 1940 \$43.47  
36.86 MSI - FEDERAL LABS 4040 PEPPER FOAM  
46.09 MSI - FEDERAL LABS 4030 PEPPER FOAM  
29.20 Outer's firearms target pasters (20 roll carton) NATIONAL PASTERS PER ROLL  
98.88 Flex-Cuf's per order of 100 (#5010)  
DISC Def-Tec Gas Mask Model 68 tactical with nylon holder  
480.00 Glock Model 21 pistol PN-21002  
485.00 Remington 870 Parkerized finish 20" barrel, rifle sights with 7 shot  
magazine capacity  
91.39 Streamlight Stinger flashlight AC75001  
21.05 Closed Top Carrier for the above listed STN-3 Clarino

**SUB TOTAL FOR MISCELLANEOUS CATEGORY \$ 4276.57**

November 1, 2005

INSTRUCTIONS TO BIDDERS

Sheriff's Department Uniform & Equipment Purchases  
For The One Year Period of February 1, 2006 to January 31, 2007

Purchasers: Purchasers are the McLean County Sheriff's Department, 104 W. Front St.,  
Law & Justice Center, Room 105, Bloomington, Illinois 61702-2400.  
Contact person: Patrol Administrative Commander: Lt. Mark L. Bailey

**Mandatory Vendor Information**

Name of company submitting formal quote: Galls an Aramark Company  
Printed name of authorizing agent submitting quote: Bobby McAWX  
Signature of authorizing agent submitting Quote: [Signature]  
Date quote proposal submitted: 12/15/05  
Company address: 2680 Palumbo DR Lexington, KY 40517

Company Contact Telephone Number: 800-876-4242 x2027  
Company Contact Email Address: McAWX-Bobby@GALLS.com  
Company Contact FAX Number: 877-94-2557

Quote Procedure: All quotes shall be prepared on quote forms supplied by the McLean County Sheriff's Department and shall be enclosed in a sealed envelope marked as follows:

**"Proposal for uniforms & equipment purchases for the McLean County Sheriff's Department"**

The name and address of the bidder **must** appear in the upper left hand corner of the sealed envelope. The envelope **must** be delivered to the McLean County Administrators Office, Rm 401, Government Center, 115 E. Washington Street, Bloomington, Illinois 61702, by 10:00am on Friday, December 16, 2005. This is the date and time of the bid opening.

Bids will be opened in Room 404 of the Government Center by the McLean County Auditor or her representative. Upon completion of the opening, bids will be turned over to the McLean County Sheriff's Department.

Bids will be evaluated by the Sheriff's Department personnel and a recommendation made to the Justice Committee of the McLean County Board. The County Board will act on the contract award and a successful bidder will be named.

Basis of Contract Award: The contract for the purchase of uniform items shall run from February 1, 2006 to January 31, 2007 and be in full compliance with the McLean County Competitive Bidding Procedure Policy Resolution. Bid prices are to be firm for the duration of the contract. The purchaser will obtain all items listed in the specifications from the successful bidder for the duration of the contract. Vendors must agree to sew on all shoulder patches, chevrons, cap, and badge patches (supplied by the Sheriff's Department) at no extra charge. Vendors submitting bids may provide an equivalent brand and model of uniform to the one specified if **the substituted item is at least of the same quality and value as the substituted item and is functionally the same item but from a different manufacturer.**

Vendors must agree to ship all ordered items within 21 days of receiving orders from the Sheriff's Department. If the vendor ships an incorrect item (wrong color, size, etc.) the vendor will be responsible for shipping the correct item to the Sheriff's Department as soon as notified by phone of the error. The incorrectly shipped item may be picked up at the Sheriff's Department by the vendor within 21 days of notification. If items are not picked up within the 21 days it will be assumed that the vendor does not want the items and that they may be disposed of by the McLean County Sheriff's Office in any way they see fit. Vendors must measure new officers for sizing for their clothing/equipment issue. This will be done at the Law & Justice Center in Bloomington, Illinois.

The Sheriff's Department reserves the right to inspect vendors "in-house" stock & inventory prior to a bid being awarded, to ensure that the vendor can reasonably be expected to service the account and ship items in a timely manner. **Vendors are asked to not bid on this contract if they do not have a complete inventory of these items in stock and intend to maintain this inventory for the duration of the contract. This has been a problem in the past so please save yourself the trouble and don't bid this contract if you don't have the inventory stock.**

Questions on Specifications: Bidders having questions on specifications or any portion of the bid procedure should contact Lt. Mark L. Bailey at : 309-888- 5859 Monday through Friday, 8:30a.m. to 4:30p.m. , Fax: (309) 888-5072 or e-mail: mark.bailey@mcleancountyil.gov

Vendors **do not** have to bid on all categories of this bid request to be considered for a contract with McLean County, e.g. the uniform category of the contract may go to one vendor while the miscellaneous equipment category of the contract may go to a different vendor. This way McLean County can get the best pricing for each category of product. However, we will attempt to deal with only one vendor per product category to keep our administrative ordering process streamlined and efficient. We do however reserve the right to buy any individual item at the lowest price by any vendor on any given product.

Police & Correctional Officer's Uniform Category

Brands of uniforms that may be acceptable as a substitute for those listed below include Fechheimer, Blauer, and Flying Cross. You may bid another brand as long as the substituted models & brands are approved by Lt. Bailey prior to the bid opening and they are comparable to the particular brand and model listed below. *If you substitute a brand please note that clearly so we know exactly what you propose as a substitute.*

- \$ 159.99 Deputy Blauer Jacket #GTX-9010-Z
- \_\_\_\_\_ Deputy Horace Small Convertible Jacket #2307
- 35.50 Command White S.S. Shirt Flying Cross #95R6600
- 41.50 Command White L.S. Shirt Flying Cross #45W6600
- 72.50 Deputy Pants Horace Small Pink Tan #8300 w/Dark Brown Stripe per current design
- 41.50 StreetGear 8810 Poly Cotton Brown Trousers
- 2.50 Sam Broom Necktie in pink tan or corrections gray
- 5.25 Ballcap in deputy brown or corrections blue w/mesh
- \_\_\_\_\_ Midway 5-Star hat (with all accessories including cover matching pant material)
- \_\_\_\_\_ Replacement Midway hat accessories, silver, or gold
- \_\_\_\_\_ Midway hat cover in white leather material
- \_\_\_\_\_ Langenburg winter hat #4396 fur trooper type
- 72.50 Bates Lightweight men's shoes in clarino Model #942
- 65.50 Bates Lightweight women's shoes in clarino Model #742
- 150.25 Rocky Boots Model #8032
- \_\_\_\_\_ Rainfair yellow raincoat #2100-8000
- \_\_\_\_\_ Fechheimer brown or blue windbreaker #43159
- \_\_\_\_\_ Wooly Pully 100% wool sweater in brown or blue (Blaur Model 200) with badge tab
- \_\_\_\_\_ U.S. 101 Coveralls - brown or black
- \_\_\_\_\_ Corrections Blauer #6025 Convertible Jacket
- 35.50 Corrections Flying Cross S.S. Shirt #97R6686
- 41.50 Corrections Flying Cross L.S. Shirt #47W6686
- \_\_\_\_\_ Fechheimer Corrections pants #32230
- \_\_\_\_\_ Deputy Flying Cross Long Sleeve Shirt #45R6694
- 35.50 Deputy Flying Cross Short Sleeve Shirt #95R6694
- \_\_\_\_\_ Bates Enforcer 4" quarter boot
- \_\_\_\_\_ Bates Chukka Leather Shoe Model 78
- \_\_\_\_\_ Illinois State Police Style Leather Jacket Model 4415
- \_\_\_\_\_ RW1684L Yellow Raincoat 50" w/hood
- \_\_\_\_\_ Blauer Defender 734BR raincoat
- \_\_\_\_\_ Sentry Plus Men's LS Shirt Z919AP
- \_\_\_\_\_ Sentry Plus Men's SS Shirt Z959AP
- \_\_\_\_\_ Sentry Plus Women's LS Shirt Z905AP
- \_\_\_\_\_ Sentry Plus Women's LS Shirt Z975AP

TOTAL FOR UNIFORM CATEGORY \$ \_\_\_\_\_

### POLICE LEATHER CATEGORY

Unless otherwise specified, all leather is clarino finish, We use Don Hume gear now with Safariland SSIII Safety Holsters. **Safariland can be substituted for any category** as long as it is comparable to the Don Hume item listed below. We will certainly consider other brands of equal or superior quality. Please denote exactly what brand and model you are bidding if you substitute.

\$ 29.50 Outer duty belt #120-FV w/buckle  
18.50 Inner velcro garrison belt #125-FV  
Cuff Case - velcro  
10.25 Keepers that are the wide "snap" type  
6.99 Nightstick 1.5" ring S-505  
34.75 Magazine Pouch #D407-V-CL  
Speedloader Pouch #D418  
Safariland SS-III Safety Holster  
26.99 Portable Radio Carrier for Motorola MT1000 radios ("Uncle Mike" in Black Nylon)  
26.99 Portable Radio Carrier for Motorola XTS 5000 radios ("Uncle Mike" in Black Nylon)  
26.99 Portable Radio Carrier for Motorola HT 1250 radios ("Uncle Mike" in Black Nylon)  
26.99 Portable Radio Carrier for Motorola XTS 1500 radios ("Uncle Mike" in Black Nylon)  
14.50 Latex Glove Pouches (to carry protective gloves)  
48.99 Safariland 87V Duty Belt in Clarino w/buckle  
18.50 Safariland #99 Inner velcro belt in Clarino  
Bianchi Model 73075 pepper holder in Clarino

**TOTAL FOR THE POLICE LEATHER CATEGORY \$ \_\_\_\_\_**

### BADGE CATEGORY

**Blackington is the only badge we will accept in this category. No substitutes here please.**

- \$ 30.49 Hat badge #B720 w/black letters, full color state shield with rhodium finish and screw post fastener
- 66.49 Same as above but in HiGlow finish
- 56.49 Shirt Badge #B1004 w/black letters, full color state shield with rhodium finish and pin back.
- 89.49 Same as above but in HiGlow finish
- 66.49 Shirt Badge #B1275 w/black letters, full color state shield with HiGlow finish and pin back ( Lieutenants )
- 89.49 Detective Badge #B736 w/black lettering, full color state seal, and clip back in HiGlow & I.D. badge case
- 12.50 Tie Tack #A3271 in either gold or silver color finish
- 10.50 Namebar #A2388 in Rhodium finish
- 15.50 Same as above but in HiGlow finish
- 6.25 "Serving Since" bar in gold or silver finish
- 20.50 Badge Cases for B1004
- 20.50 Badge Cases for B736
- 20.50 Badge Cases for B1275

**TOTAL FOR THE BADGE CATEGORY: \$ \_\_\_\_\_**

**POLICE BODY ARMOR CATEGORY**

No substitutes will be accepted in this category.

394.00 2nd Chance Body Armor  
SMF-II  
with SPA & K30 insert

55.50 Replacement 2nd Chance SPA for the above listed vest

OR,

**If the above vest is not available please provide specifications and cost on a comparable vest.**

**SUB TOTAL FOR POLICE BODY ARMOR**                      \$ \_\_\_\_\_



### MISCELLANEOUS POLICE EQUIPMENT CATEGORY

Substitutes are allowed in this category, however, as in other categories we want to know exactly what you propose to substitute--explain clearly what you are proposing to substitute & as in other categories, Lt. Bailey must be able to inspect any proposed substitutes to make certain it is of equal or better quality and value to what is listed here. This category bid will only be considered if it is a complete bid on all items – or comparable items are bid if you choose to substitute as outlined above.

- \$ \_\_\_\_\_ Safariland Speedloaders
- \_\_\_\_\_ CMI Model S-02 PBT unit
- \_\_\_\_\_ Peerless PSN handcuffs
- \_\_\_\_\_ H.K.S. Speedloaders
- \_\_\_\_\_ Premier Crown Riot Helmet Model 700 with full riot package  
(RCK 700 conversion kit)
- \_\_\_\_\_ Replacement RCK 700 Conversion Package
- \_\_\_\_\_ Replacement visor w/rank band for Premier 700
- \_\_\_\_\_ Replacement interior liner & sizing kit for Premier 700
- \_\_\_\_\_ Saunders Aluminum Report Writing Board #AH8512
- \_\_\_\_\_ Saunders Aluminum Ticket Writing Board #A48102
- \_\_\_\_\_ Evidence Tape SM1000 (red tape w/black lettering -price per 24 rolls
- \_\_\_\_\_ 3 volt Lithium Batteries #DL123A
- \_\_\_\_\_ Red Flares w/spikes #2730-30 minute (per gross)
- \_\_\_\_\_ Red Flares w/spikes #2720-20 minute (per gross)
- \_\_\_\_\_ Hickory 36" riot baton w/rawhide thong
- \_\_\_\_\_ ASP Expandable Baton Model #616-B
- \_\_\_\_\_ ASP Expandable Baton Model #F-21-B
- \_\_\_\_\_ ASP Expandable Baton Model #926-B
- \_\_\_\_\_ NIK Narcotics Test Kit "G" #6077
- \_\_\_\_\_ NIK Narcotics Test Kit "E" #6075
- \_\_\_\_\_ Streamlight SL-20x with DC & AC charger
- \_\_\_\_\_ Streamlight Ni-Cad Battery stick for SL-20x
- \_\_\_\_\_ Streamlight replacement bulb/lamp module for SL-20x
- \_\_\_\_\_ Streamlight Charger Sleeve
- \_\_\_\_\_ Alco-Check 3000 breath test device w/AC & DC Charger  
Batteries & 200 mouthpieces included
- \_\_\_\_\_ Mouth Pieces for SD-2 & SD-3
- \_\_\_\_\_ Michaels of Oregon Holster #9925
- \_\_\_\_\_ Michaels of Oregon Holster #8820
- \_\_\_\_\_ Michaels of Oregon Holster #8821
- \_\_\_\_\_ Rondex CPR Mask #2230-2 w/ #5000 storage kit
- \_\_\_\_\_ Disposable Emergency Blanket U.S. Laminating Brand

- \_\_\_\_\_ Rondex CPR Kit #2230-2
- \_\_\_\_\_ C.P.P. Inc. Bloodborn Pathogens kit Style #6SK (per case of 12 kits)  
per case of 10 (60" x 90")
- \_\_\_\_\_ Def-Tec 1st Defens Pepper Mace MK III
- \_\_\_\_\_ Def-Tec 1st Defense Pepper Mace MK IV
- \_\_\_\_\_ Def-Tec 1st Defense Pepper Mace MK V
- \_\_\_\_\_ Def-Tec 1st Defense Pepper Mace MK VI
- \_\_\_\_\_ Def-Tec 1st Defense Pepper Mace MK IX
- \_\_\_\_\_ MSI - FEDERAL LABS 4040 PEPPER FOAM
- \_\_\_\_\_ MSI - FEDERAL LABS 4030 PEPPER FOAM
- \_\_\_\_\_ Outer's firearms target pasters (20 roll carton)
- \_\_\_\_\_ Flex-Cuf's per order of 100 (#5010)
- \_\_\_\_\_ Def-Tec Gas Mask Model 68 tactical with nylon holder
- \_\_\_\_\_ Glock Model 21 pistol
- \_\_\_\_\_ Remington 870 Parkerized finish 20" barrel, rifle sights with 7 shot  
magazine capacity
- \_\_\_\_\_ Streamlight Stinger flashlight AC75001
- \_\_\_\_\_ Closed Top Carrier for the above listed STN-3 Clarino

**SUB TOTAL FOR MISCELLANEOUS CATEGORY \$ \_\_\_\_\_**

Pursuant to Section 17.55-1, Competitive Bidding Procedure of the Purchasing Policy resolution, the County Board shall award or reject bids as so stated in the policy.

Bids sent to:

**Galls Incorporated**

Attn: Kendi Kiogora  
2680 Palumbo Drive  
Lexington, Kentucky 40509

**Harris Uniforms**

1025 N. Sheridan Rd.  
Peoria, Illinois 61606

**Ray O'Herron Co. Inc**

Attn: Larry Fredericks  
3549 N. Vermilion  
P.O. Box 1070  
Danville, Illinois 61834-1070

It is my recommendation that we purchase four Chevrolet 9C1 Impalas from Rogers Chevrolet at a price of \$16,973.83 \*\*\*each.

It is my recommendation that we purchase one Chevrolet 9C3 Impala from Rogers Chevrolet at a price of \$16,637.32 .

It is my recommendation that we purchase two Dodge Grand Caravan SE mini vans from Bob Ridings Inc. at a price of \$16,150.00 each.

Total purchase price for seven vehicles:	\$116,832.64
Less trade in value	\$ 12,300.00
Total price	<b>\$104,532.64</b>

\*\*\* This number represents \$8.00 per vehicle more than the actual bid. The reasoning for this increase for marked cars only is for a rubber floor instead of a carpeted floor with mats. Rubber flooring in the marked cars makes for easier maintenance; its ease of clean up as well as routine (mechanical and electrical) installations within the passenger compartment. Historically, rubber flooring has held up much better than carpet. The up cost for the rubber flooring is only \$8.00 per car, but the heavy duty slush mats ( front only ) is \$70.00 per car. I'm confident that aftermarket heavy duty mats can be purchased much cheaper, as much as 50% to 70% less.

# '06 Vehicle Bids

## NEW SQUAD PRICES

<b>Rogers Chevrolet</b>		
2006 Chevrolet Impala 9C1 Interceptor ( marked )		\$16,973.83
2006 Chevrolet Impala 9C3 ( unmarked )		\$16,637.32

<b>Roanoke Motor Company</b>		
2006 Dodge Caravan SE ( mini van )		\$16,213.00

<b>Dennison Ford Ford</b>		
2006 Ford Crown Victoria P.I. ( marked )**		\$20,116.00

2006 Ford Crown Victoria P.I. ( unmarked ) **		\$19,996.00
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2006 Ford Taurus ( unmarked )		\$13,995.00
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2006 Ford Freestar SE ( mini van )		\$17,799.00
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<b>Miles Chevrolet ( State bid )</b>		
2006 Chevrolet Impala C91 Interceptor ( marked )		\$17,896.61

<b>Bob Ridings ( State Bid )</b>		
2006 Dodge Grand Caravan SE		\$16,150.00

\*\* Crown Victoria does not meet bid specs.

# '06 Vehicle Bids

## TRADES

### Rogers Chevrolet & Roanoke Motors

M-2 98 CV \$2,000	M-5 99 CV \$1,800	M-6 98 CV \$1,800	M-7 00 CV \$2,000	M-18 04 CI \$2,000	M-20 99 CV \$2,000	M-21 00 Exp \$2,500	M-25 04 CI \$2,000	M-26 04 CI \$2,000	M-28 04 CI \$2,000	Coroner 98 CV \$1,800
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shaded vehicles to be traded

### Bob Ridings

M-2 98 CV \$1,300	M-5 99 CV \$1,000	M-6 98 CV \$1,000	M-7 00 CV \$2,000	M-18 04 CI \$2,000	M-20 99 CV \$1,900	M-21 00 Exp \$2,200	M-25 04 CI \$2,000	M-26 04 CI \$2,000	M-28 04 CI \$2,000	Vehicle totaled
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shaded vehicles to be traded

### Miles Chevrolet

M-2 98 CV \$1,000	M-5 99 CV \$1,500	M-6 98 CV \$1,000	M-7 00 CV \$2,300	M-18 04 CI \$2,000	M-20 99 CV \$1,500	M-21 00 Exp \$2,200	M-25 04 CI \$1,800	M-26 04 CI \$1,500	M-28 04 CI \$2,100	Coroner 98 CV \$1,200
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### Dennison Ford

M-2 98 CV \$1,400	M-5 99 CV \$1,500	M-6 98 CV \$1,000	M-7 00 CV \$2,000	M-18 04 CI \$4,000	M-20 99 CV \$1,700	M-21 00 Exp \$3,000	M-25 04 CI \$4,000	M-26 04 CI \$4,000	M-28 04 CI \$4,000	Coroner 98 CV \$1,000
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MCDF-Fourth Quarter  
Population Report  
December  
2005

Date	Total		IN House	Female		Male		Spec Needs		Str. Sent		Work Rel/Weekend		Other Fac	
	Pop							Female	Male	Female	Male	Female	Male	Female	Male
1	200	189	189	28	172	10	18	7	21	2	11	0	0		
2	189	178	178	24	165	8	14	7	20	2	11	0	0		
3	203	200	200	25	178	8	18	7	30	3	13	0	0		
4	201	198	198	28	173	11	10	8	33	4	10	0	0		
5	197	185	185	26	171	8	12	8	33	4	10	0	0		
6	202	189	189	26	176	7	15	7	31	4	14	0	0		
7	195	182	182	26	169	7	12	7	29	4	14	0	0		
8	193	178	178	26	167	7	10	7	30	4	14	0	0		
9	182	167	167	26	156	7	9	6	30	4	14	0	0		
10	185	180	180	27	158	10	12	6	31	4	14	0	0		
11	185	180	180	27	158	10	9	6	30	4	13	0	0		
12	188	175	175	28	160	9	10	6	28	3	13	0	0		
13	185	173	173	29	156	10	13	6	24	3	13	0	0		
14	175	163	163	26	149	7	10	6	28	3	13	0	0		
15	188	174	174	31	157	12	11	6	26	3	13	0	0		
16	179	165	165	29	150	11	10	6	24	3	13	0	0		
17	180	172	172	28	152	11	10	5	24	3	12	0	0		
18	173	167	167	26	147	10	10	5	24	2	11	0	0		
19	174	163	163	26	148	10	10	5	23	2	11	0	0		
20	178	168	168	28	150	10	8	6	25	2	11	0	0		
21	181	171	171	27	154	10	8	5	28	2	11	0	0		
22	184	172	172	29	155	11	6	5	24	2	10	0	0		
23	167	155	155	26	141	9	9	6	19	2	10	0	0		
24	170	160	160	26	144	12	13	6	19	2	10	0	0		
25	165	157	157	25	140	11	10	6	18	2	9	0	0		
26	157	146	146	23	134	8	12	4	17	2	9	0	0		
27	168	158	158	25	143	12	14	4	21	1	9	0	0		
28	167	158	158	24	143	8	10	5	24	1	10	0	0		
29	175	164	164	29	146	10	10	6	25	1	11	0	0		
30	176	165	165	31	145	11	12	6	25	1	11	0	0		
31															
Total	5462	5152	5152	805	4657	285	335	180	764	79	348	0	0		
Average															
Dec-05	182.07	171.73	171.73	26.83	155.233	9.50	11.17	6.00	25.47	2.63	11.60	0.00	0.00		

MCDF Average Population  
By Month 2005

Month	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Average
Daily Total	233.42	203.50	191.29	185.17	193.81	213.07	212.19	211.32	219.63	212.39	201.77	182.07	204.97
In House	211.45	195.32	187.29	181.17	187.42	198.93	200.58	196.19	199.40	200.03	190.03	171.73	193.3
Female	31.32	31.14	29.10	29.03	29.03	32.67	36.58	33.48	36.10	32.52	32.37	26.83	31.68
Male	202.16	172.54	162.19	156.13	164.77	179.80	175.58	177.81	183.03	179.87	169.40	155.33	173.22
Spec Needs Female	8.29	10.68	8.71	8.13	9.10	9.27	15.23	10.10	9.87	8.45	9.07	9.50	9.7
Spec Needs Male	13.94	7.96	8.65	10.17	9.52	11.37	11.84	13.61	12.83	15.97	11.97	11.17	11.58
Str Sent Female	7.29	7.71	8.58	8.00	6.97	8.47	7.32	6.48	5.73	5.94	9.23	6.00	7.31
Str Sent Male	44.71	28.07	27.84	28.87	26.58	33.50	41.77	35.45	36.80	33.03	30.73	25.47	32.74
Weekender Work Rel Female	5.10	7.00	3.77	3.37	2.84	3.97	3.84	2.03	2.37	3.97	4.50	2.63	3.78
Weekender Work Rel Male	10.45	9.54	3.29	3.53	8.74	13.37	14.71	17.32	12.80	14.39	13.17	11.60	11.08
Other Fac Female	2.52	1.61	00.00	00.00	00.00	00.00	00.00	1.52	00.00	00.00	00.00	00.00	0.47
Other Fac Male	13.58	.07	00.00	00.00	00.00	2.37	00.00	2.68	11.43	1.97	1.93	00.00	2.84



**Office of the Coroner  
McLean County  
NOV REPORT**

	<b>NOV 2005</b>	<b>NOV 2004</b>	<b>TYTD 2005</b>	<b>LYTD 2004</b>
<i>Cases</i>	<b>80</b>	51	<b>831</b>	754
<i>Autopsies</i>	<b>5</b>	9	<b>72</b>	90
<i>Out/County Autopsies</i>	<b>14</b>	32	<b>254</b>	315
<i>Inquests</i>	<b>6</b>	2	<b>49</b>	56

**TOTAL DEPOSITS**

	<b>BUDGET</b>	<b>ACTUAL</b>
<i>Copy Fees</i>	\$6,000.00	\$5,872.00
<i>Morgue Fee</i>	\$30,500.00	\$ 53,706.00
<i>Reim/Services</i>	\$250.00	\$100.00
<i>Paid to Facilities Mgt</i>	\$0.00	\$8,324.00

**DEATH INVESTIGATIONS THAT INCLUDE AUTOPSY AND FOLLOW-UP**

- Traffic Crash – 2
- Medical/Sudden death – 1
- Homicide – 0
- Other (pending tox. & autopsy results and/or inquest ruling) – 2

**OPEN DEATH INVESTIGATIONS**

- Traffic Crash – 3                      Homicide – 0
- Medical/Sudden death – 0                      Other/Pending - 7