

**WHEELING TOWNSHIP**  
1616 North Arlington Heights Road  
Arlington Heights, IL 60004  
PAULA ULREICH MEETING ROOM

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

TUESDAY, April 28, 2026  
7:00 PM

**Zoom link** <https://us02web.zoom.us/j/85848212841?pwd=eclkR1blzOIV3bxLXDC5LTwUdcsCkl.1>  
Zoom ID # 858 4821 2841 Password: 073237

The public will not be able to make comments via Zoom. The public may submit written comments before the meeting, which will be forwarded to all board members and summarized by the Supervisor at the Citizens to Be Heard. We require members of the public participating via Zoom who wish to comment to submit their written comments for this meeting to Regina Stapleton, Director of Finance and Administration, at [rstapleton@wheelingtowship.com](mailto:rstapleton@wheelingtowship.com) by noon on the day of the meeting.

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- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. PUBLIC HEARINGS
  - a. 2026-27 Town, General Assistance, & Mental Health Board Budget and Appropriation Ordinance
  - b. 2026-27 Road Management Budget and Appropriation Ordinance
- V. CITIZENS TO BE HEARD
- VI. PRESENTATION
  - a. Acknowledgment that May is Mental Health Awareness Month
- VII. APPROVAL OF MINUTES OF REGULAR BOARD MEETING March 24, 2026
- VIII. AUDIT
  - a. Approval of Town, Cemetery, and Road Fund Bills and Claims as presented.
- IX. Reports
  - a. Supervisor
  - b. Clerk
  - c. Assessor
  - d. Mental Health Board
  - e. Administrator
    - i. General Assistance/Food Pantry
    - ii. Senior Services
    - iii. Cemetery
    - iv. Road Management

- X. Old Business
  - a. Approval of the 2026-27 Town, General Assistance, & Mental Health Board Budget and Appropriation Ordinance #2026-04
  - b. Approval of the 2026-27 Road Management Budget and Appropriation Ordinance #2026-05

- XI. New Business
  - a. Acceptance of the Resignation of Township Trustee, Austin Mejdrich
  - b. Approval of the Appointment of Trisha Chokshi to fill the Vacancy in the Office of Township Trustee, term expiring May 21, 2029.
  - c. Swearing-In of Trisha Chokshi as Township Trustee.
  - d. Approval of the Funded Agency Agreement for Fiscal Year 2026/2027.
  - e. Approval of Website Redesign to be ADA Compliant with Revise in the amount of \$14,700.
  - f. Approval of Website Content & Development and Support Agreement with Vicarious Multimedia
  - g. Approval of PACE Federal Fiscal Year 2026 Certifications and Assurances for FTA Assistance Program
  - h. Approval – Reappoint Shawn Clisham and Bill McDonald to the Prospect Heights Fire Protection District to a three-year term expiring 5/1/2029
  - i. Appointment of Terri Pacion to the Community Mental Health Board to finish out Susan Hayes ' term, expiring 12/31/2026

- XII. ANNOUNCEMENTS
  - a. May 5, 2026 – Debunking Medicare & Medicaid Myths 10 am via Zoom
  - b. May 13, 2026 -Wheeling Township Community Mental Health Board Meeting at 7 pm.
  - c. May 28, 2026 – Wheeling township Board of Trustees Meeting at 7 pm.

XIII. DISCUSSION AND COMMENTS FROM TRUSTEES

XIV. EXECUTIVE SESSION

5 ILCS 120/2(c)(1)

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

XV. OTHER BUSINESS

XVI. ADJOURNMENT

**NEXT REGULAR BOARD MEETING – May 26, 2026 – 7 PM**

**CALL TO ORDER**

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for March 24, 2026 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Zeller Brauer called the meeting to order at 7:02 p.m.

**ROLL CALL**

Clerk Gauza called the roll and the following members were present, Supervisor Maria Zeller Brauer, Trustee John Geier, Trustee Lorri Grainawi, Trustee Austin Mejdrich (joined remotely), Trustee Sheri Williams and Clerk Joanna Gauza.

Also in attendance: Wheeling Township Assessor Ken Jochum, Wheeling Township Attorney Ross Secler, and Wheeling Township Director of Finance and Administration Regina Stapleton.

Absent: None

**PLEDGE OF ALLEGIANCE**

Supervisor Zeller Brauer led those assembled in the Pledge of Allegiance.

**MOTION #1: APPROVAL OF HAVING TRUSTEE MEJDRICH JOINING THE BOARD MEETING VIA ZOOM CALL**

Motion by Supervisor Zeller Brauer, seconded by Trustee Geier, to approve Trustee Mejdrich joining the Board Meeting Via Zoom.

VOICE CALL VOTE: All Ayes.... Motion #1 Carried.

**CITIZENS TO BE HEARD**

Police Commander Busching addressed that April is "Distracting Driving" month.

**MOTION #2: APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING ON FEBRUARY 24, 2026**

Motion by Trustee Grainawi, seconded by Trustee Williams, to approve the minutes of February 24, 2026 Regular Board Meeting.

VOICE CALL VOTE: All Ayes.... Motion #2 Carried.

**AUDIT**

**MOTION #3: AUDIT FOR CEMETERY FUND**

Motion by Trustee Grainawi, seconded by Trustee Geier, to approve batch #02/26/26, #2/27/26 and #3/24/26 against the Cemetery Fund, in the amount of \$1,903.02 to be paid.

ROLL CALL VOTE: AYES: Grainawi, Geier, Williams, Mejdrich, Zeller Brauer  
NAYS: None.... Motion #3 Carried.

**MOTION #4: AUDIT FOR ROAD MANAGEMENT FUND**

Motion by Trustee Grainawi, seconded by Trustee Williams, to approve batch #2/26/26, #2/27/26, #3/2/26 and 3/24/26 against the Road Management Fund, in the amount of \$27,230.62 to be paid.

ROLL CALL VOTE: AYES: Grainawi, Williams, Mejdrich, Geier, Zeller Brauer  
NAYS: None.... Motion #4 Carried.

**MOTION #5: AUDIT FOR TOWN FUND**

Motion by Trustee Grainawi, seconded by Trustee Geier, to approve batch #2/26/26, #2/27/26, #3/2/26, #3/13/26, #3/23/26 and #3/24/26 against the Town Fund in the amount of \$360,756.44 to be paid.

ROLL CALL VOTE: AYES: Grainawi, Geier, Williams, Mejdrich, Zeller Brauer  
NAYS: None.... Motion #5 Carried.

**REPORTS**

**SUPERVISOR:** Supervisor Zeller Brauer reported:

- Conducted a tour of the food pantry with a donor on March 2.
- The Township hosted a marketing and communications kick off meeting with Vicarious Multimedia to discuss goals and planning for the upcoming year on March 2.
- Had lunch with Cook County Commissioner, Scott Britton, and Cook County Board President, Toni Preckwinkle, on March 5.
- Attended Pace's Northwest Cook On Demand event celebrating the launch of service expansion to our area with Regina Stapleton on March 5.
- Attended joint meeting of local townships to discuss transportation needs, hosted by Cook County Commissioner, Maggie Trevor, on March 6.
- Participated in Connections to the Homeless' Legislative Seminar on March 11.

## WHEELING TOWNSHIP MINUTES OF REGULAR MEETING MARCH 24, 2026

- Attended TOCC's Communication's meeting on March 12 that was hosted at the township. Thank you to Regina Stapleton and Lynnadah Layhey for organizing the meeting.
- Attended the Northwest Suburban Alliance on Domestic Violence's Legislative Seminar on March 16.
- Conducted a tour of the food pantry to members of the Village of Mount Prospect's Human Services Department on March 16.
- Attended a Ramadan Iftar dinner, hosted by the Kyrgyz Community Center, on March 18.

### **CLERK:** Clerk Gauza reported:

- Attended Clerk's Meeting which was hosted by Maine Township. At the meeting we discussed Clerk's duties regarding minutes. We also discussed conducting an Annual Town Meeting.
- I also met with Supervisor Zeller Brauer to discuss our Annual Town Meeting Agenda.
- Everyone should have received an email regarding Statement of Economic Interest, which is due on May 1st.

### **ASSESSOR:** Assessor Jochum reported:

- TAX YEAR 2025
- Wheeling Township is still awaiting result letters from the Board of Review Appeals.
- Exemption application mailers are being sent out beginning this week.
  - Senior Freeze applications will be due April 21.
  - Veterans with Disabilities applications have been mailed to all who need to reapply, they will be due April 28. We currently have 57 veterans with \$0 tax bills whom we track to ensure that their exemptions are recognized.
  - We are currently serving taxpayers requiring exemption assistance.
- Certificates of Error have not yet been processed. We are informed that it may be 2-3 months delay due to systems implementation problems. This delay is causing significant difficulties for some of our taxpayer residents.

**MENTAL HEALTH BOARD:** Trustee Grainawi reported in February that the Mental Health Board had a strategic planning meeting. The Mental Health board approved a 1 year and 3-year plan. Discussed and determined that Township should handle checks. Also discussed process to fill coming Mental Health Board vacancy.

**ADMINISTRATOR’S REPORT:** Administrator Stapleton reported:

- February was the first full month of Ecolane. We are still working out the kinks, but it is going well.
- We have closed the fiscal year 2025-2026. Our audit will begin in May 2026.
- Stats for February 2026
  - 1,702 rides – 861 non-medical, 264 Medical, (Disabled 207 rides)
  - 903 - meals delivered
  - 495 - visits to the Food Pantry – 1,114 people, 275 Children, and 495 Seniors

**NEW BUSINESS:**

**MOTION #6: APPROVAL OF ANNUAL TOWN MEETING AGENDA**

Motion by Supervisor Zeller Brauer, seconded by Trustee Grainawi to approve the Annual Town Meeting Agenda as amended.

ROLL CALL VOTE: AYES: Zeller Brauer, Grainawi, Geier, Williams, Mejdrieh  
NAYS: None.... Motion #6 Carried.

**MOTION #7: APPROVAL OF ASSISTANT ADMINISTRATOR OF SOCIAL SERVICES JOB DESCRIPTION**

Motion by Trustee Williams, seconded by Trustee Geier to approve the Assistant Administrator of Social Services Job Description.

ROLL CALL VOTE: AYES: Williams, Geier, Grainawi, Mejdrieh, Zeller Brauer  
NAYS: None.... Motion #7 Carried.

**MOTION #8: APPROVAL OF ORDINANCES REGARDING THE TRANSFER OF APPROPRIATIONS FOR TOWN, GENERAL ASSISTANCE, AND ROAD**

Motion by Trustee Mejdrieh, seconded by Trustee Williams to approve the Ordinances Regarding the Transfer of Appropriations for Town, General Assistance, and Road.

ROLL CALL VOTE: AYES: Mejdrieh, Williams, Geier, Grainawi, Zeller Brauer  
NAYS: None.... Motion #8 Carried.

**2026-2027- AGENCY FUNDING DETERMINATION**

The Board discussed the Agency funding for the 2026-2027 and the budget items. GA had less clients than expected the past fiscal year. On April 28, after a public hearing, the board will vote on a final budget for the fiscal year.

**MOTION #9: APPROVAL OF POSTING AND DISPLAY OF THE TENTATIVE 2026-2027 BUDGET AND APPROPRIATION ORDINANCE AND PUBLISH NOTICE OF AVAILABILITY / PUBLIC HEARING**

Motion by Supervisor Zeller Brauer seconded by Trustee Williams to approve the Posting and Display of the Tentative 2026-2027 Budget and Appropriation Ordinance and Publish Notice of Availability / Public Hearing.

ROLL CALL VOTE: AYES: Zeller Brauer, Williams, Geier, Grainawi, Mejdrich  
NAYS: None.... Motion #9 Carried.

**ANNOUNCEMENTS**

- AARP Tax-Aide Program - Now through April 10, call the Township for an appointment.
- ITAC Amplified Phones - April 13, 10 am to 3 pm. Call Schaumburg Township for an appointment.
- VACC, I-Pass, Find Your Money, and Secretary of State Mobile Driving - April 17.

**DISCUSSION AND COMMENTS FROM TRUSTEES:**

Trustee Mejdrich: Will be resigning April 1. Thanked the Board for their service.

**MOTION #10: ADJOURNMENT**

Motion by Supervisor Zeller Brauer seconded by Trustee Williams to adjourn.

VOICE CALL VOTE: All Ayes.... Motion #10 Carried.

The meeting for Tuesday, March 24, 2026, was declared adjourned at 8:15 p.m. The next scheduled regular board meeting is set for Tuesday, April 28, 2026, at 7:00 p.m.

Joanna M. Gauza  
Wheeling Township Clerk



## Senior & Disability Services MARCH, 2026

### ALZHEIMER'S CAREGIVER SUPPORT GROUP:

The March meeting had 6 regular members and 1 new attendee. The group is now run by Program Coordinator Katie Ferguson, and their main topic of discussion was how to choose a caregiver for your loved one who has Dementia or Alzheimer's. The group's theme is "you can't pour from an empty cup."

### AARP [Safe Driver Program & Tax-Aide]

- The Tax-Aide program ramped up to full capacity in March, with additional and extended appointments (now 9, 10:15, 11:30, 12:45). A full waitlist is maintained by Eva, and reminder calls are made twice to all attendees, which has helped to ensure minimal 'no-shows.'
- First 2026 Safe Driver class was offered in early March with 15 attendees. The next classes are May 5 & 7, October 5 & 6, and November 30 & December 1.

### COMMUNITY ENGAGEMENT

Senior Services didn't have any community engagements in March; there was 1 SHIP presentation which is discussed below.

### HOME DELIVERED MEAL PROGRAM – Katie Ferguson

- \* 764 Hot Meals
- \* 152 Cold Meals
- \* Total # of Clients = 43
- \* 0 new clients; 2 left the program (1 client passed away)

### PAINT-A-THON (exterior of home) & GEM PROJECT (interior of home)

Paint-A-Thon (exterior) meetings continuing; Paint Day will be Sept 12, 2026. All organizations like ours are promoting the event through newsletters, social media, and reception areas. The GEM Project (interior of homes) held their work day in 11/25. *Usually they undertake the GEM Project every two years, so the next one should be in 2027.*

### SENIOR ADVISORY BOARD & RECENT / UPCOMING SENIOR SCENES PROGRAMS

*Programs scheduled -- All are at 10am on Zoom unless otherwise noted as in-person programs:*

- 4/3 "Protecting Yourself from Scams." Wheeling Police Department Community Outreach Officer, Laura Joschko
- 4/16 "Hearing Aids: Everything You Need To Know." Audiologist Megan Worthington, Rush University

## TRANSPORTATION - John Messina

- **22 days of ridership** were available
  - **Total rides: 1,909**
  - **Total # of miles driven: 13,297**
  - **Average rides per day: 87**
  
  - **Breakdown: 923 Medical Rides/986 Non-Medical**
    - 458 Medical rides
    - 226 Physical Therapy rides
    - 239 dialysis rides
    - 184 shopping rides
    - 170 rides for special needs work
    - 128 senior centers rides

## VIP (Visually Impaired Support Group)

Book Club and Regular VIP meetings in March; 5 attendees at Book Club, 18 regular VIP meeting attendees. True support group again this month – no speaker. Members talked about a wide variety of subjects, including the Real ID and State ID, and how to obtain them. We also heard from a group member who has Stargardt Disease. Numerous AI apps were discussed as well. Next month: Kate Peterson from the RTA will discuss transportation services available.

**ORDINANCE NO. 2026-04**

**WHEELING TOWNSHIP  
BUDGET & APPROPRIATION ORDINANCE FOR FISCAL YEAR 2026-27**

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES OF WHEELING TOWNSHIP, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MARCH 1, 2026 AND ENDING FEBRUARY 28, 2027.

NOW BE IT ORDAINED BY THE BOARD OF TRUSTEES OF WHEELING TOWNSHIP, COOK COUNTY ILLINOIS.

SECTION 1: That the following budget containing an estimate of revenues and expenditures is hereby adopted for the following funds:

**TOWN, GENERAL ASSISTANCE AND COMMUNITY MENTAL HEALTH BOARD**

**1. GENERAL TOWN FUND**

**BEGINNING BALANCE March 1, 2026** **\$3,463,165**

**ESTIMATED REVENUES**

Property Tax	\$2,400,000
Replacement Tax	100,000
Interest Income	50,000
Bus Donations	35,000
Rental Income	750
MHB Support Services Reimbursements	37,000
Sale of Cemetery Lots	20,000
Grants	75,000
Other Revenues	1,000

**TOTAL ESTIMATED REVENUES** **\$2,718,750**

**TOTAL ESTIMATED FUNDS AVAILABLE** **\$6,181,915**

**BUDGETS & APPROPRIATIONS**

1.1 Administration	\$1,302,003
1.2 Clerk	8,779
1.3 Assessor	245,266
1.4 Senior Services	284,878
1.5 Senior Bus	760,044
1.6 Cemetery	57,250
1.7 Social Service Agencies	223,000
1.8 Contingencies	51,900

**TOTAL BUDGETS & APPROPRIATIONS** **\$2,933,120**

**ESTIMATED ENDING BALANCE February 28, 2026** **\$3,248,795**



**BUDGETS**

PERSONNEL

Salaries	\$416,154	
FICA	31,836	
ILL. Municipal Retirement Fund	24,413	
Unemployment Comp. Insurance	2,000	
Workers Comp. Insurance	2,000	
Health Insurance	71,000	
		<b>\$547,403</b>

CONTRACTUAL SERVICES

Maintenance (Building)	\$84,000	
Maintenance (Equipment)	20,000	
Audit	17,000	
Legal Services	40,000	
Postage	1,500	
Telephone	2,000	
Publishing/Printing	800	
Travel	800	
Dues/Subscriptions	9,500	
Education	7,000	
Utilities	25,000	
Liability/General Insurance	110,000	
Public Information	132,000	
Bonding Insurance	14,000	
Vehicle Maintenance	12,000	
Employee Appreciation	2,000	
		<b>\$477,600</b>

COMMODITIES

Office Supplies	\$7,000	
Building Supplies	10,000	
		<b>\$17,000</b>

OTHER EXPENDITURES

Social Services	\$10,000	
Contract Services	10,000	
Miscellaneous Expenses	5,000	
		<b>\$25,000</b>

CAPITAL OUTLAY

Building/Permanent Improvements	\$150,000	
Equipment/Furniture	10,000	
Software Purchases/Maintenance	50,000	
Building Capital Projects	25,000	
		<b>\$235,000</b>

**TOTAL ADMINISTRATION**

**\$1,302,003**

1.2 CLERK

**BUDGETS**

PERSONNEL

Salaries	\$4,700	
FICA	360	
ILL. Municipal Retirement Fund	364	
Unemployment Comp Insurance	30	
Workers Comp	25	
		<b>\$5,479</b>

CONTRACTUAL SERVICES

Dues/fees	\$300	
Travel	150	
Postage	150	
Printing/Publishing	250	
Training	750	
Election Expenses	0	
Miscellaneous Expense	1,100	
		<b>\$2,700</b>

COMMODITIES

Equipment/Furniture	\$100	
Office Supplies	500	
		<b>\$600</b>

**TOTAL CLERK** **\$8,779**

### 1.3 ASSESSOR

#### BUDGETS

##### PERSONNEL

Salaries	\$180,000	
FICA	13,770	
ILL. Municipal Retirement Fund	11,396	
Unemployment Comp. Insurance	750	
Workers Comp. Insurance	300	
Health Insurance	20,000	
		<b>\$226,216</b>

##### CONTRACTUAL SERVICES

Equipment Maintenance	\$8,000	
Postage	200	
Telephone	1,000	
Dues/Subscriptions	600	
Travel Expenses	550	
Training	2,000	
Miscellaneous Expense	1,300	
		<b>\$13,650</b>

##### COMMODITIES

Office Supplies	\$1,300	
Assessment Materials	400	
		<b>\$1,700</b>

##### CAPITAL OUTLAY

Equipment/Furniture	\$3,700	
		<b>\$3,700</b>

#### **TOTAL ASSESSOR**

**\$245,266**

**1.4 SENIOR SERVICES**

**BUDGETS**

PERSONNEL

Salaries	\$202,000	
FICA	15,453	
ILL. Municipal Retirement Fund	15,500	
Unemployment Comp. Insurance	750	
Workers Comp. Insurance	1,000	
Health Insurance	33,000	
		<b>\$267,703</b>

CONTRACTUAL SERVICES

Dues/Subscriptions	150	
Training/Education	1,000	
Travel	975	
Postage	750	
Telephone	1,100	
Volunteer Background Checks	6,000	
Volunteer Insurance	1,000	
Miscellaneous	1,100	
		<b>\$12,075</b>

COMMODITIES

Office Supplies	\$1,500	
		<b>\$1,500</b>

CAPITAL OUTLAY

Furniture/Equipment	\$3,600	
		<b>\$3,600</b>

**TOTAL SENIOR SERVICES** **\$284,878**

**1.5 SENIOR BUS**

**BUDGETS**

PERSONNEL

Salaries	\$395,000	
FICA	30,218	
ILL. Municipal Retirement Fund	22,626	
Unemployment Comp. Insurance	3,500	
Workers Comp. Insurance	10,000	
Health Insurance	50,000	
		<b>\$511,344</b>

CONTRACTUAL SERVICES

Vehicle Insurance	\$135,000	
Training/Physicals	3,500	
Telephone	1,000	
Equipment Maintenance	10,300	
Vehicle Maintenance	40,000	
Uniforms	1,500	
Postage	150	
Miscellaneous	750	
		<b>\$192,200</b>

COMMODITIES

Office Supplies	\$500	
Gas & Oil	40,000	
		<b>\$40,500</b>

CAPITAL OUTLAY

Push To Talk Cells	6,000	
Vehicles Lease/Purchase	10,000	
		<b>\$16,000</b>

**TOTAL SENIOR BUS**

**\$760,044**

**1.6 CEMETERY**

**BUDGETS**

PERSONNEL

Salaries	\$1,500	
FICA	150	
Workers Comp. Insurance	150	
		<b>\$1,800</b>

CONTRACTUAL SERVICES

Maintenance (Roads)	\$6,500	
Maintenance (Grounds)	17,500	
Travel	1,500	
Insurance	600	
Publishing	100	
Sign Maintenance	0	
Miscellaneous	150	
Tree Removal/New Trees	10,000	
New Trees/Bushes	1,000	
Foundation Maintenance	5,000	
Fence	2,000	
Legal	500	
		<b>\$44,850</b>

COMMODITIES

Office Supplies	\$100	
		<b>\$100</b>

CAPITOL OUTLAY

Grave Repurchase	\$2,000	
Capital Improvements	\$8,500	
		<b>\$10,500</b>

**TOTAL CEMETERY**

**\$57,250**

**1.7 SOCIAL SERVICE AGENCIES**

CONTRACTUAL SERVICES

**YOUTH SERVICES**

Power Reading	5,000
Harbour	4,000
Shelter	40,000

**TOTAL YOUTH SERVICES** **\$49,000**

**HUMAN SERVICES**

Center of Concern	5,500
Connection to Care	19,500
Family Forward	11,000
Hands On Suburban Chicago	4,500
Journey's Road Home	5,000
KAN-Win	3,000
Kindred Life Ministeries	7,000
Life Span	17,000
Mobile Dental Clinic	35,000
Northwest Compass-Emergency Housing	40,000
Suburban Primary Health Care	20,000
Wings	6,500

**TOTAL HUMAN SERVICES** **\$174,000**

**TOTAL SOCIAL SERVICE AGENCIES** **\$223,000**

**1.8 CONTINGENCIES** **\$51,900** **\$51,900**

**TOTAL APPROPRIATIONS** **\$2,933,120**

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**2. GENERAL ASSISTANCE FUND**  
**BEGINNING BALANCE March 1, 2026**

**\$1,011,904**

**ESTIMATED REVENUES**

Property Tax	\$450,000
Interest Income	23,000
Miscellaneous Income SSI Reimbursements	10,000
LIHEAP Processing Income	10,000

**TOTAL ESTIMATED REVENUES**

**\$493,000**

**TOTAL ESTIMATED FUNDS AVAILABLE**

**\$1,504,904**

**BUDGETS & APPROPRIATIONS**

2.1 Administration	\$590,493
2.2 Regular General Assistance	138,106
2.3 Emergency Assistance	101,000
2.4 Contingencies	23,000

**TOTAL BUDGET & APPROPRIATIONS**

**\$852,599**

**ESTIMATED ENDING BALANCE February 28, 2026**

**\$652,305**

**2.1 ADMINISTRATION BUDGETS**

**PERSONNEL**

Salaries	\$323,000
FICA	24,710
ILL. Municipal Retirement Fund	25,033
Unemployment Comp. Insurance	1,300
Workers Comp. Insurance	350
Health Insurance	48,000

**\$422,393**

**CONTRACTUAL SERVICES**

Legal Services	\$2,500
Telephone	1,800
Utilities	3,000
Travel	1,500
Education	1,750
Postage	750
Audit	1,000
Miscellaneous	300

**\$12,600**

**COMMODITIES**

Office Supplies	\$3,000
Community Outreach	22,000

**\$25,000**

**CAPITAL OUTLAY**

Equipment/Software	\$10,500
Permanent Improvement	\$120,000

**\$130,500**

**TOTAL ADMINISTRATION**

**590,493**

**2.2 REGULAR GENERAL ASSISTANCE**

**BUDGETS**

CONTRACTUAL SERVICES

Medical Care	\$1,000	
Funeral/Burial Services	2,056	
Fuel/Travel	18,000	
Utilities	10,000	
Shelter	80,000	
Shelter W/Utilities	4,000	
Transient Expense	250	
Personal Essentials	7,500	
Miscellaneous	300	
		<b>\$123,106</b>

COMMODITIES

Food	\$15,000	
		<b>\$15,000</b>

**TOTAL REGULAR GENERAL ASSISTANCE** **\$138,106**

**2.3 EMERGENCY ASSISTANCE**

CONTRACTUAL SERVICES

Medical Care	\$500	
Utilities	5,000	
Shelter	95,000	
Work Related Expenses	100	
Miscellaneous	300	
		<b>\$100,900</b>

COMMODITIES

Food	\$100	
		<b>\$100</b>

**TOTAL EMERGENCY ASSISTANCE** **\$101,000**

**2.4 CONTINGENCIES** 23,000 **\$23,000**

**TOTAL APPROPRIATIONS** **\$852,599**

**3. COMMUNITY MENTAL HEALTH BOARD  
BEGINNING BALANCE March 1, 2026**

**\$0**

**ESTIMATED REVENUES**

Property Tax \$1,500,000

**TOTAL ESTIMATED REVENUES \$1,500,000**

**TOTAL ESTIMATED FUNDS AVAILABLE \$1,500,000**

**BUDGETS & APPROPRIATIONS**

3.1 Administration \$218,370

3.2 Social Service Agencies 1,271,050

3.3 Contingencies 10,580

**TOTAL BUDGET & APPROPRIATIONS \$1,500,000**

**ESTIMATED ENDING BALANCE February 28, 2026 \$0**

**3.1 ADMINISTRATION BUDGETS**

**PERSONNEL**

Salaries \$95,000

FICA 7,270

ILL. Municipal Retirement Fund 7,600

Unemployment Comp Insurance 300

Workers Comp 500

Health Insurance 12,000

**\$122,670**

**CONTRACTUAL SERVICES**

Dues/fees \$5,000

Legal Services 20,000

Telephone 700

Travel 2,000

Printing 300

Insurance 500

Professional Fees 10,000

Postage 200

Public Information 3,000

Training 5,500

Support Services 37,000

Miscellaneous Expense 2,000

**\$86,200**

**COMMODITIES**

Office Supplies \$1,500

**\$1,500**

**CAPITAL OUTLAY**

Equipment \$8,000

**\$8,000**

**TOTAL ADMINISTRATION 218,370**

Funded Agencies

Arlinton Heights Senior Center FDN	\$2,300	
Ascension (AMITA HEALTH) Behavioral Health	120,600	
Avenues to Independence	44,200	
Cancer Wellness Center	17,100	
Center For Enriched Living	17,400	
Children's Advocacy	5,000	
Clearbrook Center	123,300	
Gerry's Café	70,800	
Glenkirk	14,100	
Hopeful Beginnings -Prenatal Mental Health	31,600	
Hopeful Beginnings - Teen	10,200	
Josselyn Center	29,500	
Journeys/The Road Home	20,000	
Kenneth Young	59,400	
Kinred Life Ministries	3,500	
Countryside/Little City	36,800	
Northwest Center Against Sexual Assault	105,800	
Northwest Compass	51,900	
Omni Youth - Youth Services	93,000	
Omni Youth - Adult Substance Useage	41,000	
Omni Youth - Adult Mental Health	20,000	
Search Inc.	19,700	
Shelter, Inc.	23,700	
Special Leisure Services Fdn/NWSRA	9,200	
Youth Services	24,100	
Zacharias Center	2,500	
Other Projects	274,350	
Total Fund Agencies		<u>\$1,271,050</u>

<b>3.4 CONTINGENCIES</b>	10,580	<u>\$10,580</u>
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<b>TOTAL APPROPRIATIONS</b>		<u>\$1,500,000</u>
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SECTION 2: The amount appropriated for township purposes for the fiscal year ending February 28, 2027, by fund is:

1. GENERAL TOWN FUND	\$2,933,120
2. GENERAL ASSISTANCE FUND	\$852,599
3. COMMUNITY MENTAL HEALTH Board	\$1,500,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$5,285,719</b>

Section 3: That each such total being divided among the objects and purposes specified and in the particular amounts stated for each fund respectively in Section 1 constituting the total appropriations in the amount of **Five Million, Two Hundred Eighty Five Thousand, Seven Hundred Nineteen Dollars (\$5,285,719)** for the fiscal year **March 1, 2026 to February 28, 2027**.

Section 4: That Section 2 shall be and is the annual Appropriation Ordinance of the township, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

Section 5: A certified copy of the Budget & Appropriation Ordinance must be filed with County Clerk within the first quarter of the current fiscal year.

Adopted this 28th day of April 2026 pursuant to a roll call vote as follows:

Ayes \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Supervisor

ORDINANCE NO. 2026-05

WHEELING TOWNSHIP ROAD MANAGEMENT

BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2026-27

OF THE WHEELING TOWNSHIP ROAD MANAGEMENT LOCATED IN COUNTY OF COOK,  
STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING MARCH 1, 2026 AND ENDING  
FEBRUARY 28, 2027.

NOW BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WHEELING TOWNSHIP  
ROAD MAINTENANCE, COUNTY OF COOK, STATE OF ILLINOIS, IN MEETING ASSEMBLED  
AS FOLLOWS:

Section 1: That the following budget containing an estimate of receipts and expenditures for  
Wheeling Township Road Management, is hereby adopted as a budget of the road district.

1. GENERAL ROAD FUND

Beginning Cash Balance, March 1, 2026 \$1,825,031

**ESTIMATED REVENUES**

Property Tax	\$450,000
Interest	20,000
Personal Property Replacement Tax	45,000
Permit Revenue	4,000
Grants/Motor Fuel Tax	25,000
Other Income	500

**TOTAL ESTIMATED REVENUES** **\$544,500**

**TOTAL ESTIMATED FUNDS AVAILABLE** **\$2,369,531**

**BUDGETS & APPROPRIATIONS**

1.1 Administrative	\$150,099
1.2 Road Division	576,800
1.3 Contingencies	10,000

**TOTAL BUDGETS AND APPROPRIATIONS** **\$736,899**

**ESTIMATED ENDING BALANCE FEBRUARY 28, 2027** **\$1,632,632**

**1.1 ADMINISTRATION**

**BUDGETS**

ADMINISTRATIVE DIVISION

Salaries	\$39,000	
FICA	2,984	
ILL. Municipal Retirement Fund	3,015	
Unemployment Comp. Insurance	100	
Health Insurance	5,000	
		<b>\$50,099</b>

CONTRACTUAL SERVICES

Worker's Comp. Insurance	\$1,500	
General/Liability Insurance	1,200	
Telephone	300	
Travel Expense	500	
Postage	100	
Printing & Publishing	250	
Audit	2,000	
Legal Services	2,500	
Engineering	40,000	
Property Maintenance	51,000	
Office Equipment	350	
		<b>\$99,700</b>

COMMODITIES

Office Supplies	\$200	
Supplies	\$100	
		<b>\$300</b>

**TOTAL FOR ADMINISTRATIVE DIVISION**

**\$150,099**

1.2 ROAD DIVISION

BUDGETS

CONTRACTUAL SERVICES

Snow Removal	\$70,000	
Street Lighting	300	
Permit Expenses	5,000	
Miscellaneous Expenses	1,500	
		<b>\$76,800</b>

CAPITAL OUTLAY

Contract Work Drainage & Construction	\$500,000	
		<b>\$500,000</b>

**TOTAL ROAD DIVISION** **\$576,800**

**1.3 CONTINGENCIES** **\$10,000**

**TOTAL CONTINGENCES** **\$10,000**

**TOTAL APPROPRIATIONS** **\$736,899**

Section 2: That each such total being divided among the objects and purposes specified and in the particular amounts stated for each fund respectively constitutes the total appropriations in the amount of **Seven Hundred Thirty Six Thousand, Eight Hundred Ninety Nine Dollars (736,899) for the fiscal year March 1, 2026 to February 28, 2027** and that this shall be in full force and effect from and after this date.

Amended and Adopted this 28th day of April 2026 pursuant to a roll call vote as follows:

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Supervisor

4/1/26

Hon. Maria Zeller Brauer  
Supervisor  
Wheeling Township  
1616 N. Arlington Heights Rd.  
Arlington Heights, IL 60004

CC: Regina Stapleton  
Ross Secler

Supervisor Zeller Brauer,

I hereby submit my resignation from the Wheeling Township Board of Trustees effective April 1, 2026, due to my moving out of the Township. It has been an honor and a privilege to serve the residents of Wheeling Township.

Sincerely,

A handwritten signature in black ink, appearing to read 'Austin Mejdrich', with a long horizontal flourish extending to the right.

Austin Mejdrich

**AGREEMENT FOR THE PROVISION OF SERVICES BETWEEN WHEELING  
TOWNSHIP AND [NAME OF RECIPIENT]**

This Agreement (“Agreement”), is made this \_\_\_ day of \_\_\_\_\_, 2026 (the “Effective Date”) between Wheeling Township, an Illinois unit of government, 1616 N. Arlington Heights Road, Illinois, 60004 the (“TOWNSHIP”), and [NAME OF RECIPIENT], an Illinois not-for profit corporation, located at [ENTER ADDRESS] ( the “RECIPIENT”), the TOWNSHIP and RECIPIENT are sometimes referred to herein as “Party”. or collectively as “Parties.”

**RECITALS**

**WHEREAS**, the Township is organized and operating pursuant to the Illinois Township Code, 60 ILC 1/1-1, et seq. (the “Township Code”); and

**WHEREAS**, Sections 85-10 and 85-13 of the Township Code authorizes the Township Board to enter into contractual agreements with established not-for-profit agencies to provide to such agencies funds for ordinary and necessary maintenance and operating expenses in order to, *inter alia*, provide the public health needs of the Township, and to provide social services needs of Township residents who may be considered poor and aged, among other purposes. Articles 85 and 215 of the Township Code further authorize the township committees on social services and youth to, *inter alia*, provide programs and funding to assist poor and struggling families and to meet the needs of the local youths, and additionally empowers the Township to approve contracts for the provision of said programming and aid and to otherwise appropriate funds for services related to the poor and vulnerable and struggling youth; and

**WHEREAS**, RECIPIENT was established, among other things, to generally provide services for the benefit of residents of Wheeling Township; and

**WHEREAS**, the parties desire to collaborate on the financing of the Services for the benefit of Township residents in strict accordance with the terms and conditions of this Agreement; and

**NOW, THEREFORE**, for a good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the TOWNSHIP and RECIPIENT, including the facts recited above, which are incorporated into this Agreement by this reference, the Parties do hereby agree as follows:

1. **Application Records.** RECIPIENT has applied to the TOWNSHIP seeking distribution of funds from the Town Fund for the period commencing March 1, 2026, and ending February 28, 2027. A copy of the Recipient’s application, which is on file with TOWNSHIP, is incorporated by reference in this agreement as fully as if set forth verbatim herein.
2. **Total Funding.** The TOWNSHIP hereby agrees to pay RECIPIENT a sum not to exceed \$ \_\_\_\_\_ (the “Service Fee”), to be paid as provided herein (see “PAYMENT SCHEDULE”), to support RECIPIENT’s programs during the TOWNSHIP’s Fiscal Year 2026-2027, in exchange for delivery of Services programs, and facilities set forth in “**Exhibit A**,” attached to and made part of this Agreement, which are for the benefit of residents of the TOWNSHIP. The TOWNSHIP’s payment shall be contingent on the TOWNSHIP having sufficient budget appropriation and said

bill/invoice otherwise receiving approval of the Township Board in accordance with law.

3. **Payment Schedule.** The TOWNSHIP hereby agrees to pay RECIPIENT the amount invoiced to the TOWNSHIP upon final approval of this Agreement by the Parties and after said Funding is approved by the Township Board for Wheeling Township. Said payment shall be used in support of the programming and services and shall specifically be used to supplement the costs of the programs and family aid distribution for the TOWNSHIP residents by RECIPIENT (the “Services”) as detailed herein. The RECIPIENT shall not bill the TOWNSHIP in a month in which the RECIPIENT does not provide Services to the Township’s residents. TOWNSHIP shall not be obligated to disburse to RECIPIENT during any one month, and RECIPIENT shall not invoice TOWNSHIP for any amount in excess of (a) one-twelfth of the amount appropriated under this Agreement, (b) an amount equal to one-twelfth of the amount allocated under this Agreement multiplied by the number of months from March 1, 2026 to the month of disbursement less all amounts previously disbursed to RECIPIENT hereunder, whichever is greater.

4. **SERVICES TO BE PROVIDED BY RECIPIENT & REQUIREMENTS FOR RECEIPT AND USE OF TOWNSHIP FUNDS.**

- A. RECIPIENT represents and warrants that the funds received pursuant to this Agreement will be expended for those services, programs, and facilities for TOWNSHIP residents as set forth in **Exhibit A**. For purposes of this Agreement, a TOWNSHIP resident shall mean a person who continuously resided in WHEELING TOWNSHIP for not less than thirty (30) days immediately prior to applying for services, programs, or the use of facilities from RECIPIENT.
- B. RECIPIENT shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules, and regulations, and lawful orders of public authorities bearing on the safety of persons or property or their protection from damage, injury, or loss.
- C. RECIPIENT agrees that the funding provided by the TOWNSHIP constitutes payment in full for the services provided to TOWNSHIP residents as described in **Exhibit A**. RECIPIENT shall not engage in “balance billing” — defined as seeking additional compensation or reimbursement from a TOWNSHIP resident for the difference between the RECIPIENT’S standard rate and the TOWNSHIP’S funding — nor shall any resident be denied services based on an inability to pay a remaining balance.
- D. RECIPIENT shall maintain complete records of the number of TOWNSHIP residents to which it provides services, including, but not limited to, the following information for TOWNSHIP residents participating or receiving aid:

- i. Total number of TOWNSHIP residents and/or families receiving services or aid;
  - ii. Demographic information of Wheeling Township residents and/or families utilizing RECIPIENTS' services; and
  - iii. As a means of verifying compliance with the residency requirements set forth in this Agreement, RECIPIENT shall submit to TOWNSHIP at the same time that any request for payment or reimbursement is made, either the name or identification number and the address of each client of RECIPIENT for whom payment or reimbursement is being sought. Such records shall be No copies will be made of this information; the documents submitted shall be stamped "confidential", will be kept in a locked file, and will be destroyed as approved by the Public Records Commission.
- E. RECIPIENT understands and agrees that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service, facility, or activity offered or provided by RECIPIENT on the grounds of race, color, national origin, sex, age, religion, or disability.
- F. RECIPIENT understands and agrees that none of the funds provided, directly or indirectly, under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body.
- G. RECIPIENT shall provide and pay for at its own expense any audits or other accounting reports or information required by a statute, rule, or regulation applicable to (1) TOWNSHIP'S agreement to provide funding hereunder, or (2) RECIPIENT'S operation as a not-for-profit entity or community service association.
- H. RECIPIENT shall, with reasonable notice and during normal business hours, and so often as may be deemed necessary, make available to the TOWNSHIP for examination all books, records, lists, statements and any other non-confidential written data or documents related to the performance of this agreement, and shall permit the TOWNSHIP or its designated representatives to audit and inspect all such documents.
- I. RECIPIENT understands and agrees that no resident of WHEELING TOWNSHIP shall be denied the services and facilities of RECIPIENT that are generally available, even if all funds allocated, available, budgeted, or appropriated by the TOWNSHIP for the services and facilities of RECIPIENT have been received, expended, or earned for that calendar month or for the entire term of this Agreement.
- J. That no funds received by RECIPIENT from TOWNSHIP pursuant to this Agreement shall be expended for or on behalf of anyone who was not a resident of WHEELING TOWNSHIP. RECIPIENT shall return to the

TOWNSHIP any funds used for non-Wheeling Township residents, or which exceed the per diem identified in Exhibit A, within 15 days of such expenditures. Alternatively, the TOWNSHIP, at its discretion, may withhold any funds due to RECIPIENT under this or other agreements due to RECIPIENT'S use of funds for non-Wheeling Township residents.

5. RECIPIENT shall provide TOWNSHIP with a written report signed by its Executive Director, or whoever else is deemed to be in charge of RECIPIENT'S activities program, services, and facilities, including the following:
  - A. A description of each program, service, activity, or facility provided or offered by RECIPIENT.
  - B. A statement that all such programs, services, activities, and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act (ADA) and any Rules and Regulations adopted pursuant thereto; or
  - C. An identification of those programs, services, activities, or facilities that are not accessible to the disabled. With respect to these programs, services, or activities, RECIPIENT shall furnish a detailed statement setting forth the specific steps (including timetables) to be taken to achieve accessibility.
  - D. If structural modifications are required to achieve accessibility, a detailed statement setting forth the modifications required and the timetable for completion, TOWNSHIP may prescribe the form of report required hereunder.
6. **Notice to Clients.** RECIPIENT shall advise its clients that services are being made available to them through TOWNSHIP funds, and RECIPIENT must publicize the help being provided to them by WHEELING TOWNSHIP in their newsletters, reports, notices of fundraisers/events, etc.
7. **Limitation of Funds.** It is expressly understood and agreed by RECIPIENT that the TOWNSHIP may choose to refuse payment on all or a portion of the Service Fee if, in the TOWNSHIP's sole discretion: (i): RECIPIENT is not providing all of the Services specified above; (ii) RECIPIENT fails to provide the TOWNSHIP with Required Reporting; (iii) RECIPIENT breaches or fails to perform any provision of this Agreement; and (iv) if the TOWNSHIP lacks the necessary, appropriated funds to make said payment. In such an event, and except as otherwise provided in this Agreement, the Parties agree to confer on alternative means of funding the RECIPIENT provision of the Services.
8. **Duration and Termination.** The Agreement shall commence upon the Effective Date and shall expire upon the end of the TOWNSHIP's Fiscal Year February 28, 2026; RECIPIENT's failure to provide Services; RECIPIENT's violation of any of the other terms and conditions of this Agreement and continuation of such violations or breach for a period of ten (10) days after notice thereof is given by TOWNSHIP to RECIPIENT (provided that if the nature of the breach is such that it cannot be cured within said ten (10) day period RECIPIENT shall be deemed to have cured same upon

completion of the corrective action if within said ten (10) days period if it commences and diligently pursues such cure and thereafter completes same within such time as is reasonable under the circumstances); by the TOWNSHIP upon (30) days prior written notice to RECIPIENT; or RECIPIENT's bankruptcy, insolvency, assignment for the benefit of creditors, or other condition or circumstance that in the TOWNSHIP's discretion places RECIPIENT's ability to deliver the Services during the term of this Agreement in doubt.

9. **NO WAIVER.** The waiver by the TOWNSHIP of any breach or default under any provisions of this Agreement shall not be deemed to constitute a waiver of such provision for any subsequent breach or default of the same or any other provision.
  
10. **INDEMNIFICATION.** To the fullest extent permitted by law, RECIPIENT shall indemnify and hold harmless the TOWNSHIP, its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegal's fees and court costs), arising out of or resulting from the performance of RECIPIENT's work, provide that any such claim, damage, loss or expense (i) is attributable to injury, sickness, disease or death, or injury to or destruction of tangible property, and(ii) is caused by willful and wanton conduct of the RECIPIENT's employees, officers, directors, partners, or consultants or caused in whole or in part by any wrongful or negligent act or omission of RECIPIENT, any subcontractor, anyone directly or indirectly employed by any of them ( or volunteering for any of them, or anyone for whose acts any of them may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. RECIPIENT shall similarly protect, indemnify and hold and save harmless the TOWNSHIP, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of RECIPIENT's breach of any of its obligations under, or RECIPIENT's default of, any provision of this Agreement.

The indemnification contained in this paragraph shall bind RECIPIENT and its successors and survive termination of this Agreement.

11. **INSURANCE.** RECIPIENT shall maintain commercial general liability and professional service insurance that includes coverage for liability assumed under an insured contract (including the tort liability of another assumed in a contract) covering occurrences on its premises and shall name TOWNSHIP, its Trustees, elected and appointed officials, agents, employees and volunteers, as additional insureds under such policies with all the rights of a primary insured. RECIPIENT shall also provide workers' compensation and employer's liability insurance coverage, and professional liability insurance coverage. RECIPIENT shall specifically ensure that its insurance provides coverage for its volunteers, contractors, and employees. RECIPIENT shall provide such other types and amounts of liability, in the future, as TOWNSHIP may

reasonably request and as required by any risk management agency of which the TOWNSHIP is a member. Such proof of insurance shall be provided to the TOWNSHIP within ten (10) days of signing this Agreement.

12. **INDEPENDENT CONTRACTOR.** RECIPIENT agrees and acknowledges that RECIPIENT's employees and agents are, and shall remain, independent contractors throughout the term of this Agreement and are not employees or agents of the TOWNSHIP. RECIPIENT agrees that it or its employees are not and will not become employees, agents, or officers of the TOWNSHIP while this Agreement is in effect. The RECIPIENT agrees that nothing in this Agreement shall be construed as creating any employment relationship between the RECIPIENT and the TOWNSHIP, and thus, by operation of this Agreement, the RECIPIENT does not acquire any rights as to the RECIPIENT under the provisions of the Illinois Human Rights Act, the Illinois Workers' Compensation Act or any similar federal, state, or local statute or ordinance covering employees. The RECIPIENT agrees it is not entitled to the rights or benefits afforded to the TOWNSHIP's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. The RECIPIENT further agrees that by operation of this Agreement, it has not become covered by the TOWNSHIP insurance coverage and is responsible for all costs which the RECIPIENT may incur in connection with any and all injuries suffered by the RECIPIENT, employees, or agents in performance of this Agreement. The RECIPIENT is responsible for providing, at his own expense, disability, unemployment, and other insurance, workers' compensation, training, permits, and licenses, if any, for his employees or agents.
13. **NO THIRD-PARTY BENEFICIARY.** This Agreement is entered into solely for the benefit of the TOWNSHIP and RECIPIENT, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a Party to this Agreement.
14. **ENTIRE AGREEMENT / MODIFICATION / AGREEMENT CONSTRUCTION / NON-ASSIGNMENT.** This Agreement is the entire understanding and agreement of the Parties with respect to the subject matter herein contained and supersedes all prior and contemporaneous agreements with respect to said subject matter, oral or written. This Agreement may be modified only in writing signed by both Parties. The rule of contract law that any ambiguity in an agreement shall be construed against the party drafting the Agreement shall not be applicable to the construction of this Agreement, as the Parties acknowledge they have been represented by counsel in regard to the negotiation and finalizing of this Agreement. This Agreement is non-assignable in whole or in part by RECIPIENT, and any assignment shall be void without the prior written consent of TOWNSHIP.
15. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by and its provisions construed in accordance with the laws of the State of Illinois. Venue for any suit arising in connection with this Agreement shall be in the Circuit Court located in Cook County, Illinois.

16. **RECORDS.** RECIPIENT covenants and agrees to hold all information, records, and documents provided by the TOWNSHIP to RECIPIENT, and any matter relating to any of the foregoing, as confidential property of the TOWNSHIP unless said release is required to accomplish the Services to be provided. RECIPIENT, covenants and agrees that any work product, materials, documents, records or files undertaken on behalf of the TOWNSHIP, as part of the Services provided, shall at all times be the sole and exclusive property of the TOWNSHIP, without compensation or any other form of consideration required by the TOWNSHIP to RECIPIENT and shall provide said documentation on the termination of this Agreement or at any other time requested by the TOWNSHIP.
17. **SEVERABILITY.** A final determination by a court of competent jurisdiction that any provision of this Agreement is invalid shall not affect the validity of any other provision, and any provision so determined to be invalid shall not affect the validity of any other provision, and any provision so determined to be invalid shall, to the extent possible, be construed to accomplish its intended effect.
18. **NOTICE.** Any notice required or permitted to be given pursuant to this Agreement shall be given to the following addresses (notice to be deemed given when personally delivered or three days after being sent registered or certified mail, returned receipt requested) or such other or further addresses as the Parties may hereafter designate by like notice similarly sent:

(a) TOWNSHIP:        Wheeling Township  
                             1616 N. Arlington Heights Road  
                             Arlington Heights, IL 60004

With a copy to:

Odelson, Murphey, Frazier, & McGrath Ltd.  
ATTN: Ross D. Secler, Township Attorney  
3318 W. 95<sup>th</sup> Street  
Evergreen Park, IL 60805  
[rsecler@omfmlaw.com](mailto:rsecler@omfmlaw.com)

(b) RECIPIENT:        [ENTER ADDRESS]

19. **ENFORCEMENT COSTS.** In the event that the TOWNSHIP shall have to retain counsel to enforce any provision of this Agreement, RECIPIENT shall pay all of TOWNSHIP's costs associated with such enforcement of this Agreement, including, but not limited to, reasonable attorneys' fees and costs.
20. **NO WAIVER OF TORT IMMUNITY.** Nothing contained herein shall constitute a waiver by the TOWNSHIP of any right, privilege, or defense which it has under statutory or common law, including but not limited to, the Illinois Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

21. **COMPLIANCE WITH LAWS.** The Parties shall comply with all applicable federal, state, and local laws, rules, and regulations.
22. **HEADINGS.** The headings herein contained are for convenience and reference only and are not intended to limit the scope of any section.
23. **SURVIVORSHIP OF REPRESENTATIONS AND WARRANTIES; INSURANCE; HOLD HARMLESS AND INDEMNIFICATION; REMEDY.** The indemnifications, representations, warranties, remedies, covenants and agreements contained herein shall survive the termination or expiration of this Agreement and it is hereby understood and agreed between the Parties that said indemnifications, warranties, remedies, covenants and agreements shall not cease to be in full force and effect upon the termination or expiration of this Agreement but shall survive and be contractually enforceable between the Parties hereto, their grantees, nominees, successors in interest, assignees, heirs, executors or lessors, at all times for a period of four (4) years from the date of termination or expiration of this Agreement.

**IN THE WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the date indicated below.

**WHEELING TOWNSHIP:**

By: \_\_\_\_\_  
Township Supervisor

Date Signed: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_  
Township Clerk

Date Signed: \_\_\_\_\_

**[NAME OF RECIPIENT]**

By: \_\_\_\_\_  
President

Date Signed: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Secretary

Date Signed: \_\_\_\_\_

**EXHIBIT A**  
**(To be provided by RECIPIENT)**

**What is the Mission of your Agency?**

**Describe the specific services your Agency is being funded to provide to Wheeling Township residents.**

**What is the per diem rate, per resident, for the service defined above?**

Vicarious Multimedia



# Wheeling Township PROPOSAL

## Website Content & Development Support/Consulting

**Prepared for:**

Supervisor Maria Zeller Brauer

Director of Finance and Administration, Regina Stapleton

Wheeling Township

April 22, 2026



**Prepared by**

Melanie Santostefano  
Vicarious Multimedia

**Website**

[VicariousMM.com](http://VicariousMM.com)

**Contact**

312-719-2332  
[Melanie@VicariousMM.com](mailto:Melanie@VicariousMM.com)

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**Melanie Santostefano**

# From the VM President

Dear Maria and Regina,

Thank you for the opportunity to submit this proposal for Vicarious Multimedia to assist in the development of new website for the Township.

In working with the Township for the last several years, myself and our team have gained a unique understanding of the great work you do to support community members in need, as well as engage volunteers and donors to further strengthen your worthy mission.

I am personally honored to be considered to help in the development of what is the cornerstone of all communications - your website - which in many cases, is the first interaction a resident in need or someone who would like to help can learn about the Township's important mission.

Thank you for the opportunity, and I am hopeful we can work together to ensure the new website is a strong tool to increase reach to the greater Wheeling Township community.

Sincerely,

*Melanie*

Melanie Santostefano  
President, Vicarious Multimedia  
312-719-2332  
melanie@vicarioussmm.com



## Vision Delivered...



### OUR PHILOSOPHY

Vicarious Multimedia (VM) is a partner and trusted advisor to our clients; the way we see it, this is the only way 'it' can be done right. We need to intimately understand who our clients are, including their history and their goals moving forward. **It's how we develop our strategy.** VM is highly consultative; if we feel strongly changing course is in the best interest of our clients, we will have that conversation. It's about doing the right thing, and being a fiduciary - without fail.

**The imagery in the VM logo provides insight into our core philosophy;** the **Eye of Horus** is a part of Egyptian mythology, and is a symbol of protection, power and health. VM patterns our work after these themes, by protecting our clients, ensuring that together, we are executing a stealth strategy for growth - and that the communications we provide are strong and decisive to maintain and strengthen the health of the business or organization. **Vicarious means to 'experience in the imagination through the feelings or actions of another'....and that's what we do, every day.**

VM works intently to deeply understand the client and their goals so that we can adeptly and competently communicate on their behalf. Our vision is to play an integral role in driving the continued success of our clients. Our promise is simple: **Vision.....Delivered.**

### ABOUT VM

VM is a multi-faceted, boutique communications firm based in Arlington Heights, Illinois that specializes in marketing communications, public relations and video production. VM's singular goal is to partner with and assist in communications to reach the clients' target demographics through a comprehensive, multimedia approach. Clients included local government/public organizations, professional associations, nonprofits and businesses.

### WHY CHOOSE US?

VM has a diverse team with a wide range of skill sets. The approach taken for every client is custom-tailored based on their unique needs and goals. VM works diligently to 'vicariously' see through the eyes of our clients. The VM team is made up of public relations specialists, professional writers and editors, photographers and videographers, graphic designers, social media managers and website managers/developers. We utilize these skills to holistically serve our clients.

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# QUALITY is what MATTERS

## Our Services

### VICARIOUS MARKETING COMMUNICATIONS

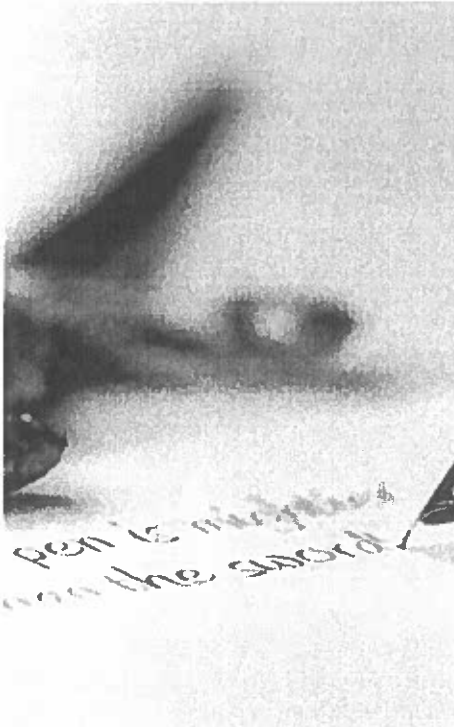
- **Writing, Editing & Copywriting** Information gathering, writing and editing for communications including (not limited to) E- and print newsletters, blogs, articles, advertorials, speeches, website content, social media, and collateral marketing materials.
- **Graphic Design** Logos, infographics, letterhead, brochures, trade show display materials and any/all other collateral marketing communications that establish and/or represent the client.
- **Social Media/E-newsletter Management** Content creation, management and monitoring of E-newsletters, and social media pages, including (but not limited to) Facebook, Twitter, LinkedIn, Instagram, Nextdoor, YouTube and Tik Tok.

### PUBLIC RELATIONS in partnership with sister company St. Steven Public Relations

- **Public Relations (PR)** Through Vicarious Multimedia's sister company, **St. Steven Public Relations (SSPR)**, we develop and fortify the public image of our clients, and position them with the news media and the greater public by telling their story through multiple media/communication channels.
- **Public Information Campaigns** Reaching and communicating to the masses in order to assist in the understanding of value propositions and services (including changes/additions to offerings). Campaigns can be handled through in-person events, the news media, digital and print media or a customized combination of both media and channels.
- **Crisis Communications** Consulting/support at the start, during, and post crisis - including media outreach/relations press releases and other communications to control narrative development, as well management and monitoring. We ensure the image and reputation of our clients is protected/managed through crisis. Crisis Communication Plans, and PR 101 and 102 trainings are offered through **SSPR** to educate elected officials and/or organizational staff on how to lead through crisis.

### VICARIOUS PRODUCTIONS

**Strategic storytelling** through full-scale video production services, customized for social media, E-newsletters, websites or any other medium. Previous projects have included emergency responder recruitment, introduction to new developments, water meter replacements and much more. Video examples can be found on the Vicarious Multimedia/Vicarious Productions YouTube Channel at [youtube.com/wervicarious](https://www.youtube.com/wervicarious).



# Valued CLIENTS

## Public Agencies: Municipalities, Townships, Park Districts & Quasi Government

- City of Batavia
- City of Edwardsville
- City of Marseilles
- City of Rochelle
- City of Rolling Meadows
- Village of Antioch
- Village of Buffalo Grove
- Village of Campton Hills
- Village of Carpentersville
- Village of Channahon
- Village of Deerfield
- Village of Glencoe
- Village of Glenview
- Village of Hampshire
- Village of Lake Zurich
- Village of Long Grove
- Village of New Lenox
- Village of Palatine
- Village of Peotone
- Village of River Forest
- Village of Wauconda

- Batavia Public Library
- Elk Grove Township
- North West Housing Partnership
- Palatine Library District
- Vernon Township
- Wheeling Township
- Winnetka Park District



## Professional Associations

- ILCMA - Illinois City/County Management Association
- IGFOA - Illinois Government Finance Officers Association
- IPBC - Intergovernmental Personnel Benefit Cooperative
- ISPA - Illinois Security Professionals Association
- Downtown Palatine Business Association
- RAILS (Reaching Across Illinois Library System)
- Schaumburg Business Association



## Businesses

- 10-40-10 Fitness
- Adrenaline Special Events
- Durty Nellie's
- Houston Running Company
- Lonestar Running Company
- Metropolis Performing Arts Centre
- The P4 Companies
- Santa Hustle Race Series, LLC
- Veregy



# Wheeling Township Proposal

**Vicarious Multimedia (VM)** would provide the following services/deliverables to support the overall development of Wheeling Township's (pending) new website.

## Statement of Work

**Content Creation:** Development/writing of content for six different (top-level) website pages, in addition to drop down content, to ensure the viewer is aware of all the services and programs available through the Township, as well as how to get involved as a volunteer or donor.

- The top-level pages would include: Home, About Us, Services, Mental Health Board and "How do I?" pages.

**Collaboration with Township Staff Members:** Meetings, phone calls or emails with specific individuals working for the Township who can provide any fresh content needed in their specific area of service, to ensure that all information on the new website is up-to-date and accurate.

**Collaboration and Consulting with Website Firm:** Any needed contact, collaboration and communication with the chosen website development firm, to assist in placement of content and overall flow and design of the new website.

**Investment**

**\$3,500.00**

*To initiate this project, Vicarious Multimedia requires a 50% deposit, with the balance due upon completion (net 30).*

**FEDERAL FISCAL YEAR 2026 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: \_\_\_\_\_

The Applicant certifies to the applicable provisions of all categories: (check here)  .

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____

12 State of Good Repair Grants

13 Infrastructure Finance Programs

14 Alcohol and Controlled Substances Testing

15 Rail Safety Training and Oversight

16 Demand Responsive Service

17 Interest and Financing Costs

18 Cybersecurity Certification for Rail Rolling Stock and Operations

19 Tribal Transit Programs

20 Emergency Relief Program

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may seek in the future, of federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): \_\_\_\_\_

As the undersigned Attorney for the above-named Applicant, I hereby affirm the Applicant has the authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.*

*Text in italic is not part of a certification and is of no legal effect. Its purpose is to provide explanation and context for the certification.*

**CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

**1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:

- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21, including any amendments thereto;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ce-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction sub-agreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
  - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
  - (3) Using forced labor in the performance of the award or subawards under the award.

**1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews. Additionally, 2 CFR § 200.216(e) states that by accepting a grant, the recipient is certifying its compliance with that section (“Prohibition on certain telecommunications and video surveillance equipment or services”).*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.
- (d) 2 CFR § 200.216, “Prohibition on certain telecommunications and video surveillance equipment or services.”

**1.4. Increased Micro-Purchase Threshold.**

*A recipient may establish a micro-purchase threshold that is higher than the Federal micro-purchase threshold. Pursuant to 2 CFR § 200.320(a)(1)(iv), the recipient may self-certify a micro-purchase threshold up to \$50,000. Pursuant to 2 CFR § 200.320(a)(1)(v), the recipient may set a micro-purchase threshold higher than \$50,000, but only with the approval of the recipient’s Federal cognizant agency for indirect costs. To determine an applicant’s cognizant agency for indirect costs, consult the definition of “cognizant agency for indirect costs” in 2 CFR § 200.1.*

If the recipient uses a micro-purchase threshold that is higher than the Federal micro-purchase threshold, the recipient certifies:

- (a) The recipient’s micro-purchase threshold does not exceed \$50,000, or the recipient has approval from its Federal cognizant agency for indirect costs to use a higher micro-purchase threshold;
- (b) The recipient has a written justification for its micro-purchase threshold; and
- (c) The recipient has supporting documentation of any of the following:
  - (1) The recipient qualifies as a low-risk auditee, in accordance with the criteria in 2 CFR § 200.520 for the most recent audit;
  - (2) The recipient has an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or

- (3) For public institutions, a higher threshold is consistent with State law.

### 1.5. Suspension and Debarment.

*Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant's exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant's principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification; and
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

### 1.6. Lobbying.

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.*

***1.6.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.***

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

***1.6.2. Statement for Loan Guarantees and Loan Insurance.***

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement

shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **1.7. Real Property Use**

*This certification responds to Recommendation #7 in the U.S. Department of Transportation's Office of Inspector General Report FS2024025 (May 20, 2024).*

If the applicant will use assistance provided by the Federal Transit Administration to acquire or improve real property, the applicant certifies that it will comply with the requirements of 2 CFR § 200.311, including but not limited to, requirements to use the property for the purposes authorized in its award, and to seek disposition instructions from FTA when the property no longer is needed for any authorized purpose.

## **CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA's state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).*

*This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.*

*This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.*

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider’s Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

**CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax-exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2026, Pub. L. 119-75, div. E, tit. VII §§ 744-745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

**CATEGORY 4. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

**4.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third-party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

**4.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
- (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
- (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.

- (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

**CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 CFR Part 625.

**CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

**6.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

**6.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility established in accordance with 49 U.S.C. § 5318 (currently the Larson Transportation Institute’s Bus Research and Testing Center at Pennsylvania State University) and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

**CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act ("TIFIA") (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;
- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);

- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

**CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5311(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected

intercity bus service providers, and the intercity bus service needs of the State are being met adequately.

- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.*

*If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).*

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in 49 U.S.C. § 5339(c)(1)) or related infrastructure under 49 U.S.C. § 5339(b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient’s plan to address the impact of the transition to zero emission vehicles on the applicant’s current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

**CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;

- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

### **CATEGORY 12. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

### **CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.*

**CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

**CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, "Public Transportation Safety Certification Training Program"; and
- (b) Compliant with the requirements of 49 CFR Part 674, "State Safety Oversight".

**CATEGORY 16. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;

- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

**CATEGORY 17. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

**CATEGORY 18. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**CATEGORY 19. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).**

*Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant*

*must select the Certifications in this Category, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.*

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
  - (1) It will have a procurement system that complies with U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 200, for Awards made on or after December 26, 2014,
  - (2) It will have a procurement system that complies with U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
  - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
  - (1) Category 4.1 and 4.2 (Charter Service Agreement and School Bus Agreement),
  - (2) Category 5 (Transit Asset Management Plan),
  - (3) Category 6.1 and 6.2 (Rolling Stock Buy America Reviews and Bus Testing),
  - (4) Category 8 (Formula Grants for Rural Areas),
  - (5) Category 14 (Alcohol and Controlled Substances Testing), and
  - (6) Category 16 (Demand Responsive Service).

**CATEGORY 20. EMERGENCY RELIEF PROGRAM.**

*An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.*

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.



# Prospect Heights Fire Protection District

*Office of the Fire Chief*

10 East Camp McDonald Road, Prospect Heights, Illinois 60070

Phone 847-253-8060

FAX 847-253-4759

[dsmith@phfire.com](mailto:dsmith@phfire.com)

March 2, 2026

Ms. Regina Stapleton, Administrator  
Wheeling Township  
1616 N. Arlington Heights Road  
Arlington Heights, Illinois 60004

Re: Trustee Reappointment

Dear Ms. Stapleton:

This letter is to inform you that effective April 30, 2020 the term of office for Mr. SHAWN CLISHAM and Mr. WILLIAM (BILL) MCDONALD, Trustees for the Prospect Heights Fire Protection District (PHFPD) will expire.

Both Mr. Clisham and Mr. McDonald currently serve as members of the Board of Trustees. Mr. Clisham was first appointed by the Wheeling Township Board of Trustees in 2009; Mr. McDonald was appointed by the Wheeling Township Board of Trustees one year ago to fill a vacancy created by a resignation.

Both Mr. Clisham and Mr. McDonald have expressed interest in being reappointed for an additional three-year term effective May 1, 2026 and will be contacting you with his letter making such a request. The Prospect Heights Fire Protection District Board of Trustees is supportive of both Mr. Clisham and Mr. McDonald's request and would enjoy their continued service on the board.

Should you have any questions, please call me.

Sincerely,

A handwritten signature in black ink that reads "Drew R. Smith".

Drew R. Smith, EFO/CFO, LP  
Fire Chief

## Regina Stapleton

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**From:** Shawn Clisham <shawnclisham@comcast.net>  
**Sent:** Wednesday, April 1, 2026 10:08 AM  
**To:** Regina Stapleton  
**Cc:** Drew Smith  
**Subject:** Clisham Reappointment to Prospect Heights Fire Protection District Board

March 27, 2026

**Mrs. Regina Stapleton, Wheeling Twp Administrator**

Wheeling Township  
1616 N. Arlington Heights Rd.  
Arlington Heights, IL 60004

Re: Reappointment of Shawn Clisham to Prospect Heights Fire Protection District

Dear Mrs. Stapleton,

I am requesting to be reappointed for another term as Trustee for the Prospect Heights Fire Protection District. It has been an honor to serve on this Board and would like to continue to do so. I am currently serving as the Treasurer of the Board.

I am very proud to serve the community and to be associated with the Fire Protection District. The entire organization and its Board are exemplary individuals. I have said this in the past and it cannot be overstated: Firefighters are true heroes. To support them in this capacity is, indeed, an honor.

Our board has worked well together and has engaged in many lively discussions to ensure all viewpoints and concerns are heard and properly addressed. Yet, the remarkable fact is we have always reached a consensus on every topic with mutual respect for each other's opinions.

I would like to thank Chief Drew Smith for his continued support and confidence in my commitment to the Board.

Again, I'd like to express my thanks to the Review Committee for my past appointments as a Fire Protection District Trustee and would ask to be allowed to continue for another term.

Thank you for your consideration and please do not hesitate to contact me if you have any questions.

Sincerely,

Shawn Clisham, Trustee  
Prospect Heights Fire Protection District  
20 Glenbrook Drive  
Prospect Heights, IL 60070

Bill McDonald  
617 Edinburgh Ln #D  
Prospect Heights, IL  
60070

Ms. Regina Stapleton Director of Finance and Administration  
161 Arlington Heights Rd  
Wheeling Township, IL 60004

**Re: Reappointment Bill McDonald to Prospect Heights Fire Protection District**

Dear Ms. Stapleton,

I am requesting to be reappointed as Trustee for the Prospect Heights Fire Protection District. I have been privileged to serve in this capacity and would like to continue in this regard

I believe in giving back to the community and for many years have served on several boards in a financial review capacity. I also volunteer preparing taxes for AARP. My experience will allow me to be a contributing member of the Board of Trustees.

Thank you for your consideration. Please contact me at 630-939-3832 if you want to discuss.

Sincerely,



Bill McDonald

cc. Chief Smith, Prospect Heights Fire Protection District

1616 N. Arlington Heights Rd.  
Arlington Heights, IL 60004



Telephone 847 259 7730  
Fax 847 259 1570

COMMUNITY MENTAL HEALTH BOARD

April 22, 2026

Dear Supervisor Zeller Brauer and Members of the Board of Trustees,

I am writing on behalf of the Wheeling Township Community Mental Health Board to formally inform you that our Board met on April 22, 2026, and voted to recommend the appointment of Teri Pacion, CPA, to fill a vacant seat on our Board.

After careful consideration and discussion, the Board determined that Ms. Pacion brings valuable insight, and a commitment to public service that will benefit our ongoing work. We further agreed that Ms. Pacion's appointment will enhance the depth and diversity of our Board.

The Wheeling Township Community Mental Health Board respectfully requests that you approve this recommendation.

Thank you for your continued support of the Wheeling Township Community Mental Health Board.

Sincerely,

Bill Dixon  
President *Pro Tem*  
Wheeling Township Community Mental Health Board

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