



**Polling Place  
Accessibility Grant  
FY 2024 (CFDA 90.404)**

*Abby Beaty, Grants Program Manager*  
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**Overview**

These funds are to address areas of inaccessibility in Illinois' polling places. Funding is prioritized to correct barriers to accessing polling places – working toward the goal that all Illinois voters are able to exercise their right to vote privately and independently.

Funding is allocated based on quotes and narratives provided from jurisdictions who applied for the Polling Place Accessibility Grant, and is prioritized based on funding need.

**Dates & Deadlines**

Grant Period	July 1, 2023 – June 30, 2024
Agreement Submission Deadline	October 6, 2023
Grant Reimbursement Deadline	June 21, 2024*

*\*This is the final day to submit a reimbursement request for this grant. Requests made after this day may not be reimbursed.*

**Your allowable expenditures include:**

- Primary parking lot
- Additional parking lot costs

*Your funding is exclusively for the items listed above and the awarded amount is based on the quotes provided in your application therefor. This grant funding should not be used to purchase and/or fund other projects, but should be used to fund the projects approved in your submitted application.*


All expenditures should be submitted through the eGrants site, through IVRS. See the eGrants Instruction Guide for assistance on this process. **No grants will be accepted via email or via mail.**



**Illinois State Board of Elections  
FY24 Polling Place Accessibility Grant  
Certification Statement**

I, Jean Kaczmarek, Jean Kaczmarek, of Jean Kaczmarek  
(Print Name of Election Authority) (Title) (Jurisdiction)

certify that the Polling Place Accessibility grant funds this election authority receives will only be used as authorized by the terms of the Illinois State Board of Elections and/or other grantor. Such terms may be found in, but are not limited to, the Polling Place Accessibility Grant Acceptance Agreement this election authority enters into with the State Board of Elections. I agree to provide, upon the request of the Illinois State Board of Elections and/or other grantor, any and all receipts and records of expenditures for the Polling Place Accessibility grant funds.

DocuSigned by:  
  
\_\_\_\_\_  
Signature of Election Authority

9/26/2023  
\_\_\_\_\_  
Date



**Illinois State Board of Elections**  
**Polling Place Accessibility Federal Grant 2024**  
**Acceptance Agreement**



You are receiving this Polling Place Accessibility Grant pursuant to Section 101 of the Help America Vote Act of 2002, ("HAVA") (52 USC 20901) (CFDA 90.404). Generally stated, the purpose of this grant is to make improvements to Illinois polling places for voters with disabilities. Your election jurisdiction **DuPage County** ("Election Authority"), will receive the amount of **\$654,660.55**, for which will be distributed in a lump sum payment unless you request to receive the funds in smaller portions.

Specifically, this grant is to be used to:

- 1) Make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility accessible to individuals with disabilities, including the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters; and,
- 2) Provide individuals with disabilities and the other individuals described in paragraph (1) with information about the accessibility of polling places, including outreach programs to inform the individuals about the availability of accessible polling places and training election officials, poll workers, and election volunteers on how to best promote the access and participation of individuals with disabilities in elections for Federal Office.

The State Board of Elections and you, the Election Authority, have responsibilities under HAVA both as to spending the grant monies for the intended purposes of this grant, and tracking grant expenditures in accordance with applicable State and Federal laws and regulations. By accepting this grant, you agree to document all expenditures for audit purposes in accordance with generally accepted auditing standards, Federal Single Audit requirements, and any specific additional provisions contained in HAVA. Furthermore, you agree to provide all documentation (i.e., receipts, invoices, copies of checks, etc.) applicable to activity under this grant program to the State Board of Elections or other auditing entity upon request.

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

As a condition of receipt of this grant, the Election Authority agrees to comply with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of the Illinois Human Rights Act (775 ILCS 5/2-105). There are certain federal financial controls applicable to this grant. According to the regulations of the U.S. Treasury, recipients of Federal monies (State governments) that pass the funds on to sub-recipients in advance (Local governments) must ensure that only those monies determined necessary for immediate cash needs are advanced (34 CFR 80.20). The State Auditor General has interpreted 'immediate cash needs' as receiving advance funds 30 days or less from the expected date of paying the sub-recipient's vendors. Please submit only when you are ready to pay your vendors for qualifying expenses under this Program within the timelines given above. Therefore, the grant may be applied toward any purchase or lease meeting the above criteria made between July 1, 2022 and June 30, 2023. The Election Authority agrees to indemnify and hold the State Board of

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

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

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

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

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

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

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

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

The undersigned ("Election Authority" or "Authorized Agent") has the authority to enter into this agreement or has sought approval to enter into this agreement, if applicable, and agrees to the above in its entirety.

**Election Authority or Authorized Agent**

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

Printed Name: Jean Kaczmarek

Title: Jean Kaczmarek

Date: 9/26/2023

**Illinois State Board of Elections**

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

Printed Name: Abby A. Beaty

Title: Grants Program Manager

Date: 09/05/2023

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

Printed Name: Bernadette M. Matthews

Title: Executive Director

Date: 09/05/2023

**Certificate Of Completion**

Envelope Id: 847B9039E7B54FFCBB72B7FA652DAB7C	Status: Completed
Subject: DuPage_FY24 PPA Acceptance Agreement.pdf	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Abby Beaty abeaty@elections.il.gov IP Address: 163.191.231.3
Envelopeld Stamping: Enabled	
Time Zone: (UTC-06:00) Central Time (US & Canada)	

**Record Tracking**

Status: Original 9/8/2023 11:55:12 AM	Holder: Abby Beaty abeaty@elections.il.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Illinois State Board of Elections	Location: DocuSign

**Signer Events**

Jean Kaczmarek  
Bethany.Mueller@dupageco.org  
Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Pre-selected Style  
Using IP Address: 50.206.250.2

**Timestamp**

Sent: 9/8/2023 11:56:50 AM  
Viewed: 9/8/2023 12:27:03 PM  
Signed: 9/26/2023 3:05:33 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 8/12/2022 9:25:55 AM  
ID: 0cebea16-c15d-4a13-9c22-558f8732cb91

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/8/2023 11:56:50 AM
Envelope Updated	Security Checked	9/8/2023 1:59:07 PM
Certified Delivered	Security Checked	9/8/2023 12:27:03 PM
Signing Complete	Security Checked	9/26/2023 3:05:33 PM
Completed	Security Checked	9/26/2023 3:05:33 PM

Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Carahsoft OBO Illinois State Board of Elections (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO Illinois State Board of Elections:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [abeaty@elections.il.gov](mailto:abeaty@elections.il.gov)

**To advise Carahsoft OBO Illinois State Board of Elections of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [abeaty@elections.il.gov](mailto:abeaty@elections.il.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Carahsoft OBO Illinois State Board of Elections**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [abeaty@elections.il.gov](mailto:abeaty@elections.il.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO Illinois State Board of Elections**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [abeaty@elections.il.gov](mailto:abeaty@elections.il.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Illinois State Board of Elections as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Illinois State Board of Elections during the course of your relationship with Carahsoft OBO Illinois State Board of Elections.