



August 5, 2025

Dear Mr. Johnstone,

Congratulations! The *Powering Safe Communities* proposal submitted by DuPage County has been selected for funding. You are awarded \$10,000 to complete your project, "DuPage Care Center EV Charging". You have proposed to match this grant with \$79,999 of additional expenditures and/or in-kind services. ComEd and the Metropolitan Mayors Caucus are pleased to partner with you.

ComEd provides these grant funds and the Metropolitan Mayors Caucus is the grant program administrator. The Caucus will establish a contract with you, monitor your work over the grant period, and reimburse you for eligible expenses to complete your project up to \$10,000. Of course, we will work with you to successfully administer and complete your project.

Attached are documents needed to accept the grant and the detailed terms that will qualify you for payment at the conclusion of your project. Executing the grant agreement involves these simple steps:

- The proposal you submitted online is the *Scope of Work* for your project. Proceed with your work as proposed, revising the budget and scope to adapt to your actual award amount budget. No further work plan is needed.
- The terms of the grant are detailed in the *Recipient Assurances and Requirements*. Keep these for you records.
- Accept these terms and agree to perform your *Scope of Work* by signing and returning the *Acceptance Form*.

→**Promptly sign the Acceptance Form and return via email to [bschnelle@mayorscaucus.org](mailto:bschnelle@mayorscaucus.org)**

The **Grant Project Period will conclude on April 30, 2026**, or sooner if you complete your project earlier. You may complete your project at any time before this date. Your grant will close-out once we receive your *Final Report*, satisfactory documentation of work and expenses, and reimburse you for eligible expenditures.

You will be required to submit a *Progress Report* by October 31, 2025, unless your project is completed and closed-out before that date.

When you **complete your project**, which must be **on or before April 30, 2026**, you must submit a *Final Report* and *Reimbursement Request*. Documentation of expenses and match must be provided in the Reimbursement Request. The reporting schedule and forms are attached.

City of Chicago · DuPage Mayors and Managers Conference · Lake County Municipal League · McHenry County Council of Governments  
Metro West Council of Governments · Northwest Municipal Conference · South Suburban Mayors and Managers Association  
Southwest Conference of Mayors · West Central Municipal Conference · Will County Governmental League

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Tel: 312.201.4505 Fax: 312.454.0411  
[www.mayorscaucus.org](http://www.mayorscaucus.org)

The competition for Powering Safe Communities grants was robust. You are to be commended for your excellent proposal. Please complete your Powering Safe Communities project with the same care and professionalism.

Ben Schnelle oversees the administration of the Powering Safe Communities program. Please feel free to contact him at 417-366-1684 or [bschnelle@mayorscaucus.org](mailto:bschnelle@mayorscaucus.org) with any questions.

Sincerely,

Signature on File

Neil James  
Executive Director  
Metropolitan Mayors Caucus

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