



Grant Proposal Notification

GPN Number: 025-25
(Completed by Finance Department)

Date of Notification: 10/29/2025
(MM/DD/YYYY)

Parent Committee Agenda Date: 11/12/2025
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 11/05/2025
(MM/DD/YYYY)

Name of Grant: Archival Projects

Name of Grantor: National Historical Publications and Records Commission (NHPRC)

Originating Entity: _____
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: DuPage County Recorder

Department Contact: Justin Hester, Financial Analyst II x5450
(Name, Title, and Extension)

Parent Committee: JPS

Grant Amount Requested: \$ 150,000.00

Type of Grant: Project
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: ☒ Yes ☐ No

Source of Grant: ☒ Federal ☐ State ☐ Private ☐ Corporate

If Federal, provide CFDA: 89.003 If State, provide CSFA: _____

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1. Justify the department's need for this grant.

This grant would be applied toward a digitization project aimed at our grantor and grantee books. These books hold handwritten records dating back to the founding of the county. This grant would relieve a good portion of the financial burden the project is forecasted to cost.

2. Based on the County's [Strategic Plan](#), which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

This funding correlates directly with the County's Community Well-Being and Fiscal Responsibility initiatives. This project will further enhance the community's connection with the County and the Recorder's historical records. It is also a reflection of our dedication to fiscal responsibility by looking for additional funding opportunities from outside our county.

3. What is the period covered by the grant?

07/01/2026 to: 07/01/2028
(MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. _____ and _____
(MM/YY) (Duration)

4. Will the County provide "seed" or startup funding to initiate grant project? (Yes or No)

Yes

4.1. If yes, please identify the Company-Accounting Unit used for the funding

1100-4310

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront) ☒

5.2. After expenditure of costs (reimbursement-based) ☐

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6. Does the grant allow for Personnel Costs? (Yes or No) Yes
- 6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.
- 6.1.1. Total salary \$0.00 Percentage covered by grant 0
- 6.1.2. Total fringe benefits \$0.00 Percentage covered by grant 0
- 6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No
- 6.1.3.1. If yes, which ones are disallowed?
- 6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?
- 6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No
- 6.2.1. If yes, how many new positions will be created?
- 6.2.1.1. Full-time _____ Part-time _____ Temporary _____
- 6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? _____
(Yes or No)
- 6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

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6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No)	No
6.3.1. If yes, please answer the following:	
6.3.1.1. How many years beyond the grant term?	
6.3.1.2. What Company-Accounting Unit(s) will be used?	
6.3.1.3. Total annual salary	
6.3.1.4. Total annual fringe benefits	
7. Does the grant allow for direct administrative costs? (Yes or No)	Yes
7.1. If yes, please answer the following:	
7.1.1. Total estimated direct administrative costs for project	\$0.00
7.1.2. Percentage of direct administrative costs covered by grant	0
7.1.3. What percentage of the grant total is the portion covered by the grant	0
8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost?	100%
9. Are matching funds required? (Yes or No):	No
9.1. If yes, please answer the following:	
9.1.1. What percentage of match funding is required by granting entity?	
9.1.2. What is the dollar amount of the County's match?	



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9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? _____

10. What amount of funding is already allocated for the project? \$347,822.00

10.1. If allocated, in what Company-Accounting Unit are the funds located? 1100-4310

10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): Yes

11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? \$347,822.00