



Joseph T. Tamburino
Mayor, Village of Hillside
Executive Board Chairman

Kevin Wallace
Mayor, Village of Bartlett
Executive Board 2nd Vice Chairman

John F. Mahoney
Mayor, Village of Palos Park
Executive Board Treasurer

December 30, 2019

Tammie Grossman
Development Customer Services Director
Village of Oak Park
123 Madison ST
Oak Park, IL 60302

Dear Tammie Grossman:

Thank you for your interest in the *Census 2020 Participation Grants* managed by the Metropolitan Mayors Caucus. You have been awarded a subgrant of \$15,000 to encourage and mobilize “hard-to-count” (HTC) households to complete the decennial census questionnaire online, by phone, or on paper, between mid-March and by the end of April 2020. The Metropolitan Mayors Caucus is pleased to partner with you to achieve a complete and accurate census count of your community. You will receive the upfront amount of \$3,000 to begin your work.

The Illinois Department of Human Services provides these grant funds and the Metropolitan Mayors Caucus is the grant program administrator. The Caucus will establish a grant agreement with you, monitor your work over the grant period, and reimburse you for eligible expenses to complete your census outreach up to \$15,000. We will work with you to successfully administer and complete your grant.

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

- The workplan and budget you have submitted to us is the *Scope of Work* for your grant. Proceed with your work as proposed. 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*.

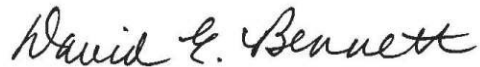
→**Promptly sign the Acceptance Form and return file via email to cojeda@mayorscaucus.org**

The ***Grant Project Period*** will conclude on **June 30, 2020**.

You will be required to submit a monthly *Progress Report* by January 7, 2020, and on the 7th every month thereafter until grant is closed out. Documentation of expenses must be provided in the Reimbursement Request. The reporting form is attached.

Crispina Ojeda Simmons is the grant administrator of the Census 2020 Participation Grant. Please feel free to contact her at cojeda@mayorscaucus.org with any questions.

Sincerely,

A handwritten signature in cursive script that reads "David E. Bennett".

David E. Bennett
Executive Director

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

233 South Wacker Drive, Suite 800, Chicago, Illinois 60606

Tel: 312.201.4505 Fax: 312.454.0411

www.mayorscaucus.org