

To: Kendall County Forest Preserve District Operations Committee
From: David Guritz, Director
RE: EquiLessons Software Tracking and Online Payment Platform
Date: December 4, 2019

The District is working with the Kendall County Treasurer's Office to establish a new online scheduling and credit card payment platform for management of Equestrian Center programming.

The EquiLesson systems provides an online platform for students/parents to access their program schedules and accounts, and to render credit card payments for balances owed. This will allow the District to monitor and manage service fulfillment and payments, which will bring us into compliance with last year's audit recommendations.

The subscription rate is \$39 per month. The recurring fee for online PCI compliance and protection from Vantiv/WorldPay is \$9.95 per month. The credit card processing fees are consistent with our current processing fee charges.

The Treasurer's Office is familiar with these types of payment platforms, so there are no concerns with added burden or processes for receiving monthly electronic transfers for payments, and monthly reconciling.

Information on the platform is attached to this report for discussion and direction.

Recommendation:

Provide direction to subscribe to the new platform.



719-377-2125

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Is EquiLesson For You?

- Do you give horseback riding lessons?
- Do you want to keep better track of your students? What lessons they have and how much they owe.
- Do you want to save time by giving your students on-line access to make lesson reservations and answer questions themselves? 24 hours a day / 7 days a week.
- Do you want to accept on-line payments?
- Do you want to assign and track horses for each lesson? Ensure horses are not over or double booked. Assign horses based on levels/skills of the horse and the rider.
- Do you want to easily communicate with your customers? Send e-mails, notifications, cancelations, and lesson changes.

If you answered **YES** to any of these questions, then **YES – EquiLesson is for you!**



"EquiLesson lets me focus on giving horse-back riding lessons and not on paperwork. Allowing students to pay on-line saves me a ton of time!" –Blue Horse Farms

EquiLesson will help you manage your horseback riding lesson business. It is the only web-based software solution developed specifically for scheduling horseback riding lessons and managing the unique aspects of a horseback riding lesson business. Get organized and start saving time today!

Since EquiLesson is web-based, it allows your customers to see your schedule of lessons on-line anytime; allows them to reserve lessons on-line anytime; allows them to even pay on-line anytime!

EquiLesson's customizable calendar includes:



- Color-coding for quick reference
- Easy drag and drop scheduling
- Daily and weekly view options
- Group and private lessons
- One-time and recurring lessons
- Prevents over-booking or double-booking
- Filtering by instructors, lesson types, levels/skills, locations and horses

[Request Demo](#)
[Features](#)

- Simple on-line horseback riding lesson scheduling software
- Set skills/levels for horses, lessons, students, and instructors
- Assign horses to individual student lessons
- Track how much your students owe and what they owe for
- Customized with your logo, your business rules, your policies and your lesson fees

- Student billing tools like personalized invoices and auto/recurring payment plans
- Secure on-line credit card payment processing
- Dozens of reports to better manage your horseback riding lesson business
- Automatic e-mail notifications
- Offer additional products and services that students can order on-line
- Set availability of your instructors and horses to ensure lessons are not booked when they are not available. Set 'max rides per day' for horses to ensure horses are not over used
- FREE unlimited phone and email support
- FREE software upgrades

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Benefits

Save Time

- Schedule your horseback riding lessons quickly and easily
- Lessons can't be scheduled if the instructor is not available, so you save time by not having to reschedule lessons later
- If you do need to reschedule, lessons can be easily dragged and dropped to an available time slot. E-mails are automatically sent to notify students and instructors that the lesson was rescheduled
- Allow customers to register and pay on-line. Save time by allowing them to answer their own questions on-line anytime. "What do I owe?" "When is my next lesson?" "Is there a group lesson available on Tuesday?"
- Post lesson fees automatically to student accounts based on your lesson packages and your payment policies
- Collect balances due with the push of a button with EquiLesson's recurring billing feature
- Have your customers pay on-line anytime
- Easily E-mail invoices to your customers
- Quickly send e-mail notes to some or all customers
- Focus your time on horseback riding lessons and not on paperwork

Increase Revenues

- Collect more revenue with a complete understanding of who owes you what and when they will owe again
- Allow your customers to easily pay on-line or through recurring (monthly) payment plans
- Don't lose customers because they don't know your lesson availability or they can't reserve horseback riding lessons on-line when it's convenient for them
- Sell other items and merchandise through an on-line store

Manage Your Business More Effectively

- Dozens of reports to give you better insight into your business
- Stop over booking or double booking horses or instructors
- Systematically match the skills/levels of students with instructors and horses
- Track lesson and boarder fees and balances

Easily Communicate With Your Customers

- Automatic e-mails (such as lesson reminders, cancelations, and changes)
- E-mail notes and invoices to some or all of your students – easily
- Consolidate contact info for horses, students, and instructors
- Give your customers access to their account and lesson history

Rapid Implementation / Fantastic Technical Support

- We walk you through the initial software setup and configuration
- No setup fee. No software to install – everything is web-based
- FREE unlimited phone and e-mail support
- FREE software upgrades
- You can be up and running today

[Request Demo](#)

EquiLesson's month to month subscription means no long term contracts. Our 30-day money back guarantee and complimentary set-up makes trying EquiLesson risk-free.



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Features

EquiLesson simplifies your horseback riding lesson scheduling, student registration, billing, staffing and more! This easy-to-use online tool allows your students to schedule their lessons while keeping your business in control with settings that you customize based on your lesson offerings and your business policies.

For Your Students

Your clients will love the convenience of EquiLesson's reservation and online billing features. Not only will they be able to view their schedule online, they'll also get:

- Access to their account 24x7
- E-mail notifications for events, such as lesson changes or cancellations
- Billing information stored securely for quick and easy payments
- Recurring billing options so their accounts are paid automatically without them having to remember to pay
- Access to their payment and billing history
- Ability to view their lesson history - including horse assignments and riding notes

For Your Staff

Your staff will appreciate EquiLesson as much as your clients. The intuitive online system makes it easy for them to manage their lesson schedules with features like:

- Access to the system 24x7
- Ability to set their availability to avoid booking lessons when they are not available
- Easy drag and drop scheduling
- Automatic e-mail notifications for lesson changes or cancellations

For Your Business

EquiLesson is an easy-to-use online tool that helps your business stay on track with great features like:

- Availability based scheduling that ensures instructors and horses are not over booked or double booked
- Systematically match instructor, student and horse skills/levels for each lesson
- E-mail notifications when students register for a lesson
- Easy drag and drop scheduling
- A color-coded customizable calendar with:
 - Daily and weekly views
 - Easy filtering to show just certain instructors, lesson types, horses, and/or locations
 - Availability shown right on the calendar
- Automatic email notifications to you, your staff and/or your customers
- Secure credit card transactions
- Auto-pay / recurring processing for credit card transactions
- Billing via e-mail or print invoices and statements
- Customized settings to fit your business needs, including:
 - Logos & colors
 - Business hours and holidays
 - Instructor, location, lesson type, and horse availability
 - Lesson pricing rules, such as amounts, due dates, deposits, taxes and more
 - Conflict checking – no over booking/no double booking
 - Permissions for controlling what your clients can do on-line
 - E-mail notification rules
- Lesson scheduling options, like:
 - Group and Private lessons
 - One time and recurring lessons
 - Multiple pricing options — lesson fees, due date, and amounts automatically added to customer accounts as lessons are reserved
 - Age enforcement – optional
 - Set preferred horse(s) for students and, if available, that horse will assigned to that student's lessons
- The opportunity to increase revenues by offering merchandise such as books, T-shirts and lesson supplies online
- Track fees, payments, and balances for boarders as well as lesson and sale horses
- Dozens of reports to help manage and review your business performance



719-377-2125

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Pricing

- No setup fee
- Low monthly fee. Based on the number of horses that you manage in the system
- No long term contracts. Month to month; just give us 30-day notice if you need to cancel your account; for any reason
- 30-day money back guarantee
- Unlimited concurrent users
- Unlimited students/clients
- On-line student account portal and on-line store included
- FREE unlimited phone and email support
- Works on PCs and MACs
- FREE software upgrades. Each time we update the software, you get those new features automatically and for FREE
- FREE training - we help with the initial setup and configuration to match your business processes and answer questions anytime!

0-5 horses	6-10	11-25	26-50	51-100	101-200	Over 200
\$29 per month	\$39	\$59	\$79	\$99	\$129	call for pricing

- Month to month subscription requires a 30-day notice to cancel.
- Additional fees apply for credit card processing services (available in the US and Canada only). We have partnered with an industry leading payment processing company – [Yantiv Integrated Payments](#).
- Monthly support fee is based on the number of horses that you store in the system (active and inactive; lesson, boarder, sale, and equishare horses).

[For more details see terms & conditions](#)

[ORDER NOW](#)



EquiLesson's month to month subscription means no long term contracts. Our 30-day money back guarantee and complimentary set-up makes trying EquiLesson risk-free.



Money Back Guarantee Refund Policy

If you are not completely satisfied with EquiLesson, you may cancel your license within 30 days and get a full refund. No refunds will be given after the first 30 days, but you can cancel at anytime. In order to cancel your license, send an e-mail to cancel@equilesson.com. Your e-mail should include the name under which the license was purchased and your request to cancel the license.

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October 15, 2019

The Kendall County Forest Preserve

Hello,

Thank you for your time today. The following is a quote for credit card services, which includes processing and monthly fees. When using Worldpay, we do not charge application, setup, gateway or software integration fees.

Authorization/Settlement – Brick & Mortar Rates (Card swiped Present)

Plan Type	Discount Rate	Per Item
Visa, MC & Discover	0.10%	\$0.08
American Express	0.10%	\$0.08
Statement Fee	\$0.00	
Monthly Service Fee	\$0.00	
Batch Fee	\$0.00	
Setup Fee	WAIVED	
Application Fee	\$0.00	
OmniShield Assure	\$9.95	

This quote is valid for 30 days from the above date.

If you have any questions, please do not hesitate to contact me. Thank you for the opportunity to submit this quote. We look forward to working with you in the future.

Best regards,

Ryan Williams
Sales Executive
Worldpay Integrated Payments
970-335-4387
FAX: 970-335-4387

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CNP/MOTO

May 2017 - Visa, MasterCard & Discover Assessments - Access Fees - Interchange - Processing Fees

Visa Qualifications Levels	Assesments	Access Fee	Interchange	Total
Card Not Present / MOTO *	0.1900%	\$0.0195	1.51% + \$0.10	1.64% + \$0.1195
Card Not Present / MOTO DEBIT *	0.1100%	\$0.0155	0.80% + \$0.15	0.81% + \$0.1655
Electronic Commerce - Basic*	0.1900%	\$0.0195	1.80% + \$0.10	1.99% + \$0.1195
Electronic Commerce - Basic DEBIT *	0.1100%	\$0.0155	1.89% + \$0.15	1.78% + \$0.1655
Electronic Commerce - Preferred *	0.1900%	\$0.0195	1.80% + \$0.10	1.89% + \$0.1195
Electronic Commerce - Preferred DEBIT*	0.1100%	\$0.0155	1.60% + \$0.15	1.71% + \$0.1655
Rewards 2 - MOTO e-commerce	0.1900%	\$0.0195	1.99% + \$0.10	2.08% + \$0.1195
Electronic (EIRF)	0.1900%	\$0.0195	2.80% + \$0.10	2.49% + \$0.1195
Electronic (EIRF) DEBIT	0.1100%	\$0.0155	1.79% + \$0.20	1.88% + \$0.2155
Standard	0.1900%	\$0.0195	2.70% + \$0.10	2.89% + \$0.1195
Standard DEBIT	0.1100%	\$0.0155	1.90% + \$0.20	2.01% + \$0.2655
DEBIT - U.S. Regulated	0.1100%	\$0.0155	0.05% + \$0.22	0.18% + \$0.2355

*ASV slip match not required

Visa Commercial Rates

Corporate Card - Level II	0.1900%	\$0.0195	2.05% + \$0.10	2.18% + \$0.1195
Corporate Card - Card Present	0.1900%	\$0.0195	2.50% + \$0.10	2.69% + \$0.1195
Corporate Card Standard	0.1900%	\$0.0195	2.99% + \$0.10	3.08% + \$0.1195

Visa Interregional Rates

Visa Interregional Premium	0.1900%	\$0.0195	1.80% + \$0.00	1.93% + \$0.0195
Visa Interregional Corporate Card	0.1900%	\$0.0195	2.00% + \$0.00	2.13% + \$0.0195

MasterCard Qualifications Levels	Assesments	Access Fee	Interchange	Total
Merit I	0.1200%	\$0.0195	1.89% + \$0.10	2.01% + \$0.1195
Merit I DEBIT	0.1200%	\$0.0195	1.60% + \$0.15	1.72% + \$0.1695
WorldCard Merit I	0.1200%	\$0.0195	2.05% + \$0.10	2.17% + \$0.1195
UCAF (Internet Transaction)	0.1200%	\$0.0195	1.69% + \$0.10	1.80% + \$0.1195
UCAF DEBIT (Internet Transaction)	0.1200%	\$0.0195	1.15% + \$0.15	2.02% + \$0.1195
World MasterCard UCAF (Internet Transaction)	0.1200%	\$0.0195	1.87% + \$0.10	1.99% + \$0.1195
UCAF FULL (Internet Transaction)	0.1200%	\$0.0195	1.78% + \$0.10	1.90% + \$0.1195
UCAF FULL DEBIT (Internet Transaction)	0.1200%	\$0.0195	1.25% + \$0.15	1.97% + \$0.1695
World MasterCard UCAF FULL (Internet Transaction)	0.1200%	\$0.0195	1.97% + \$0.10	2.09% + \$0.1195
Standard	0.1200%	\$0.0195	2.95% + \$0.10	3.07% + \$0.1195
Standard DEBIT	0.1200%	\$0.0195	1.90% + \$0.25	2.02% + \$0.2695
World MasterCard Standard	0.1200%	\$0.0195	2.95% + \$0.10	3.07% + \$0.1195
DEBIT - U.S. Regulated	0.1200%	\$0.0195	0.05% + \$0.21	0.17% + \$0.2295
DEBIT- U.S. Regulated with Fraud Adjustment	0.1200%	\$0.0195	0.05% + \$0.22	0.17% + \$0.2395

MasterCard Commercial Rates

Corporate Data Rate I	0.1200%	\$0.0195	2.70% + \$0.10	2.82% + \$0.1195
Corporate Data Rate II & Corporate Face to Face	0.1200%	\$0.0195	2.90% + \$0.10	2.92% + \$0.1195
Corporate Standard	0.1200%	\$0.0195	2.95% + \$0.10	3.07% + \$0.1195

MasterCard Interregional Rates

Interregional Electronic	0.1200%	\$0.0195	1.10% + \$0.00	1.20% + \$0.0195
Interregional Standard	0.1200%	\$0.0195	1.60% + \$0.00	1.72% + \$0.0195
Interregional Corporate Standard	0.1200%	\$0.0195	2.00% + \$0.00	2.12% + \$0.0195

Discover Qualification Levels	Assesments	Access Fee	Interchange	Total
Card Not Present / e-Commerce	0.1900%	\$0.0195	1.87% + \$0.10	2.00% + \$0.1195
Card Not Present / e-Commerce DEBIT	0.1900%	\$0.0195	1.75% + \$0.20	1.88% + \$0.2195
Consumer Rewards CNP/e-Commerce	0.1900%	\$0.0195	1.97% + \$0.10	2.10% + \$0.1195
Consumer Premium CNP/e-Commerce	0.1900%	\$0.0195	2.00% + \$0.10	2.13% + \$0.1195
Recurring Payments	0.1900%	\$0.0195	1.20% + \$0.05	1.33% + \$0.0695
Mid-Submission Level	0.1900%	\$0.0195	2.40% + \$0.10	2.53% + \$0.1195
Mid-Submission Level DEBIT	0.1900%	\$0.0195	1.80% + \$0.20	1.93% + \$0.2195
Base-Submission Level	0.1900%	\$0.0195	2.95% + \$0.10	3.08% + \$0.1195
Base-Submission Level DEBIT	0.1900%	\$0.0195	1.89% + \$0.25	2.02% + \$0.2695
DEBIT - U.S. Regulated	0.1900%	\$0.0195	0.05% + \$0.21	0.18% + \$0.2295
DEBIT- U.S. Regulated with Fraud Adjustment	0.1900%	\$0.0195	0.05% + \$0.22	0.18% + \$0.2395

Discover Commercial Rates

Commercial Card Utilities	0.1900%	\$0.0195	0.00% + \$1.50	0.19% + \$1.5195
Commercial Card Electronic	0.1900%	\$0.0195	2.90% + \$0.10	2.49% + \$0.1195
Commercial Card Base-Submission Level	0.1900%	\$0.0195	2.95% + \$0.10	3.08% + \$0.1195

Discover International Rates

International Electronic	0.1900%	\$0.0195	1.96% + \$0.00	1.48% + \$0.0195
International Base-Submission Level	0.1900%	\$0.0195	1.70% + \$0.00	1.85% + \$0.1195

The information provided herein is for the express purpose of evaluating the processor's capabilities as a potential supplier and is intended solely for the use in such evaluation.

This information is not to be duplicated, published or otherwise disclosed in any form or manner, in whole or in part, to any outside party. Vanity Confidential and Proprietary - for Recipient's Internal Use Only



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

Facility Rental Contract

Permit #: 19-00289 Page 1 of 1
 Contract Date: 11/21/2019
 Use Type: Other
 Description: Lodge
 Registrar: Rebecca Antrim
 Phone: (630) 553-4380 / (630) 269-5073
 Email: lengelhardt@y115.org

Customer
 Yorkville High Cross Country
 Luke Engelhardt
 797 Game Farm Road
 Yorkville, IL 60560

Rental Information

Location: Meadowhawk Lodge @ Hoover Forest Preserve
 11285 Fox Road
 Yorkville, IL 60560

Total Hours: 9.00

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
8/24/2020	Mon	11:00 AM - 8:00 PM	Special Event Package Flat (Head Count: 100)	1.00	Each	\$250.00	\$250.00	\$0.00
			Portable Restrooms Flat	1.00	Each	\$73.50	\$73.50	\$0.00
			Trip Charge - Portable Restroom Flat	1.00	Each	\$73.50	\$73.50	\$0.00

No glass bottles allowed.
 Yorkville High Cross Country Meet
 800 people
 Special Event Package & Permit
 Portable Restrooms by Meadowhawk Lodge
 Front Parking Lot - Forest Preserve mowing after August 14, 2020.
 Forest Preserve to remain OPEN to the public
 Board approval needed

Total Hours	9.00
Total Fees	\$397.00
Total Sec Dup	\$0.00
Total Tax	\$0.00
Rental Total	\$397.00

Rental Terms and Conditions

Permittee has read, signed and agrees to all enclosed documentation. The undersigned, their organization and its members (the Permittee), in consideration for the use of the above described facilities, agree to hold Owner harmless from all loss and/or damage resulting from the use of the facility. Security Deposit, where applicable, is due at time reservation is made. Full Rental Fee is due 60 calendar days prior to event date.

Signature: *Luke Engelhardt*

Date: 11/25/19

**Special Event Permit Application
Kendall County Forest Preserve District**

Instructions: Please sign the form and return it, along with the appropriate insurance certificate to:
Kendall County Forest Preserve District
110 West Madison Street
Yorkville, IL 60560

Please submit application at least two months prior to the Special Event.

Applicant Information:

Event Name: Yorkville High School Cross Country Meet Organization: Yorkville High School
Contact Person: Luke Engelhardt – Athletic Director

Address: 797 Game Farm Road, Yorkville, IL 60560 County: Kendall
Street City State Zip

Telephone: Work: (630) 553-4380 Cell: (630) 269-5073
E-mail: LEngelhardt@y115.org

Special Event Information:

Name of Forest Preserve: Hoover Forest Preserve – Meadowhawk Lodge Date: August 24, 2020

Event: Yorkville High School Cross-Country Invitational

Estimated Attendance: 800

Arrival Time (includes set-up): 11:00 am

Departure Time (includes take down): 8:00 pm (sunset)

Will this Special Event include:

A = \$ 50.00

	Yes	No
1. The use of temporary structures?	<u>√</u>	<u> </u>
2. Collecting/Charging an entrance or registration fee?	<u> </u>	<u>√</u>
3. Selling concessions/food?	<u>√ (water)</u>	<u> </u>

Will this Special Event include:

Yes No

A = \$ 50.00 (continued)

- | | | |
|------------------------------------|-------------------------------------|-------------------------------------|
| 4. Selling goods and services | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Electronically amplified sound? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

B = \$ 150.00

- | | | |
|----------------------------------|-------------------------------------|-------------------------------------|
| 6. Business uses in Preserve? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Group larger than 250 people? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Extensive Use of grounds? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

C = \$ 250.00

- | | | |
|--|-------------------------------------|--------------------------|
| 9. Extensive Use of staff time? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Closes and/or limits part(s) of preserve to other users? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

➤ Permittee will be charged only for the highest category (A, B, or C) that is checked.

Description of the Special Event, including details of any 'Yes' answers from above:

#1 – Four (4) Port-o-lets (bathrooms) charge to include \$73.50 per unit plus Trip Charge of \$73.50. See Reservation Permit # 19-00289. Place bathrooms by Meadowhawk Lodge – evergreen trees.

#1 - Laptop & Printer – generator use – bringing their own.

#1 - Start & Finish line by Meadowhawk Lodge.

#1 – Pop-up tents for trainer & registration – Golf cart with defibrillator (Luke's assistant and trainer use)

#5 Portable PA or blow horn for announcements.

#9 Course Planning & Set-up. Contact Forest Preserve personnel at least one month prior to event to discuss course & other items from previous year.

#9 Parking monitors required – School to provide own personnel to direct traffic.

#10 Four (4) buses and handicapped park in back lot.

Please Note: Front Parking Lot will be mowed by Forest Preserve staff after August 14, 2020. The Forest Preserve will remain Open during event. Yorkville School District will ensure current Certificate of Insurance is on File with the Forest Preserve.

Applicant's Signature: 
Date: 11/25/18

**Special Event Agreement
Kendall County Forest Preserve District**

The Kendall County Forest Preserve District (District) and Yorkville High School (Permittee) agrees as follows:

1. The Permittee shall meet the following insurance requirements:
 - A. Permittee shall have general liability coverage of \$1,000,000 per occurrence.
 - B. Certificates of Insurance must state the following: *The Kendall County Forest Preserve District is an additional insured on a primary and non-contributory basis.*
2. The Permittee shall pay the District \$ 250.00 for this approved Special Event Permit. Payment is due upon approval of permit.
3. The Permittee agrees to indemnify and hold harmless the District against any and all claims, losses, suits, and damages against the District arising, directly or indirectly out of the use of District premises or performance of this Special Event Agreement, specifically including claims resulting from any act or omission of the Permittee and the District, individually, and/or jointly and severally.
4. If concessions/food is to be sold at the Special Event, the vendors must comply with all requirements and regulations of the Illinois Department of Health and/or other governmental bodies having control over such vending operations, including the Kendall County Health and Human Services Department. The vendor shall possess all food and beverage dispensing licenses, taxes, and permits that are required by law.
5. The Permittee shall limit the Special Event activities to those described in the Special Use Permit Application.
6. The Permittee shall follow all District rules and regulations (see attached).
7. The Special Event Permit and the Permittee shall be present on-site at the Special Event.
8. The attached itinerary shall be a part of the Special Event Agreement.

Kendall County Forest Preserve District:

Signed: _____, Director / President

Permittee:

Signed: 

Date: 11/25/19



110 W. Madison St., Yorkville, IL 60560 Ph: 630-553-4025 Fax: 630-553-4023

Facility Rental Contract

Permit #: 19-00279 Page 1 of 1
 Contract Date: 11/07/2019
 Use Type: 5K Event
 Description: Lodge
 Registrar: Rebecca Antrim
 Phone: (630) 553-9251 / (630) 553-4182
 Email: bkarales@hotmail.com

Customer
 Kendall County Juvenile Justice
 Brenda Karales
 13307 Budd Road
 Yorkville, IL 60560

Rental Information

Location: Meadowhawk Lodge @ Hoover Forest Preserve
 11285 Fox Road
 Yorkville, IL 60560

Total Hours: 15.00

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
5/8/2020	Fri	10:00 AM - 4:00 PM	Meadowhawk Lodge - Hourly - Weekend Hourly (Head Count: 200)	6.00	Hours	\$80.00	\$480.00	\$0.00
5/9/2020	Sat	8:00 AM - 5:00 PM	Meadowhawk Lodge - Hourly - Weekend Hourly (Head Count: 200)	9.00	Hours	\$80.00	\$720.00	\$0.00

No glass bottles allowed.
 KC Justice 5K Run
 200 people
 Board approval needed to waive fees

Billing/Payment Summary

Invoice#	Due Date	Total	Amount Paid	Balance Due
Sec Deposit	11/07/2019	\$2.00	\$0.00	\$2.00
Total		\$2.00	\$0.00	\$2.00

Total Hours	15.00
Total Fees	\$1,200.00
Total Sec Dep	\$2.00
Total Tax	\$0.00
Rental Total	\$1,202.00

Rental Terms and Conditions

Permittee has read, signed and agrees to all enclosed documentation. The undersigned, their organization and its members (the Permittee), in consideration for the use of the above described facilities, agree to hold Owner harmless from all loss and/or damage resulting from the use of the facility. Security Deposit, where applicable, is due at time reservation is made. Full Rental Fee is due 60 calendar days prior to event date.

Signature: Brenda Karales

Date: 12/1/19

**Special Event Permit Application
Kendall County Forest Preserve District**

Instructions: Please sign the form and return it, along with the appropriate insurance certificate to:
Kendall County Forest Preserve District
110 West Madison Street
Yorkville, IL 60560

Please submit application at least two months prior to the Special Event.

Applicant Information:

Event Name: KCJJC 5K Run / Walk Organization: Kendall County Juvenile Justice Council

Contact Person: Brenda Karales

Address: 807 W. John Street Yorkville IL 60560
Street

County: Kendall
City State Zip

Telephone: Home: (630) 553-4157

Cell: () _____

E-mail: bkarales@co.kendall.il.us

Special Event Information:

Name of Forest Preserve: Hoover Forest Preserve

Date(s): May 9, 2020

Event: 5K Walk / Run

Estimated Attendance: 200 +

Arrival Time (includes set-up): 8:00 am

Departure Time (includes take down): 2:00 pm

Will this Special Event include:

A = \$ 50.00

- | | | | |
|----|--|---|---|
| 1. | The use of temporary structures? | — | √ |
| 2. | Collecting/Charging an entrance or registration fee? | √ | — |
| 3. | Selling concessions/food? | — | √ |

Will this Special Event include: Yes No

A = \$ 50.00 (continued)

- | | | | |
|----|---------------------------------|---|---|
| 4. | Selling goods and services? | — | √ |
| 5. | Electronically amplified sound? | — | √ |

B = \$ 150.00

- | | | | |
|----|-------------------------------|---|---|
| 6. | Business uses in Preserve? | — | √ |
| 7. | Group larger than 250 people? | — | √ |
| 8. | Extensive Use of grounds? | √ | — |

C = \$ 250.00

- | | | | |
|-----|--|---|---|
| 9. | Extensive Use of staff time? | — | √ |
| 10. | Closes and/or limits part(s) of preserve to other users? | — | √ |

▶ Permittee will be charged only for the highest category (A, B, or C) that is checked.

Description of the Special Event, including details of any 'Yes' answers from above:

The Kendall County Juvenile Justice Council is having a fund-raiser to help abused and neglected children and prevent delinquency of Kendall County youth by having a 5K Walk/Run. The KCJJC is a KC government organization and has insurance under Kendall County. We will be using the main building (Meadowhawk Lodge) for registration and outhouse for bathrooms.

Two portable restrooms will be needed for this event. An ambulance will be at the event per Eric Weiss.

Wavier of Fees will need to be approved by the Board at the Operations Meeting.

Applicant' s Signature: _____

Date: _____

**Special Event Agreement
Kendall County Forest Preserve District**

The Kendall County Forest Preserve District (District) and Kendall County Juvenile Justice Council (Permittee) agrees as follows:

1. The Permittee shall meet the following insurance requirements:
 - A. Permittee shall have general liability coverage of \$1,000,000 per occurrence.
 - B. Certificates of Insurance must state the following: *The Kendall County Forest Preserve District is an additional insured on a primary and non-contributory basis.*
2. The Permittee shall pay the District \$ _____ for this approved Special Event Permit. Payment is due upon approval of permit.
3. The Permittee agrees to indemnify and hold harmless the District against any and all claims, losses, suits, and damages against the District arising, directly or indirectly out of the use of District premises or performance of this Special Event Agreement, specifically including claims resulting from any act or omission of the Permittee and the District, individually, and/or jointly and severally.
4. If concessions/food is to be sold at the Special Event, the vendors must comply with all requirements and regulations of the Illinois Department of Health and/or other governmental bodies having control over such vending operations, including the Kendall County Health and Human Services Department. The vendor shall possess all food and beverage dispensing licenses, taxes, and permits that are required by law.
5. The Permittee shall limit the Special Event activities to those described in the Special Use Permit Application.
6. The Permittee shall follow all District rules and regulations (see attached).
7. The Special Event Permit and the Permittee shall be present on-site at the Special Event.
8. The attached itinerary shall be a part of the Special Event Agreement.

Kendall County Forest Preserve District:

Signed: _____, Director / President

Permittee:

Signed: _____

Date: _____

To: Kendall County Forest Preserve District Operations Committee
From: David Guritz, Director
RE: VFW Post 7452 Montgomery – Request for Veterans Assistance Support
Date: December 4, 2019

The District has been contacted by VFW Post 7452 – Montgomery requesting a partnership with the District that would allow local veterans to pick-up cut-log sections from downed-trees from accessible forest preserve areas.

The VFW plans to split the wood and distribute firewood to local veterans in need.

Each year, the District works to maintain paths and main grounds within preserve areas. Support from the VFW would assist with cleanup efforts, potentially reducing maintenance costs when VFW volunteer support is available to pick-up felled and sectioned material.

Recommendation:

Provide direction to issue a Special Use Permit to the VFW Post 7452 – Montgomery, following receipt of required insurance certificate coverage, to authorize the VFW Post 7452 volunteers to collect cut sections from tree cleanup activities based on District requests for support.

To: Kendall County Forest Preserve District Operations Committee
From: David Guritz, Director
RE: IDNR Parks and Recreational Facility Construction (PARC) Grant Program
Notice of Funding Opportunity
Date: December 4, 2019

The IDNR PARC grant program Notice of Funding Opportunity is attached to this cover report.

\$20M is available in program funding for local government units outside the City of Chicago. The maximum grant award is \$2.5M. The application fee is .0025% up to a maximum of \$300.00. There is a grant award fee of 1% up to \$5,000.00.

The matching requirement is 25% of total project costs.

The application deadline is January 21, 2020 by 5 pm.

The District's capital fund budget for FY20 for Pickerill Estate House public access improvement project is \$700,000.00, with a District capital outlay of \$175,000.00.

The PARC grant request will be up to \$525,000.00, with a \$175,000.00 match representing 25% of the total project cost.

The initial Kluber Architects + Engineers estimate is \$639,691.00, less the alternate cost for a working elevator of \$96,604.00 brings the total to \$543,087.00. Kluber Architects + Engineers is developing a revised cost estimate to include the reconfiguration of the attached patio/shelter and installation of solar panels.

A Resolution of Authorization is attached for discussion for consideration of approval at the January 7, 2020 Commission meeting.

Recommendation:

Placement of an agenda item to discuss the PARC grant opportunity on the December 10, 2019 Committee of the Whole agenda for further discussion.

1. Project Sponsor: Kendall County Forest Preserve District

2. Project Title: Pickerill-Pigott Estate House Public Access Improvements

The Kendall County Forest Preserve District hereby certifies and acknowledges that it has 100% of the funds
(local project sponsor)

necessary to complete the pending PARC project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois DNR indoor or outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

ALL Projects

It is understood that the project should be completed within the timeframe established in the project agreement and the Final Billing reimbursement request must be submitted within one year of the expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements, and relieves DNR from further payment obligations on the grant.

The Kendall County Forest Preserve District further acknowledges and certifies that it will comply with
(local project sponsor)

all terms, conditions and regulations of 1) the Park and Recreational Facility Construction Grant Program (PARC) (17 IL Adm. Code 3070) 2) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable, 3) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.), 4) Title VI of the Civil Rights Act of 1964, (P.L. 83-352), 5) the Age Discrimination Act of 1975 (P.L. 94-135), 6) the Civil Rights Restoration Act of 1988, (P.L. 100-259) and 7) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property acquired with PARC assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public indoor or outdoor recreation purposes in accordance with the PARC programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR.

BE IT FURTHER PROVIDED that the Kendall County Forest Preserve District certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the Kendall County Forest Preserve District at a legal
(local project sponsor)
meeting held on the 7th day of January, 2020.

(Authorized Signature and Title)

ATTESTED BY:

(Name and Title)

Opinion of Probable Costs

Project Cost Summary

Project: Kendall County Forest Preserve - Pickensville Estate House Conversion
Owner: Kendall County Forest Preserve
Date: 5/21/2019
Proj. No.: 19-429-1720
Proj. Status: 100% Design Development
Est. By: CJH



Project Size: 0 SF
New Construction Area: 1,676 SF
Remodeled Area: 1,216 SF
Total Project Area: 2,892 SF

LINE	COST ITEM	COST
01	Building Remodel Construction Raw Cost	\$225,125
02	SUBTOTAL BUILDING CONSTRUCTION COST	\$225,125
03	General Contractor OH & P (15.96%)	\$33,798
04	General Contractor Bond & Insurance (1.59%)	\$3,883
05	TOTAL BUILDING CONSTRUCTION COSTS	\$262,777
06	Total Site Work Construction Raw Cost	\$53,482
07	SUBTOTAL SITE CONSTRUCTION COST	\$53,482
08	General Contractor OH & P (15.96%)	\$8,522
09	General Contractor Bond & Insurance (1.59%)	\$823
10	TOTAL SITE CONSTRUCTION COSTS	\$62,827
10	Building Construction Contingency (5.96%)	\$3,138
11	Site Construction Contingency (5.96%)	\$3,121
12	Estimated Permit Fees	\$0
13	A/E Fees (8.99%)	\$26,916
14	TOTAL SOFT COSTS	\$42,278
15	TOTAL PROJECT COST	\$307,066
16	Alternate: (excluding OH&P, Bond & Insurance)	
17	Alternate No. 1 - Exterior Lighting Improvements	\$18,738
18	Alternate No. 2 - Exterior Siding & Trim Replacement	\$73,157
19	Alternate No. 3 - Future Elevator & Enclosure	\$88,894
20	Alternate No. 4 - Flat Roof Area Replacement	\$38,917
20	Alternate No. 5 - Replace Mechanical Systems	\$53,894
21	TOTAL PROJECT COST WITH ALTERNATES	\$638,661

DIVISION	DESCRIPTION	TOTAL COST
Facility Construction		
DIV 01	GENERAL CONDITIONS	\$151,426
DIV 02	EXISTING CONDITIONS	\$30,250
DIV 03	CONCRETE	\$91,112
DIV 04	MASONRY	\$941
DIV 05	METALS	\$0
DIV 06	WOODS, PLASTICS AND COMPOSITES	\$9,136
DIV 07	THERMAL AND MOISTURE PROTECTION	\$1,333
DIV 08	OPENINGS	\$29,557
DIV 09	FINISHES	\$24,302
DIV 10	SPECIALTIES	\$4,755
DIV 11	EQUIPMENT	\$0
DIV 12	FURNISHINGS	\$0
DIV 13	SPECIAL CONSTRUCTION	\$0
DIV 14	CONVEYING EQUIPMENT	\$0
Facility Services		
DIV 21	FIRE SUPPRESSION	\$0
DIV 22	PLUMBING	\$37,435
DIV 23	HEATING, VENTILATING AND AIR CONDITIONING (HVAC)	\$2,220
DIV 25	INTEGRATED AUTOMATION	\$0
DIV 26	ELECTRICAL	\$18,594
DIV 27	COMMUNICATIONS	\$0
DIV 28	ELECTRONIC SAFETY AND SECURITY	\$15,450
TOTAL BUILDING CONSTRUCTION RAW COST		\$225,125
Site and Infrastructure		
DIV 31	EARTHWORK	\$7,582
DIV 32	EXTERIOR IMPROVEMENTS	\$29,480
DIV 33	UTILITIES	\$16,510
DIV 34	TRANSPORTATION	\$0
TOTAL SITE WORK CONSTRUCTION RAW COST		\$53,482

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)
Summary Information**

Awarding Agency Name	Natural Resources
Agency Contact	Judy Bauer (judy.k.bauer@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	FY2021PARC
Funding Opportunity Title	Park and Recreational Facility Construction
CSFA Number	422-11-1165
CSFA Popular Name	PARC
Anticipated Number of Awards	0
Estimated Total Program Funding	\$25,000,000
Award Range	\$25000 - \$2500000
Source of Funding	State
Cost Sharing or Matching Requirements	Yes
Indirect Costs Allowed	No
Restrictions on Indirect Costs	Yes : Public Act 101-0029, Article 4.40, 17 IL Admin Code 3070.50, 71 IL Admin Code Section 50
Posted Date	12/03/2019
Application Date Range	12/03/2019 - 01/21/2020 : 5pm
Grant Application Link	https://www.dnr.illinois.gov/grants/Pages/PARC-Grant.aspx
Technical Assistance Session	No

Uniform Notice for Funding Opportunity (NOFO)
Summary Information
12/3/19

	Data Field	
1.	Awarding Agency Name:	Illinois Department of Natural Resources
2.	Agency Contact:	Judy Bauer Senior Grant Administrator One Natural Resources Way judy.k.bauer@illinois.gov (217) 782-7481
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Park & Recreational Facility Construction Act Grant Program (PARC)
5.	Funding Opportunity Number:	FY2021PARC
6.	Funding Opportunity Title:	PARC Act Grant Program
7.	CSFA Number:	422-11-1165
8.	CSFA Popular Name:	PARC Grant Program
9.	CFDA Number(s):	None
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$25,000,000.00
12.	Award Range	\$25,000 to \$2,500,000.00
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the citation governing the restriction: Public Act 101-0029, Article 4.40, 17 IL Admin Code 3070.50, 71 IL Admin Code Section 50
16.	Posted Date:	December 3, 2019 to January 21, 2020
17.	Closing Date for Applications:	Paper copy received in this office no later than January 21, 2020 by 5:00 p.m.
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify date and time N/A Provide link to registration, if applicable N/A

Agency-specific Content for the Notice of Funding Opportunity

A. Program Description

Program Background and History

The Illinois "*Park and Recreational Facility Construction Act*" is offered through the Illinois Department of Natural Resources (IDNR). The PARC program is a grant program that provides up to 75% of the approved project costs, with the exception of those local governments defined as disadvantaged, which shall be eligible for up to 90% State funding assistance provided that no more than 10% of the amount so appropriated in any fiscal year under the Act is made available for disadvantaged local governments. Assistance to units of local government; counties, townships, municipalities, park districts, conservation districts, forest preserve districts, river conservancy districts and any other unit of local government authorized by Illinois law to expend public funds for the acquisition and development of land for public indoor/outdoor park, recreation or conservation purposes.

The PARC program is a state-financed program enacted by Public Act 30-764, the Park and Recreational Facility Construction Act Grant Program (17 ILCS 3070/1 et. seq.). Funds for the grant program are derived from revenue generated in the State Treasurer's "Capital Development Bond Funds."

Projects that are eligible for funding include:

- Land acquisition of property from *willing sellers* in fee simple title or permanent easements, etc. for public park and/or conservation purposes, including associated approved appraisal costs. Eligible projects include, but are not limited to, acquisition of land for the following:
 - A. construction of new public indoor/outdoor recreation buildings, structures and facilities;
 - B. expansion of existing public indoor/outdoor recreation buildings, structures and facilities;
 - C. general park purposes such as regional, community and neighborhood parks and playfields
 - D. frontage on public surface waters for recreational use;
 - E. open space/conservation purposes to protect floodplains, wetlands, natural areas, wildlife habitat and unique geologic or biologic features;
 - F. linear corridors for trails and/or greenways; and
 - G. additions to the projects described in subsections (A) through (F) above.
- Architectural planning and engineering design cost associated with a larger bondable project; demolition (in preparation for additional work); site preparation and improvement; utility work; new construction of buildings and structures; reconstruction or improvement of existing buildings and structures; initial furniture and equipment integral to the project; replacement of currently utilized assets by a better asset; and expansion of existing buildings or facilities.

Projects that are in-eligible for funding include:

Park and Recreational Facility Construction Act (PARC) funds may NOT be used for any of the following:

- Land acquisition through eminent domain.

- Acquisition of land from another public agency (excluding school districts) is not eligible for PARC grant assistance.
- Project costs for which reimbursement is sought cannot be incurred by the local sponsor prior to grant approval notification.
- No grant funds shall be awarded for the acquisition or development of land that will not be available for the general public's indoor/outdoor recreation use. This includes using all or part of the for-school use.
- PARC grant funds cannot be used to match other State or federal grant funds.
- Distribution of funds to eligible applicants will be on a statewide competitive basis, as determined by need, type of project, project costs, and the capability of the local sponsor (applicant) to fund, operate, and maintain the project. Additional considerations are included in the Project Selection Process.

Performance Measures

The purpose of PARC is the distribution of funds to eligible local sponsors on a statewide competitive basis, as determined by need, type of project, project costs, and the capability of the local sponsor (applicant) to fund, operate, and maintain the project. Additional considerations are included in the Project Selection Process.

The project, once approved, will be evaluated according to the application comprehensive scope of work that is to include all forms, narratives, development information and maps included with the application and as described in the 2021 Park and Recreational Facility Construction Grant Program Manual.

B. Funding Information

Funding Source

Funding for the program is derived from revenue generated from fees collected pursuant to the Illinois Capital Development Bond Funds ([525 ILCS 33](#)).

Available Funding

IDNR anticipates \$25,000,000.00 in available funding this round. PARC grants can provide 75% to 90% of eligible project costs for the acquisition and development of land for public indoor/outdoor park, recreation or conservation purposes. Maximum grant award to any one project is \$2,500,000.00. Minimum total project cost is \$25,000.

The primary purpose of the Park and Recreational Facility Construction Grant Program is to provide financial aid to units of local government, counties, townships, municipalities, park districts, forest preserve districts, river conservancy districts and any unit of local government authorized by Illinois Law to expend public funds

Allowable Costs

- **Overview**

The Park and Recreational Facility Construction Grant Program is a reimbursement grant program. To be eligible for matching assistance, costs other than engineering and design costs must be incurred within the project period, stipulated by a signed project agreement. All projects must allow public indoor/outdoor park, recreation or conservation use.

- **Development and Renovation**

Upon receipt of a fully executed grant agreement, project, development and renovation costs are eligible for reimbursement and are incurred on the date construction contracts are signed or at the start of actual physical work on the project site and continue through the period the work is being done. Costs must be incurred within the project period (project agreement award date through expiration date) to be eligible for reimbursement. Initial master plan costs are not eligible, but applicable construction drawings may be eligible.

- **Acquisition**

Acquisition costs eligible for reimbursement include appraisal costs approved by the IDNR; survey fees, title insurance and closing costs.

Upon execution of a grant agreement, acquisition costs are eligible for reimbursement and must be incurred within an executed grant agreement period to be eligible for reimbursement. Acquisition costs are incurred on the date when the earliest of any of the following transactions take place:

1. Local sponsors accept deed or other appropriate conveyance.
2. Local sponsor makes full payment for the property.
3. Local sponsor makes the first payment in a series of spaced or time payments.
4. Local sponsor makes the first payment or as much as 10% of the purchase price as stipulated in an option agreement. (The cost of the option is not an allowable cost in from grant funds.)
5. Local sponsor makes first partial or full payment to an escrow agent.

No purchase agreement, option, etc., or price negotiations shall be entered into without IDNR approval. Title to any property for which grant reimbursement is sought cannot be taken by the local sponsor before IDNR approval of Certified Market Value (CMV) for the property is received.

For acquisition of less than fee simple title, such as a lease agreement, the agreement must cover a minimum time-period of 20 years. The IDNR will consider, on a case-by-case basis, lease arrangements for shorter periods when State statute prohibits a *local government* from entering into such a long-term agreement, or other circumstances beyond their control prohibit such arrangements.

Reimbursement is based upon the approved (CMV) of the land and associated costs.

- **Planning**

The maximum allowable claim for "contracted" Architectural/Engineering (A/E) services used for proper project design and construction supervision/administration of an approved PARC- development project shall be based upon the following percentage of actual PARC-assisted construction costs:

15.25% Initial analysis, design & bid work

Planning work is not eligible as a stand-alone project.

C. Eligibility Information

Eligible Applicants

Any of the following local government agencies are eligible for PARC assistance:

- Units of Local Governments
- Counties, Townships, Municipalities, Park Districts, Conservation Districts, Forest Preserve Districts,

River Conservancy Districts, and;

- o Other unit of local government authorized by Illinois law to expend public funds for the acquisition and development of land for public indoor/outdoor park, recreation or conservation purposes.

NOTE: An entity may apply for a grant but will not be eligible for a grant award unless the entity has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/> by the close of the application period. During pre-qualification, DUN and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, the entity will be notified that it is ineligible for award because of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.

Cost Sharing or Matching

PARC will reimburse up to 90% of total approved project costs for a unit of local government found to be a “disadvantaged applicant.” Other units of local governments are eligible at 75% of eligible project costs. Any remaining costs over the approved project costs will be borne by the local sponsor. PARC grants are issued as a reimbursement grants. This means that a local sponsor must have sufficient cash, donations, or eligible in-kind services to pay for work, and then be paid back for the grant work after approval of a reimbursement request.

Indirect Cost Rate

To charge indirect costs to a grant, the local sponsor must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs: a) Federally Negotiated Rate. Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA. b) State Negotiated Rate. The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award. c) De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a De minimis rate of 10% of Modified Total Direct Cost (MTDC). Once established, the De Minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually to accept the De Minimis rate.

Other

One of the goals of the PARC program is to provide and improve recreational access opportunities for people with disabilities. As such, all facilities assisted with PARC monies must conform to standards outlined by the Americans with Disabilities Act of 1990. https://www.ada.gov/2010ADAstandards_index.htm

The local agency must possess adequate “control and tenure” over the project site (fee simple title) to ensure compliance with the recreation use requirements of the PARC program for a period of time commensurate with the PARC program amortization schedule, unless approved otherwise by the IDNR.

If the local sponsor is a local government, no official or employee of the local government who is authorized in his/her official capacity to negotiate, make, accept, approve or take part in decisions regarding a contract or subcontract in connection with an approved PARC grant project shall have any financial or other personal interest in that contract or subcontract.

No person performing services for a local government in connection with an approved PARC grant projects shall have a financial or other personal interest other than his/her employment or retention by the local government in any contract or subcontract in connection with said PARC grant project. No officer or employee of a person retained by the local government shall have any financial or other personal interest in any real property acquired under an approved PARC grant project unless that interest is openly disclosed on the public records of the local government and that officer, employee or person has not participated in the acquisition for, or on behalf of, the local government.

D. Application and Submission Information

Application Format

The Application and Budget forms should be on letter-sized paper and type font size must be 9 or greater. All additional required information, including project descriptions, proposals, pictures, charts, tables and maps must be on separate sheets and must be included with the application. These forms are designed to allow the IDNR and the review committee to obtain enough information to properly evaluate the proposed project.

Application Package

The complete application package consists of two uniform templates and supplemental documents listed below:

1. Uniform Application for State Grant Assistance (fillable pdf)
2. Uniform Budget Template (use Internet Explorer if having problems opening this template).

Note: Budget Instructions for the Uniform Budget Template are available at:

<http://www.illinois.gov/sites/GATA/Documents/Resource%20Library/Uniform%20Budget%20Template%20Instructions.pdf>

Supplemental Documents to be Submitted

The Park and Recreational Facility Construction Act Grant Program Information Manual is available for download at <https://www.dnr.illinois.gov/grants/Pages/PARC-Grant.aspx> or can be requested at: DNR.grants@illinois.gov

This manual provides more in-depth information, FAQ's, and additional forms needed to complete this application. The following forms from this manual **must** be submitted for the application to be complete:

- PARC/DOC-1 - General Project Data
- PARC/DOC-2 - Acquisition Data (acquisition projects only)
- PARC/DOC-2A - Acquisition Certification (Development Projects Only)
- PARC/DOC-3 - Resolution of Authorization
- PARC/DOC-4 - Development Data
- PARC/DOC-5 – Preliminary Relocation Plan
- Attachment A-1 – Narrative Statement
- Attachment A-2 - Site Location Map
- Attachment A-3 - Site Development Plan
- Attachment A-3a – Floor Plan, Elevation and Playground Drawings (Development Projects Only)

- Attachment A- 4 – Site Premise Plat Map
- Attachment A-5 - Environmental Assessment Statement & CERP (3 copies of CERP, Site Development Plan, topo map)
- Attachment A-6 Commitment for Title Insurance, Deed or Lease Agreement
- Attachment A-7 FEMA Flood Map for Project Area
- Attachment A-8 Local Master Plan Excerpts (Evidence of Public Input)
- Attachment A-9 Appraiser Qualifications (Acquisition Projects Only)
- Attachment A-10 Application Fee & Payment Form

To contact IDNR, request or submit forms use the following means:

By US Mail: Illinois Department of Natural Resources
Office of Grant Management and Assistance (OGMA)
PARC Grant Manager
One Natural Resources Way
Springfield, IL 62702-1271

By e-mail: DNR.grants@illinois.gov

By telephone: (217) 782-7481

Application Submission

The local sponsor must provide all information requested in the application package. Only one (1) original application including the GATA application, GATA budget, and PARC manual application with supporting documentation and legally authorizing signature needs to be submitted. Applications must have original signatures on all required pages and the hard copy document must be received by the application deadline. **The application deadline is 5:00 p.m. January 21, 2020 to be received at the IDNR office and stamped in.**

Submitting an incomplete application does not extend the application deadline date. Applications received after the deadline date will not be considered.

All documents that are signed must be done so by persons authorized by their organization to enter into formal contractual agreements. All communication, oral or written, between the local sponsor and IDNR will be with the signer, or their designee. Applications that are not signed will not be accepted.

Applications will not be returned.

Applicant Qualification

An applicant's organization will be subject to the following:

- Verification of Duns and Bradstreet number
- Check status if on the Illinois Debarred and Suspended List
- Check Good Standing status with the Illinois Secretary of State

Based on any of the above checks, the local sponsor will be notified if they are ineligible for grant award. And they will be informed if corrective action is needed to become eligible for award.

Intent to Award

Following a decision of intent to award, IDNR is required to conduct a financial and administrative risk assessment of the local sponsor. Additional information may be required at that time from the successful applicant. For the local sponsor to remain eligible for the award they must provide the requested information within 30 days after notification of intent to award.

E. Application Review Information

Evaluation Criteria

The following criteria (not listed in any priority order) has been established by the Department for evaluating and ranking project applications for funding assistance:

- **Statewide Local Needs Assessment (55%)** – projects are evaluated in terms of the useful life of existing facilities and improvements, sponsor economic need, and the extent to which the project addresses public health and safety needs, corrects accessibility deficiencies as defined by the Americans with Disabilities Act ([42 USC 12101](#));
- **Statewide Comprehensive Outdoor Recreation Priorities (10%)** - projects are evaluated in terms of their ability to address major outdoor recreation and conservation issues identified by the Department in its [Statewide Outdoor Recreation Plan](#);
- **Project Concept and Site Characteristics (15%)** - projects are evaluated in terms of the site's physical and aesthetic qualities, including accessibility; soil, topographic and hydrologic characteristics; site vegetation; compatibility with adjacent land uses; environmental intrusion on the site; impacts to cultural and natural resources; suitability for the construction of a new building, structure or facility; and the overall diversity provided by the project;
- **Local Planning (10%)** – the major consideration of this criterion is public support and input into the project plan and existence of a comprehensive local recreation and/or open space plan identifying the proposed project as a priority;
- **Other Considerations (10%)** – relevant factors considered in evaluating the overall merits of a project and need for funding include projects located in inner-urban areas; involving land acquisitions of a time-sensitive nature; proposing initial site development; involving private donations; representing economic revitalization efforts; or from local sponsors not previously benefitting from PARC assistance.
- **Penalty Factor** – consideration is given to the local sponsor's past performance in completing Open Space Acquisition and Development (OSLAD) or other Department grant projects or unresolved project violations and the ability to properly maintain the project site. management potential.

Review and Selection Process

All applications for grants from the Park and Recreational Facility Construction Act Grant Program shall be reviewed, scored and ranked by the staff of OGMA. The staff of OGMA shall, after review, make a written recommendation to the Director of the Department of Natural Resources on each grant application reviewed.

Notification of Award

The Director of the Illinois Department of Natural Resources, with OGMA staff, reviews and prioritizes project applications according to the established program rating criteria. The Director makes final decisions concerning PARC grant awards. Once a decision has been reached, awarded projects will be announced.

Merit-based Review Appeals Process

In compliance with GATA, applicants have the right to appeal the evaluation process but not the evaluation score. More information is available at:

F. Award Administration Information

State Award Notice

Once a final decision has been made, the successful applicant will be notified by email and/or letter of any final requirements before the state grant can be awarded to them. Once all the final requirements have been completed, the Grant Agreement between IDNR and the local sponsor will be sent for the local sponsor to sign and return. Once the agreement is fully executed by the IDNR a copy will be returned to the local sponsor.

Only after the Grant Agreement has been signed by the Director can expenses be incurred for grant reimbursement, with the exception of design and engineering costs mentioned above. Any expenses incurred outside of the grant period (before or after) are at the local sponsor's risk and are not eligible either as match or for reimbursement related to the grant unless a waiver has been previously issued.

Administrative and National Policy Requirements

The Grant Accountability and Transparency Act (GATA), [30 ILCS 708/1](#) *et seq.* is the Administrative Code that this grant will be governed under.

Reporting

Financial reporting will include all funds including matching funds spent in the undertaking of the project and interest earned on advanced payments. Various types of reporting are required for grant agreements awarded under this grant, including:

Performance Progress Reporting:

The local sponsor shall be required to provide reporting of its activities under this project. The IDNR may withhold or suspend payment if the local sponsor fails to submit the required reports. The following reports are required under this Agreement and the forms are provided in the Implementation and Billing Packet that will be received upon award:

Periodic Financial Reports: The local sponsor is required to provide to the IDNR quarterly progress reports that describe the progress of the project and expenditures of funds according to the budget line items as detailed in the approved Uniform Application for State Grant Assistance. The Quarterly Progress Report will be due as follows:

Quarterly Progress Report Due By:

April 1
July 1
October 1
January 1

G. State Awarding Agency Contact(s)

To contact the IDNR with questions related to this grant, please use the following means:

By US Mail: Illinois Department of Natural Resources
Office of Grant Management and Assistance
Park and Recreational Facility Construction Act Grant Program
One Natural Resources Way

Springfield, IL 62702-1271

By e-mail: DNR.grants@illinois.gov

By phone: (217) 782-7481

By fax: (217) 782-9599

H. Other Information, if applicable

More information can be found at IDNR's website:

<https://www.dnr.illinois.gov/grants/Pages/default.aspx>

The State of Illinois is not obligated to make any award of the Park and Recreational Facility Construction Act Grant Program resulting from this Notice of Funding Opportunity.

Only the Director of Natural Resources makes the determination of which grants shall be awarded after considering the recommendations. Grant applicants are not authorized to proceed on their projects until the Director has signed the Grant Agreement.

To: Kendall County Board of Commissioners- Operations Committee
From: Emily Dombrowski, Environmental Education Programs Manager
RE: ENTICE Workshop Update
Date: December 4, 2019

The Education Department held an ENTICE Workshop on Saturday October 5, 2019 from 9-3 pm. The focus of the workshop was on Introducing Early Childhood Students to the Nature of Fall. The IDNR Division of Education sponsors educator workshops through the ENTICE program. These workshops offer Professional Development Hours for teachers.

The Natural Beginnings team led the morning activities and the Education Programming team led the afternoon activities.

17 teachers attended this workshop. Participants gave very positive feedback on the workshop. Evaluations are included with this report.

We will be holding another ENTICE workshop July of 2020 and are in the process of planning workshops for 2021.

We received \$1,450 for holding the ENTICE workshop. This will be coded under public programs.





Illinois State Board of Education

100 North First Street, S-308
Springfield, Illinois 62777-0001

EVALUATION FOR WORKSHOP,
CONFERENCE, SEMINAR, ETC.

EDUCATOR EFFECTIVENESS DIVISION

DIRECTIONS: Please complete and return this form to the presenters of the professional development activity. Providers must retain this form for a minimum of six (6) years for ISBE auditing purposes.

TITLE OF PROFESSIONAL DEVELOPMENT ACTIVITY

Introducing Early Childhood Students to the Nature of Fall ENTICE Workshop

DATE

October 5, 2019

LOCATION (Facility, City, State)

Kendall County Forest Preserve District, Yorkville, Illinois

NAME OF PROVIDER

Illinois Department of Natural Resources

1. For each statement below, write the number (4 to 1) that best describes how you feel about your experience in this professional development.

4 – Strongly Agree 3 – Agree 2 – Somewhat Agree 1 – Disagree

- A. 4 The outcomes of this professional development were clearly identified as the knowledge and/or skills that I should gain as a result of my participation.
- B. 4 This professional development will impact my professional growth or student growth in regards to content knowledge or skills, or both.
- C. 4 This professional development will impact my social and emotional growth or student social and emotional growth.
- D. 4 Overall, the presenter appeared to be knowledgeable of the content provided.
- E. 4 The materials and presentation techniques utilized were well-organized and engaging.
- F. 4 The professional development aligned to my district or school improvement plans.

2. Indicate the outcome(s) of this professional development. (Check all that apply)

- Increased the knowledge and skills of school and district leaders who guide continuous professional development
- Will lead to improved learning for students
- Addressed the organization of adults into learning communities whose goals are aligned with those of their schools and districts
- Deepened participants' content knowledge in one or more content (subject) areas
- Provided participants with research-based instructional strategies to assist students in meeting rigorous academic standards
- Prepared participants to appropriately use various types of classroom assessments
- Used learning strategies appropriate to the intended goals
- Provided participants with the knowledge and skills to collaborate
- Prepared participants to apply research to decision-making

3. Identify those statements that directly apply to this professional development. (Check all that apply)

- Activities were of a type that engaged participants over a sustained period of time allowing for analysis, discovery, and application as they relate to student learning, social or emotional achievement, or well-being.
- This professional development aligned to my performance as an educator.
- The outcomes for the activities relate to student growth or district improvement.
- The activities offered for this event aligned to State-approved standards.
- Professional Development Standards
- Illinois Content Area Standards
- Professional Educator Standards
- Illinois Professional Leader Standards



Illinois State Board of Education

100 North First Street, S-305
Springfield, Illinois 62777-0001

EVALUATION FOR WORKSHOP,
CONFERENCE, SEMINAR, ETC.

EDUCATOR EFFECTIVENESS DIVISION

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TITLE OF PROFESSIONAL DEVELOPMENT ACTIVITY

Introducing Early Childhood Students to the Nature of Fall ENTICE Workshop

DATE

October 5, 2018

LOCATION (Facility, City, State)

Kendall County Forest Preserve District, Yorkville, Illinois

NAME OF PROVIDER

Illinois Department of Natural Resources

1. For each statement below, write the number (4 to 1) that best describes how you feel about your experience in this professional development.

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Illinois State Board of Education

100 North First Street, S-306
Springfield, Illinois 62777-0001

EVALUATION FOR WORKSHOP,
CONFERENCE, SEMINAR, ETC.

EDUCATOR EFFECTIVENESS DIVISION

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TITLE OF PROFESSIONAL DEVELOPMENT ACTIVITY Introducing Early Childhood Students to the Nature of Fall ENTICE Workshop	DATE October 5, 2019
LOCATION (Facility, City, State) Kendall County Forest Preserve District, Yorkville, Illinois	
NAME OF PROVIDER Illinois Department of Natural Resources	

1. For each statement below, write the number (4 to 1) that best describes how you feel about your experience in this professional development.

4 – Strongly Agree 3 – Agree 2 – Somewhat Agree 1 – Disagree

- A. 4 The outcomes of this professional development were clearly identified as the knowledge and/or skills that I should gain as a result of my participation.
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- The activities offered for this event aligned to State-approved standards.
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 - Illinois Content Area Standards
 - Professional Educator Standards
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100 North First Street, S-308
Springfield, Illinois 62777-0001

EVALUATION FOR WORKSHOP,
CONFERENCE, SEMINAR, ETC.

EDUCATOR EFFECTIVENESS DIVISION

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TITLE OF PROFESSIONAL DEVELOPMENT ACTIVITY

DATE

Introducing Early Childhood Students to the Nature of Fall ENTICE Workshop

October 5, 2019

LOCATION (Facility, City, State)

Kendall County Forest Preserve District, Yorkville, Illinois

NAME OF PROVIDER

Illinois Department of Natural Resources

1. For each statement below, write the number (4 to 1) that best describes how you feel about your experience in this professional development.

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TITLE OF PROFESSIONAL DEVELOPMENT ACTIVITY Introducing Early Childhood Students to the Nature of Fall ENTICE Workshop	DATE October 5, 2019
LOCATION (Facility, City, State) Kendall County Forest Preserve District, Yorkville, Illinois	
NAME OF PROVIDER Illinois Department of Natural Resources	

1. For each statement below, write the number (4 to 1) that best describes how you feel about your experience in this professional development

4 - Strongly Agree 3 - Agree 2 - Somewhat Agree 1 - Disagree

- A. 4 The outcomes of this professional development were clearly identified as the knowledge and/or skills that I should gain as a result of my participation.
- B. 4 This professional development will impact my professional growth or student growth in regards to content knowledge or skills, or both.
- C. 3 This professional development will impact my social and emotional growth or student social and emotional growth.
- D. 4 Overall, the presenter appeared to be knowledgeable of the content provided
- E. 4 The materials and presentation techniques utilized were well-organized and engaging.
- F. 2 The professional development aligned to my district or school improvement plans.

2. Indicate the outcome(s) of this professional development. (Check all that apply)

- Increased the knowledge and skills of school and district leaders who guide continuous professional development
- Will lead to improved learning for students
- Addressed the organization of adults into learning communities whose goals are aligned with those of their schools and districts
- Deepened participants' content knowledge in one or more content (subject) areas
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EVALUATION FOR WORKSHOP,
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EDUCATOR EFFECTIVENESS DIVISION

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TITLE OF PROFESSIONAL DEVELOPMENT ACTIVITY Introducing Early Childhood Students to the Nature of Fall ENTICE Workshop	DATE October 8, 2019
LOCATION (Facility, City, State) Kendall County Forest Preserve District, Yorkville, Illinois	
NAME OF PROVIDER Illinois Department of Natural Resources	

1. For each statement below, write the number (4 to 1) that best describes how you feel about your experience in this professional development.

4 – Strongly Agree 3 – Agree 2 – Somewhat Agree 1 – Disagree

- A. 4 The outcomes of this professional development were clearly identified as the knowledge and/or skills that I should gain as a result of my participation.
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- E. 4 The materials and presentation techniques utilized were well-organized and engaging.
- F. 4 The professional development aligned to my district or school improvement plans.

2. Indicate the outcome(s) of this professional development. (Check all that apply)

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- Will lead to improved learning for students
- Addressed the organization of adults into learning communities whose goals are aligned with those of their schools and districts
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- The outcomes for the activities relate to student growth or district improvement.
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- Professional Development Standards
- Illinois Content Area Standards
- Professional Educator Standards
- Illinois Professional Leader Standards

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
comments:					
Staff Assistance	1	2	3	4	5
comments:					
Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

Thank you for this outreach.
Every activity is relevant and rigorous
allowing an integrity in our nature.
programming/
lesson planning

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
comments:					
Staff Assistance	1	2	3	4	5
comments:					
Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

I love the ENTICE programming and resources provided.

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
comments:					
Staff Assistance	1	2	3	4	5
comments:					
Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

THANK YOU!

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
comments:					
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comments:					
Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

Thank you!!!

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
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Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

Exceptional workshop - lots of great ideas for activities & neat goodies to take home.

Thank you for your thoughts!

Great presenters & well organized!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
comments:					
Staff Assistance	1	2	3	4	5
comments:					
Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

Excellent workshop! Thank you!!

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
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comments:					
Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

We really enjoyed this and will tell more teachers to attend. :)

Thank you for your thoughts!

EVALUATION – All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
comments:					
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comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
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Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

Thankyou! Fantastic Program!

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
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Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

It was lots of fun!

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
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comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
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comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Distance was far for me. Otherwise, GREAT!

Additional Comments:

Thank you for your thoughts!

EVALUATION – All Participants

Rate the following:

	Poor				Excellent
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comments:					
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Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

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EVALUATION - All Participants

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	Poor				Excellent
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comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
comments:					
Staff Assistance	1	2	3	4	5
comments:					
Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

enjoyed it completely

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
comments:					
Staff Assistance	1	2	3	4	5
comments:					
Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

Wonderful!!

Thank you for your thoughts!

EVALUATION - All Participants

Rate the following:

	Poor				Excellent
Registration	1	2	3	4	5
comments:					
Topic(s) Covered	1	2	3	4	5
comments:					
Pace of Program	1	2	3	4	5
comments:					
Staff Assistance	1	2	3	4	5
comments:					
Hospitality	1	2	3	4	5
comments:					
Location	1	2	3	4	5
comments:					
Food	1	2	3	4	5
comments:					
Overall Quality of Program	1	2	3	4	5
comments:					

Additional Comments:

Thank you for your thoughts & I had a great time here with you
& was so much fun

To: Kendall County Forest Preserve District Operations Committee

From: David Guritz, Director

RE: Barred Owl Nest Box Request

Date: December 4, 2019

The University of Illinois Extension Office Youth Development Educator serving DuPage, Kane and Kendall Counties has contacted the District requesting permission to install two Barred owl nest box structures at Hoover Forest Preserve as part of a statewide 4H project.

Davey Tree Service has agreed to volunteer time and equipment to install and remove the structures following the pilot project year. The project goal is to determine whether Barred owls preference one box design over another, and to monitor for nest box use over a single nesting season.

Following discussion and authorization to proceed, a Special Use Permit will be developed to allow the installation of two nest box structures at Hoover Forest Preserve by Davies Tree Service following receipt of the required certificate of insurance.

Recommendation:

Following discussion, provide direction on issuance of a Special Use Permit to support the Barred owl nest box preference study.

Barred Owl (*Strix varia*) Nest Box Challenge

An Illinois 4-H Citizen Scientist Project

The Barred Owl (*Strix varia*) is a large owl species that lives throughout the state of Illinois. It's a lowland bottoms area owl that preys upon various rodents, reptiles, amphibians, birds, and sometimes small fish. Barred Owls are noted for their distinctive call and is quite vocal all year round. They nest in cavities in trees and show a preference for a more open top / chimney type formations. Very little study has been done on the nesting requirements of this owl species.



A nest box design is available from many online sources to encourage Barred Owls to nest in areas. Traditional box design has a box with a hole and a roof overhead to keep them shielded from the elements. This design has had limited success, and seems well suited for other species of animals such as Raccoons and Fox Squirrels. The Illinois Raptor Center made modifications to this box design based on observations made in the field and from various photos online. Modified boxes consist of a partial open top which is what the owls seem to prefer. This open top also seems to deter any other species from occupying the box.

The goal of the Illinois 4-H Barred Owl Nest Box Challenge project is to see which box design the Barred Owl prefers. The plan is to have at least forty sets of boxes (a set is one traditional and one modified) randomly dispersed geographically around the state of Illinois in a side-by-side comparison. A project of this scope had never been done before focusing on one owl species.

Project Guidelines:

- Build two boxes according to plans provided by the Illinois Raptor Center (one traditional box and one modified). Your University of Illinois Extension office will buy the supplies and they will be reimbursed \$50 when you turn in your Citizen Science NestWatch data sheets by July 1, 2020. Place the boxes within 20 - 40 meters of each other in the same habitat / area. This habitat is specified in the instructions provided by the Illinois Raptor Center. Boxes should be installed between the months of November and January. Barred Owls will start to check out sites sometime in February!
- Develop a partnership with local arborists, or power providers for help with the installation of boxes. Any organization that helps with installation should be recognized for their work.
- We will be using the NestWatch check data sheet developed by The Cornell Lab of Ornithology https://nestwatch.org/wp-content/uploads/2017/11/DataSheet_20171103.pdf to record our Barred Owl citizen science data.

- Record the location of boxes via GPS coordinates. These GPS coordinates will be logged onto a map showing the location of all nest boxes in the state. This also gives us reference to the area in case we want to band chicks if they are present. Record the date of installation!
- Record data of the habitat. You must be able to identify the tree the nest boxes are installed in and the surrounding trees in the area. Also note any waterways, ponds, and lakes that are nearby.
- Ideally, monitor the boxes in weekly intervals for signs of owls or other species using or checking out the boxes. Barred owls should be very interested during the months of February - April. Monitoring boxes consists of listening for Barred Owls in the area, observing owls or other species near or in the boxes, and photographing or videoing birds in the box / boxes.

Monitoring Tips:

Several methods have been explored that will allow for a cell phone to take a picture of the nest box interiors without bothering the owls. For example, fixing a phone to a couple 10' sections of PVC pipe coupled together or a paint roller extension handle, then using the timer on the camera. Or, get real fancy and place a trail camera opposite of the nest boxes when they are installed. Pictures are not required, but add detail and very credible data to your work. Be creative and share your ideas!

Curt Sinclair

Extension Specialist – 4-H Shooting Sports and Outdoor Ed.

UNIVERSITY OF ILLINOIS EXTENSION

499 Old Timber Road, Monticello, IL 61856

Phone: 217-762-2741 or 217-333-0910

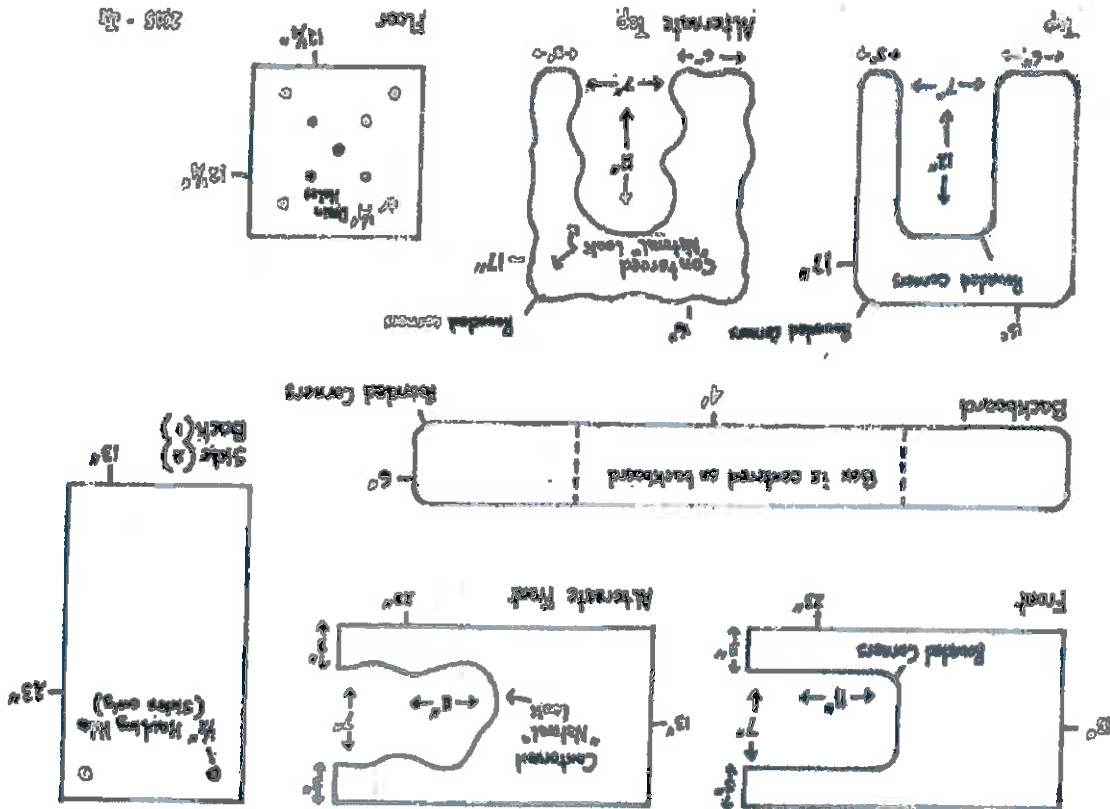
Email: sinclair@illinois.edu

Modified Barred Owl Nesting Box

By Jacques Nuzzo
Illinois Raptor Center
2/17/2016



Based on the design from
Wood Projects for Illinois Wildlife
Illinois Department of Natural Resources
Division of Natural Heritage



The modified – open top design was created from observing that most Barred Owls prefer an “open chimney” type cavity. Several boxes were placed in various areas along with the more traditional box design and all of the modified designs had owls nesting in them. Raccoons really love the traditional design. The open top discourages raccoons and squirrels from using the box as they don’t like being exposed to the elements. The open top also allows the chicks to “branch” out onto the roof for their first journey into the great outdoors.

Box is built from $\frac{3}{4}$ inch treated plywood. One 4 foot x 8 foot sheet can make two boxes. Use stainless steel or coated 1 5/8 inch screws to assemble the box. Adding some outdoor construction adhesive to all contact areas wouldn’t hurt either but isn’t necessary. Use 4 inch stainless steel or coated screws to attach to the tree. A washer on the screw will prevent the screw from pulling through the plywood over time.

If using a rope hauling system / rope access to install the box it helps to round off all corners so the rope can slide off corners instead of snagging on them while moving around the box. Also make sure you add the $\frac{1}{2}$ inch holes on the sides for threading a hauling rope.

The alternative opening is a more contoured “natural look” but isn’t necessary for box function. It is not necessary to paint or stain the box 3 to 4 inches of soft small wood chips or shavings need to be placed in the bottom of the box. Barred Owls don’t bring nesting material to the box so there needs to be something soft for the birds to lay eggs on. Make sure you have the $\frac{1}{4}$ inch holes drilled in the floor for drainage.

Boxes should be installed in a mature hardwood tree in a lowland area 200 feet from water. Do not place the box on the edge of a clearing. Trees should be alive and at least 12 inches in diameter. Do not block the entrance with limbs, but limbs should be near by the hole for food transfers from males to females and for chicks to “branch” onto. Place the box at least 25 – 35 feet up. This may be difficult for some to do. Contact a local arborist or the IRC for help on installing a nest box on your property.

Note the hole for the box is on the side of the box. This makes it much easier to clean the box if it needs cleaned.

Boxes should be installed between November and January. There is a chance that Great Horned Owls could use it too (though not confirmed at this point).

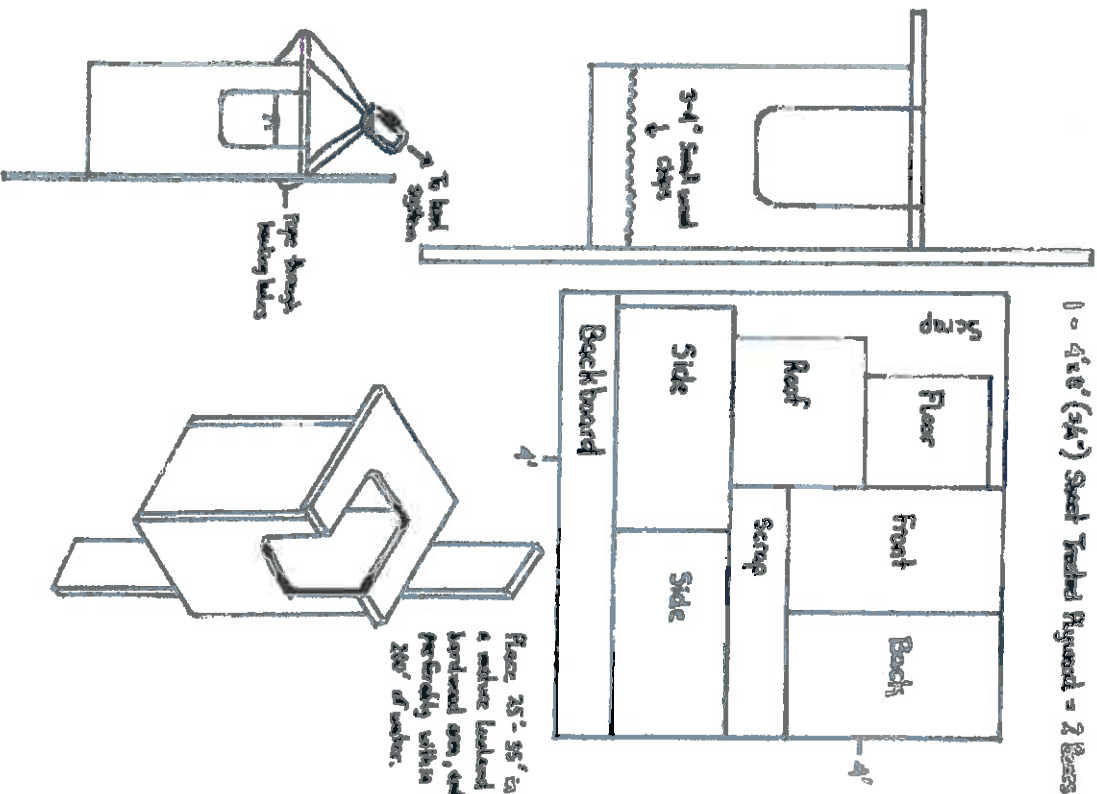


Figure 25 - 35' is a mature live oak, 4x4 feet, with a 200' of water.

To: Kendall County Forest Preserve District Operations Committee
From: David Guritz, Director
RE: 2019 Bowhunt Pilot Program Updates and Discussion
Date: December 4, 2019

The District has received positive reviews from several permit holders on the first year of the District's bow hunt program. No specific complaints have been received with the exception of residents and HOA representatives from the Whitetail Ridge subdivision regarding Henneberry Forest Preserve access, and the doe-first harvest requirement.

The IDNR has reported an increase in CWD samples received originating from the District's preserve areas.

The District continues to receive calls from both in-county and out-of-county individuals expressing interest in participating next year.

The Illinois Chapter of Backcountry Hunters and Anglers has requested a meeting scheduled for next week to gain insights into the District's program to support the Chapter's future advocacy efforts. The Illinois chapter has over 600 members statewide (mostly in Chicago area) and is offering to volunteer member time on District conservation projects.

https://www.backcountryhunters.org/mission_and_values

Initial recommendations for the 20-21 bowhunt season include the following:

1. Open the season beginning October 1, 2020.
2. Consider expanding designated preserve access and bowhunter program capacity to include Maramech/Little Rock Creek; Millbrook South; Subat and Baker Woods.
3. Discuss whether Pickerill-Pigott Forest Preserve will be partially closed to the public for the 20-21 season.
4. Limit the doe-first harvest requirement to the first two months of the season.
5. Set a resident and non-resident permit fee, with staggered enrollment to provide Kendall County residents with the first opportunity for participation.

Additional recommendations may be forthcoming based on a survey results from the pilot program cohort.

Deer Harvest by Designated Preserve through 11/19/19:

Fox River Bluffs: 1
 Millbrook North: 4
 Hollenback Sugar Bush: 1
 Henneberry: 5
 Pickerill-Pigott: 5
 16 total deer (13 doe; 1-antlerless; 2 buck)

Higher-harvest counts are due to the permit holders logging more time.

Harvest	Zone Assignment
11/7 (24) D	FRB-3
11/10 D	MN-5
11/1 D; 11/10 B	MN-5
11/2 D (24)	MN-6
11/3 D	HB-1
11/16 2D	HN-2
11/16 D	HN-2
11/1 A; 11/6 D	HN-3
11/10 D; 11/16 B	PP-1
11/1 D	PP-3
11/9 D	PP-4
11/15 D	PP-4

Total Count: 16 (13D:1A:2B)

To: Kendall County Forest Preserve District Operations Committee
From: David Guritz, Director
RE: December-January Operations Focus
Date: December 4, 2019

There is no Operations Committee scheduled for January, 2020.

District staff will be working to address the following priorities between now and the February 5, 2020 Operations Committee:

1. Completion and submission of the IDNR PARC grant application
2. Competitive bidding for Pickerill-Pigott Forest Preserve Phase I OSLAD improvements
3. Transition to the MUNIS financial accounting software
4. Transition to the EquiLesson software and payment platform
5. Granicus website development and launch (timeframe TBD)
6. Completion of the Millbrook Bridge removal bidding process
7. ICECF-FFKC final grant reporting
8. Hoover Nature Play Space punch list
9. Prescribed burning and broadcast seeding at Fox River Bluffs and Hoover Forest Preserves
10. 2020 farm license agreements including Aux Sable Springs Park, and 2019 yield payment calculations and invoicing
11. Securing contracted support for cover crop installation at Fox River Bluffs
12. Marketing of the 20-21 Natural Beginnings program year, winter camps, and public programs
13. 2019 Bowhunt Pilot Program surveys
14. Executive session minutes review
15. Possible bidding of a 3-year Henneberry Forest Preserve farm license agreement
16. Possible bidding for the Baker Woods hay field production farm license agreement
17. Possible processing of BAAD grant and 2018 RTP grant agreements

To: Kendall County Board of Commissioners- Operations Committee

From: Emily Dombrowski, Environmental Education Programs Manager

RE: Fall School Program Update

Date: December 4, 2019

The Education department had a very busy fall season! We saw over 3,000 students from 38 schools and received \$18,589 in program revenue from September through the end of November.

To: Kendall County Forest Preserve District Board of
 Commissioners- Operations Committee
 From: Emily Dombrowski, Environmental Education Program
 Manager

Re: Estimated School Program Revenue- September 1, 2019-
 November 30, 2019

School (City, County)	Month	Program-Grade Level	# of Students	Fee	Revenue
James R. Wood Elementary, Dekalb	September	Bug Fest- 1st Grade	51	\$7	\$357
Aurora Christian, Kane	September	Native American- 4th Grade	17	\$6	\$102
Aurora Christian, Kane	September	Ecology- 5th Grade	24	\$7	\$168
Churchill Elementary, Kendall	September	Wetland Study- 5th Grade	108	\$5	\$540
John Shields Elementary, Kane	September	Ecology- 5th Grade	75	\$7	\$525
Fox Chase Elementary, Kendall	September	Fossils- 4th Grade	96	\$6	\$576
Liberty Elementary School, Will	September	Ecology- 5th Grade	98	\$7	\$686
Hunt Club Elementary, Kendall	September	Ecology- 5th Grade	106	\$7	\$742
Grace Hollistic, Kendall	September	Native American- Mixed Age	10	\$6	\$60
Meadowview Elementary, Will	September	Native American- 4th Grade	88	\$6	\$528
RC Hill Elementary, Will	October	Fossils- 4th Grade	125	\$6	\$750
Walkers Grove, Will	October	Native American- 4th Grade	124	\$6	\$744
Somanauk Middle School, Dekalb	October	Ecology- 5th Grade	49	\$7	\$343
Liberty Elementary, Will	October	Native American- 4th Grade	127	\$6	\$762
LD Brady Elementary, Kane	October	Ecology- 5th Grade	60	\$7	\$420
Prairie Point, Kendall	October	Ecology- 5th Grade	102	\$7	\$714
Eagle Pointe Elementary, Will	October	Bird Beaks- 3rd Grade	135	\$6	\$810
Lakewood Creek, Kendall	October	Native American- 4th Grade	128	\$6	\$768
Wolf's Crossing Elementary, Kendall	October	Bird Beaks- 3rd Grade	70	\$6	\$420
LD Brady Elementary, Kane	October	Bird Beaks- 3rd Grade	75	\$6	\$450
Western Avenue School, Kane	October	Zoology- 2nd Grade	50	\$7	\$350
Lowell Elementary School, Dupage	October	Native American- 4th Grade	60	\$6	\$360
Cross Lutheran School, Kendall	October	Bug Program	13	\$5	\$65
Grand Prairie Elementary, Will	October	Ecology- 5th Grade	120	\$7	\$840
Churchill Elementary, Kendall	October	Native American-4th Grade	95	\$6	\$570
Cross Lutheran School, Kendall	October	Habitat Program	20	\$5	\$100
Lincoln Elementary, Will	October	Native American- 4th Grade	122	\$6	\$732
Thomas Jefferson Elementary, Kendall	November	Bird Beaks- 3rd Grade	96	\$6	\$576
Oswego East High School, Kendall	November	Project Hoover- High School	100	\$10	\$1,000
Bower Elementary	November	Animals In Winter	67	\$3	\$201
Grande Reserve Elementary, Kendall	November	Teeth- 2nd Grade	76	\$3	\$228
Cross Lutheran School, Kendall	November	Plants	19	\$5	\$95
Cross Lutheran School, Kendall	November	Teeth- Kindergarten	20	\$3	\$60
The Wheatlands, Kendall	November	Bird Beaks- 3rd Grade	100	\$6	\$600
Homestead Elementary	November	Teeth- 3rd Grade	87	\$6	\$522
Wolf's Crossing Elementary, Kendall	November	Zoology- 2nd Grade	85	\$7	\$595
Elizabeth Eichelberger	November	Bird Beaks- 3rd Grade	105	\$6	\$630
Pioneer Elementary School, Will	November	Wetland Study- 5th Grade	120	\$5	\$600
			3023		\$18,589

School Program Revenue- Budget		35,000
December 1, 2019- August 31, 2019 School Program Revenue		24,154
School Program Fall Revenue		18,589
Projected Total Revenue		42,743