A. Program Description

Pursuant to 20 ILCS 665/8b, until July 1, 2020, the Department of Commerce and Economic Opportunity (the “Department”) is authorized to make grant awards, subject to appropriation by the General Assembly and availability of funds, from the Tourism Promotion Fund to a unit of local government, municipal convention center, or convention center authority that provides incentives for the purpose of attracting conventions, meetings, and trade shows to municipal convention centers and attracting sporting events to municipal amateur sports facilities. No later than May 15 of each year, through May 15, 2020, the unit of local government, municipal convention center, or convention center authority shall certify to the Department the amounts of funds expended in the previous fiscal year to provide qualified incentives; however, in no event may the certified amount exceed $200,000 for any municipal convention center, convention center authority, or municipal amateur sports facility in any calendar year. The unit of local government, convention center, or convention center authority shall certify (A) the net proceeds received under the Hotel Operators’ Occupation Tax Act for the renting, leasing, or letting of hotel rooms in the municipality for the month in which the convention, meeting, or trade show occurs and (B) the average of the net proceeds received under the Hotel Operators’ Occupation Tax Act for the renting, leasing, or letting of hotel rooms in the municipality for the same month in the 3 immediately preceding years.

B. Funding Information

- This grant program is utilizing state funds from the Tourism Promotion Fund. Funds are subject to appropriation and availability, and shall be disbursed on a reimbursement basis if program requirements are met.
- Grants awarded shall be based on the net proceeds received under the Hotel Operators’ Occupation Tax Act for the renting, leasing, or letting of hotel rooms in the municipality for the month in which the convention, meeting, trade show, or sporting event occurs. Grants shall not exceed 80% of the incentive amount provided by the unit of local government, municipal convention center, or convention center authority.
- In no event may the aggregate amount of grants awarded to a single unit of local government, municipal convention center or convention center authority exceed $200,000 in any calendar year.
- Due to State budgetary constraints, eligible applicants may not receive any or the entirety of the reimbursement amount requested.

C. Eligibility Information

An entity may apply for a grant but will not be eligible for a grant award until the entity has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of the federal Debarred and Suspended list and status on the Illinois Stop Payment List. An automated email notification to the entity alerts them of “qualified” status or informs how
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to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

1. Eligible Applicants include:

- **Unit of local government** – means counties, municipalities, townships, special districts, and units, designated as units of local government by law (excluding school districts), which exercise limited governmental powers or powers in respect to limited governmental subjects, and that provide incentives for the purpose of attracting conventions, meetings, and trade shows to municipal convention centers and attracting sporting events to municipal amateur sports facilities that:
  - are owned by the unit of local government;
  - have contiguous indoor sports competition space;
  - are designed to principally accommodate and host amateur competitions for youths, adults, or both; and
  - are not used for professional sporting events where participants are compensated for their participation.

- **Municipal convention center** – means a convention center or civic center owned by a unit of local government or operated by a convention center authority, or a municipal convention hall as defined in paragraph (1) of Section 11-65-1 of the Illinois Municipal Code, with contiguous exhibition space ranging between 30,000 and 125,000 square feet.

- **Convention center authority** – means an “Authority,” as defined by the Civic Center Code, that operates a municipal convention center with contiguous exhibition space ranging between 30,000 and 125,000 square feet.

The Department complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a- and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

2. Cost Sharing or Matching.

Grant awards shall not exceed 80% of the incentive amount provided by the unit of local government, municipal convention center, or convention center authority; therefore, the grantee is responsible providing the funds for the remaining incentive amount.

3. Indirect Cost Rate.

**No indirect costs can be charged to this grant pursuant to 20 ILCS 665/8b.**

However, if the grantee would like to charge indirect costs to a different grant that they receive, they 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 a Federally Negotiated Rate. Or the organization may elect to use the De Minimis Rate. If an organization has not previously established in indirect cost rate, an indirect cost rate proposal must be submitted to the State of Illinois through the indirect cost rate system, CARS, no later than three months after the effective date of the award. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within six months after the close of the grantee’s fiscal year. All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate in CARS to claim indirect costs. Indirect costs claimed without an established negotiated rate or a De Minimis Rate election in CARS may be subject to disallowance. 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 in order to accept the de minimis rate. Grantees have discretion not to claim payment for indirect costs. Grantees that elect not to claim indirect costs cannot be reimbursed for indirect costs. The organization must record an election of “No Indirect Costs” into CARS.

4. Other, if applicable.

None

D. Application and Submission Information

1. Address to Request Application Package.

Grant application forms are available at the web link provided in the “Grant Application Link” field of this announcement or by contacting the Program Manager:

Greg Mihalich
Illinois Department of Commerce & Economic Opportunity/Office of Tourism
500 East Monroe, 2nd Floor
Springfield, IL 62701
Tele: 217-558-2886
Email: greg.mihalich@illinois.gov

2. Content and Form of Application Submission.

The applicant must submit to the Department:

1. Uniform Grant Application
2. Uniform Budget
3. Conflict of Interest Disclosure and Mandatory Disclosures
4. Certification pursuant to 14 Ill. Admin. Code § 510.450. Each applicant shall certify:
   (a) the net proceeds received under the Hotel Operators’ Occupation Tax Act for the renting, leasing, or letting of hotel rooms in the municipality for the month in which the convention, meeting, or trade show occurs; and
   (b) the average of the net proceeds received under the Hotel Operators’ Occupation Tax Act for the renting, leasing, or letting of hotel rooms in the municipality for the same month in the three (3) immediately preceding years.
5. Certification Supporting Documentation pursuant to 14 Ill. Admin. Code § 510.460. Each applicant shall provide documents supporting the certification in D.2.4. above, including the following:
   (a) A statement, with documentation, reflecting the net proceeds received under the Hotel Operators’ Occupation Tax Act for the month in which the convention, meeting or trade show occurs; and
   (b) A statement, with documentation, comparing the average net proceeds received under the Hotel Operators’ Occupation Tax Act for the same month in the three immediately preceding years; and
   (c) A letter from the applicant certifying that the statements, as appropriate, were reviewed and audited by the appropriate staff of the Grantee or an independent monitor or accountant and that the monitor or accountant concurs with and certifies the findings; and
   (d) Documentation supporting the incentives provided for which the applicant is seeking reimbursement, including but not limited to, a listing of the incentives provided, the event(s) for which they were provided, to which entities they were provided, the dates they were provided, proof of payment and payment processing.

Submissions shall be made to Department on templates provided and should be typed or computer generated.

This grant opportunity does not require use of the Uniform Programmatic Risk Assessment.

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:
   (i) Be registered in SAM before submitting its application. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: How to Register in SAM from the www.grants.illinois.gov Resource Links tab.
   (ii) Provide a valid DUNS number in its application; and
   (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. It also must state that the State awarding agency may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make a Federal pass-through or State award, the State awarding agency may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.


The application and certification must be received no later than 5:00 P.M. CST on May, 15, 2017. The application and certification may be submitted to the Department either via hard copy mail or electronically to the Program Manager at greg.mihalich@illinois.gov. If submitted by email, the timeliness of submission will be determined by the date and time recorded in the “Sent” line of the email. If submitted via hard copy, the timeliness of the submission will be determined by the date
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and time in which the submission is stamped in by the program staff. If there is a dispute about the timeliness of a submission, the applicant bears the burden of proof.

Late applications will be reviewed and considered upon Department discretion.

5. Intergovernmental Review, if applicable.

N/A

6. Funding Restrictions.

Incentives must be allowable per 2 CFR 200 Subpart E- Cost Principles. Reimbursement will not be allowed for the following costs:

- Personnel (Salaries & Wages)
- Fringe Benefits
- Research & Development (R&D)
- Direct Administrative Costs
- Indirect Costs
- Any amount exceeding 80% of eligible incentive amount provide.
- Any amount in excess of $200,000.

7. Other Submission Requirements.

Application materials must be submitted to the Department via hard copy mail or electronically to the Program Manager:

Greg Mihalich
Illinois Department of Commerce & Economic Opportunity/Office of Tourism
500 East Monroe, 2nd Floor
Springfield, IL 62701
Tele: 217-558-2886
Email: greg.mihalich@illinois.gov

E. Application Review Information

1. Criteria.

Eligible applicants must submit required application, certifications and documentation of eligible incentives.

2. Review and Selection Process.

No additional criteria other than as set forth in E.1.

3. Anticipated Announcement and State Award Dates, if applicable.

The Department anticipates sending Notices of State Award by approximately June 1, 2017, but reserves the right to issue a reduced award, or not to issue any award.
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F. Award Administration Information

1. State Award Notices.

Applicants who qualify for reimbursement awards will receive a Notice of State Award Finalist (NOSAF) via email. The NOSAF is not an authorization to begin performance.


The Notice of State Award (NOSA) will specify the terms and conditions of the award.

Indirect Cost Rate Requirements: Not Applicable

3. Reporting.

All supporting documentation will be due at the time of application submission, as stated above. The Final Financial Status Report and Close Out Report will be due after the end of the grant award term.

G. State Awarding Agency Contact(s)

Greg Mihalich
Illinois Department of Commerce & Economic Opportunity/Office of Tourism
500 East Monroe, 2nd Floor
Springfield, IL 62701
Tele: 217-558-2886
Email: greg.mihalich@illinois.gov

H. Other Information, if applicable
This is the first year for this program. The Department is authorized to make these annual grants until July 1, 2020, subject to appropriation and availability of funding.

Mandatory Forms -- Required for All Agencies

1. Uniform Grant Application
2. Uniform Budget
3. Conflict of Interest Disclosure and Mandatory Disclosures