

VILLAGE OF LOMBARD

VILLAGE BOARD POLICY MEMORANDUM

Subject: Grant Fund Eligibility

Section: 4.F

Dept: VMO

Date: August 21, 2014

I. Purpose

To provide a formal policy relative to the awarding or dispersal of selected Village of Lombard grant funds.

II. Procedures/Guidelines

For purposes of this policy, the following definitions shall be used:

Employee – Any individual employed by the Village of Lombard on a full-time or part-time basis, as determined by the Human Resources Division of the Village Manager’s Office. Independent contractors of the Village shall not be considered “employees” for the purposes of this policy.

Public Official – Any individual who is elected or appointed to serve in an advisory, executive or legislative capacity on behalf of the Village of Lombard.

Immediate Family – The parents, spouse, children, as well as any individual residing in the principal residence of a Village public official or employee.

Tax Increment Financing (TIF) Grants – Any grant program established by the Village of Lombard utilizing funds generated through the creation and operation of Tax Increment Financing, as authorized and governed by 65 ILCS 5/11-74.4-1, *et seq.*

Community Promotions and Tourism Expenditures (Hotel/Motel Funds, including the Local Tourism Grant Program) - Any grant program established by the Village of Lombard utilizing funds generated through the 5% fee collected through the Village’s Hotel/Motel fund.

Grant Funds – For purposes of this policy, grant funds shall include financial grant dollars, or goods and services which are paid by the Village from TIF or Hotel/Motel funds.

III. Policy for Elected Officials and Employees

- A. The Village Board hereby specifically prohibits dispersal of any Village Tax Increment Financing (TIF) funds, Community Promotions and Tourism Grants or

other Village of Lombard General Fund grant expenditures to any Village public officials, employees, or their immediate families, as defined herein. Such limitations shall also apply to any business entity for which an employee or elected official, or their immediate family, has an ownership interest in excess of seven and one-half percent (7 ½%).

Said limitations and exclusions shall not apply in the following instances:

1. Expenditures to elected officials and/or employees for approved work performed for or on behalf of the Village.
 2. Grants provided or established by the Village that are generally applicable to the general public in the Village of Lombard. Such types of programs include, but are not limited to, the Overhead Sewer Grant Program, the Backyard Drainage Grant Program, the Clear Water Disconnect Program, the Rain Barrel Program or programs administered by the Village to promote the life, safety and welfare of all residents or businesses.
 3. Goods or services provided by the Village, third-party or community organizations in which said good or service is available to the general public. Examples of these include, but are not limited to, the lilac bush program, promotional give-ways, promotional materials, and the like.
- B. All other prohibitions and restrictions on the receipt of public funds by Village public officials, employees and their immediate families, as provided for by State statute or common law, shall be considered a part of this policy.

IV. Policy for Appointed Officials or Volunteer Citizen Members

In instances in which an appointed official or volunteer citizen member of a Village board or committee, or their immediate family is seeking grant funds as provided for herein, the appointed official or volunteer citizen member shall disclose the nature of the conflict, refrain from any further deliberation or discussion of the matter, and abstain from any vote taken on the matter. Moreover, if the appointed official or volunteer citizen member is part of a board or committee with final approval authority on an action, that board or committee shall, in lieu of final approval, provide a recommendation to the Village Board for the request, which will consider the request at the next available Board agenda under "Items for Separate Action".

V. Limitations on Disbursements

It shall be Village policy that any entity receiving grant funds from the grant programs covered under this policy shall not knowingly disperse any such funds for payment of services rendered or awards to any elected official or employee individual covered by this policy. The Village also reserves the right to withhold such payments or require reimbursement of any such payments.

VI. Legislation/Documentation

None.