



**MEMORANDUM OF UNDERSTANDING  
REGARDING THE ADMINISTRATION OF AMERICAN RESCUE PLAN FUNDS  
GRANT COORDINATOR**

This **Memorandum of Understanding** (herein after referred to as “**MOU**”) is entered into on May 13, 2021 (“**Effective Date**”), by and between the County of Lee (herein after referred to as “**County**”) and Sara Leisner ( herein after referred to as “**Grant Coordinator**”). The parties desire to memorialize certain terms and conditions as follows:

- I. **Purpose.** The purpose of the MOU is to define and outline the responsibilities of the COUNTY and Sara Leisner, GRANT COORDINATOR for the American Rescue Plan Act of 2021 funding awarded to Lee County in May 2021.
- II. **Term.** This MOU shall begin on May 13, 2021 and shall terminate at either of the following points in time:
  - a. The end of the funding period, December 31, 2026 or through the project period as any extensions may be approved by the Federal Government, or
  - b. The GRANT COORDINATOR leaves the current position.

Both parties agree to give 30-days written notice in advance of any termination date.

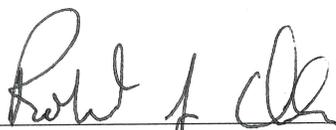
- III. **Services.** The GRANT COORDINATOR agrees to perform the following services, at the direction of the COUNTY, relating to statutory program reporting duties and responsibilities:
  - a. Review all requests for funding to determine eligibility under funding guidelines.
  - b. Prepare funding requests to provide to Finance Committee for final approval/denial of payment.
  - c. Provide monthly report to Finance Committee.
  - d. Track all necessary data for reporting to the Federal Government.
  - e. Prepare and submit Interim Reports, Quarterly Project Report, and any other requested reports to the Federal Government.
  - f. Ensure compliance with Federal Grant Requirements.
  - g. Other duties as assigned.
- IV. **Compensation.** The COUNTY agrees to allocate ARPA funds to compensate the GRANT COORDINATOR for the services rendered pursuant to this MOU at an agreed upon amount of \$770 per bi-weekly pay period, beginning as May 13, 2021. The compensation shall be reviewed by COUNTY annually, on or about January 1<sup>st</sup> to determine if the amount of compensation is sufficient or commensurate with the workload.

The GRANT COORDINATOR understands the COUNTY will be deducting the applicable Social Security, Federal Income Tax, State Income Tax, and the employee portion of the IMRF contributions from the hourly rate. Such compensation shall be payable bi-weekly following the regularly scheduled COUNTY payroll dates.

- V. **Expenses.** During the term of this Agreement, the COUNTY agrees to reimburse the GRANT COORDINATOR through the grant for all reasonable and approved out-of-pocket expenses as pursuant with the current COUNTY Travel Policy and are incurred in connection with training and the performance of the duties of the MOU. Mileage shall be reimbursed based on the IRS standard mileage rate. The GRANT COORDINATOR agrees to complete a Lee County Uniform Travel Expense Report no later than the first of each month for reimbursement of the prior month's expenses, if rendered. Eligible reimbursement will be paid following the regularly scheduled bi-monthly Claims Committee meetings.
- VI. **Notices/Communications.** Any notices, invoices, or other communications shall be in writing and shall be personally served, emailed or mailed via United States Postal Service to the address of the COUNTY or GRANT COORDINATOR included herein. Any party hereto may change its address for purposes of this paragraph by written notice to the other party in the manner provided in this paragraph.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above.

**COUNTY**

By:  Date: 1-20-2021  
Bob Olson, Lee County Board Chairman  
112 East Second Street, Third Floor, Dixon, IL 61021  
[leecochair@countyoflee.org](mailto:leecochair@countyoflee.org)

**GRANT COORDINATOR**

By:  Date: 1/14/2022  
Sara Leisner, Lee County State's Attorney's Office  
309 South Galena Avenue, Suite 300, Dixon, IL 61021  
[sleisner@countyoflee.org](mailto:sleisner@countyoflee.org)