



PORT FACILITIES CAPITAL INVESTMENT GRANT PROGRAM

Contents

Introduction	2 -
Goals of Port Facilities Capital Investment Grant Program	2 -
State of Good Repair	2 -
Schedule	3 -
Funding	3 -
Eligibility	3 -
Matching Requirements	5 -
Program Management	5 -
Delivery Deadline Extensions	6 -
Project Inactivity	7 -
Project Reporting	7 -
Application Requirements	7 -
Ranking Process	9 -
Annendix	16 -

Introduction

The Illinois Port Facilities Capital Investment Grant Program provides grants to public agencies for the planning and development of facilities within public port districts that are included in the Illinois Marine Transportation System (IMTS). The IMTS is comprised of ports located on these navigable waterways: the Mississippi River, Illinois River, Chicago Area Waterway System, Kaskaskia River, Ohio River, Lake Michigan, and the landside infrastructure that allows transportation to, from, and on water.

In the Spring of 2019, the Rebuild Illinois Capital Bill appropriated the sum of \$150 million to the Illinois Department of Transportation (IDOT) for the Illinois Port Facilities Capital Investment Grant Program with \$40 million going directly to the Alexander-Cairo Port District listed in Article 5, Section 211 of Public Act 101-0029.

The grant application process, eligibility requirements, selection process, and the restrictions on the use of the grant money was developed by a committee of staff from the Illinois Department of Transportation, Illinois Department of Commerce and Economic Opportunity, Illinois Environmental Protection Agency, Illinois Department of Natural Resources and have been formalized using the Legislative Joint Committee on Administrative Rules (JCAR) process. IDOT sought input from port stakeholders and the public to develop this competitive program to prioritize grants for projects within public port districts to enhance the movement of commodities on the IMTS.

Goals of Port Facilities Capital Investment Grant Program

The Illinois Port Facilities Capital Investment Grant Program seeks to improve marine transportation throughout Illinois by implementing the goals of the 2020 Illinois Marine Transportation System Plan (IMTSP) and Economic Impact Analysis. The program has been developed to be application based, transparent and objective by using a quantitative ranking system based on the goals of the IMTSP. The following IMTSP goals were used to establish scoring criteria:

Safety

Improve public health and safety by reducing transportation-related fatalities and injuries as well as property damage only events.

Modal Connectivity

Enhance integration and connectivity across and between transportation modes for Illinois and the nation resulting in increased multi-modal options for freight movement.

State of Good Repair

Ensure Illinois proactively maintains critical transportation infrastructure in a state of good repair.

Economic Competitiveness

Promote transportation policies and investments that bring lasting economic benefits to Illinois, its citizens, and its businesses.

Mode Shift

Shifting cargo to barge rather than to truck or rail may reduce local roadway and grade crossing damage and congestion throughout many communities.

Economic Opportunity

Investments should increase opportunity for economically distressed areas.

Environmental Sustainability

Advance environmentally sustainable policies and investments that reduce carbon and other harmful emissions from transportation sources.

Schedule

Application Period Opens	April 12, 2021
Application Deadline	June 11, 2021
Application Review	July 2, 2021
Announce Selected Projects	Fall 2021

Funding

Illinois has authorized \$110 million for this program through the ReBuild Illinois Program. It is anticipated funds will be programmed over state fiscal years 2022 – 2025 based on the year in which funds are requested by applicants.

Eligibility

All Illinois public port districts are eligible to apply for funding under this grant program. Public port districts have been created through State Special District Statutes. Recipients of grants are referred to as "sponsors." Sponsors must be legally, financially, and otherwise able to carry out state assurances and obligations contained in the project application and grant agreement, including the ability to meet and comply with the Grant Accountability and Transparency Act (GATA).

Eligible projects include:

- Expansion activities, such as site planning resulting in capital construction and land purchase for publicly-owned facilities
- Publicly-owned dock and terminal repair, rehabilitation, or construction

- Port roadway rehabilitation or construction
- Rail rehabilitation or new rail construction
- Improving or installing publicly-owned equipment for loading or offloading cargo
- Publicly-owned warehouses or other commodity storage
- Publicly-owned buildings or shelters for the storage of equipment
- Procurement, installation, and maintenance of publicly-owned equipment to improve port security, such as fences, lighting, or security systems
- Navigational aids
- Preliminary and final design engineering, including permitting for eligible publicly-owned capital construction projects
- Other publicly-owned capital improvements that will result in documentable improvements to marine transportation

In addition, the following criteria also apply for IDOT to consider project funding under this program:

- The project advances the Illinois marine transportation system and/or IDOT policy and priorities illustrating actual industry demand and need for the project.
- The project sponsorship requirements can be met, and the sponsor is of good standing with the State, including compliance with GATA and other legislative requirements.
- The project is reasonably consistent with known plans of planning agencies for the development of the area in which the public port district is located and will be completed without undue delay.
- The project must involve more than \$25,000 in grant funds and meet Multi-Modal Transportation Bond Requirements stated in the Bondability Guidelines for Funding of Project with General Obligation and Build Illinois Bond Proceeds -November 2019, available at the following link: <u>Bond Guidelines</u>
- Land acquisition associated with the project will be completed as soon as possible. Applicants will be required to submit an environmental survey request to IDOT and receive applicable resource clearances prior to land acquisition.
- There will be no limit on the number of project applications that can be submitted by one sponsor.

Non-Eligible project costs include:

- Administrative costs, insurance costs, and legal costs to obtain an award;
- Any costs prior to award and execution of an intergovernmental agreement;
- Any operational costs associated with a political subdivision of the State of Illinois, public port district, private entity, or not-for-profit;
- The interest on money borrowed by the applicant or interest charged to the applicant for late payment of project costs;

- The costs related to the routine maintenance, repair, or operation of a commercial Illinois Marine Transportation System facility;
- The costs of maintenance dredging;
- Operational costs or outstanding debt;
- Preventative or routine activities;
- Salaries:
- Expendable items and supplies; or
- Any costs that cannot meet the multi-modal transportation bond requirements.

Matching Requirements

Applicants are expected to contribute a minimum of 5 percent of total cost of each project phase(s) for which they are applying. Economically distressed ports may qualify for 100% state funding. "Economically distressed port" means a port district whose boundaries include, at the time of application, both an environmental justice (minority/low income) area and an underserved area as declared by the Illinois Environmental Protection Agency and Illinois Department of Commerce and Economic Opportunity, respectively. The links below identify these locations.

IEPA Environmental Justice Data: <u>EPA</u> DCEO Underserved Area Data: <u>DCEO</u>

A financial information summary must be supplied that identifies the amount being requested from the Illinois Port Facilities Capital Investment Grant Program. Link to the <u>Financial Information Summary</u>

Applicants must identify the individual phase cost, expected state fiscal year of expenditure, state funds requested, and non-state matching funds. The source of matching funds must be identified. The financial information summary must be submitted with the application package along with a letter or resolution providing reasonable assurances these funds are available to complete the project. Reasonable assurances may include a local government resolution or other documentation of a funding commitment. Match requirements will be confirmed at the time of award.

Program Management

IDOT will employ active program management to ensure funds are expended in a timely manner. Award recipients are expected to begin activity on their funded project immediately after award. Project sponsors will be required to execute a Joint Funding Agreement to be developed in coordination with their IDOT District Local Roads and Streets Engineer. This agreement must be executed prior to use of grant program funds and within the fiscal year of programming. The District and Central Office Bureau of

Local Roads and Streets (CBLRS) will be required to oversee project development to ensure all requirements are being followed and agreements are written appropriately and executed. Each local IDOT district is responsible, through their Local Roads and Streets Engineer, for the implementation of their district projects and should be the first point of contact for agreement development and overall implementation procedures. A Port map showing IDOT Districts is included in the Appendix along with District contact information.

Delivery Schedule

The sponsor agency must submit a project delivery schedule with expenditure related milestones within 90 days of the notice of award. This delivery schedule must be approved by IDOT by the District Local Roads Engineer prior to the obligation of Illinois Port Facilities Capital Investment Grant Program funds.

IDOT approval of an expenditure delivery schedule will constitute an agreement between the applicant and IDOT. Unless specifically approved, funds allocated for project development or right-of-way costs must be *expended* by the end of the second fiscal year following the fiscal year in which the funds were allocated (Program year plus 2 years). The implementing agency must invoice regularly throughout project delivery and must provide a final invoice to IDOT no later than 180 days after the fiscal year in which the final expenditure occurred. Funds allocated for construction must be expended and with 36 months of award. This includes construction final acceptance.

Delivery Deadline Extensions

If a project sponsor identifies a delay that will prevent them from meeting a milestone within their approved expenditure delivery schedule, they may submit a written request to amend the schedule. The request should include a plan on how the applicant will mitigate schedule delays and maintain their delivery deadline. IDOT may only approve one amendment of the delivery schedule if unforeseen and extraordinary circumstances beyond the control of the sponsor agency have occurred. If a project or phase will not be ready for funding obligation as programmed, IDOT may remove it from the program or move it to a later fiscal year to ensure full use of each fiscal year funding.

All requests for extensions shall be submitted directly to their respective District Local Roads and Streets Engineer. The extension request should describe the specific circumstance that justifies the extension and identifies the delay. Inability to meet delivery deadlines due to staffing, other priorities, or inability to provide required match may result in removal from the program. IDOT will review the proposed extension requests and respond in writing to the sponsor agency. In the event the requested extension is not justifiable, IDOT will remove it from the program and reallocate funds towards another project.

Project Inactivity

Once funds for a project are awarded and both parties are entered into an intergovernmental agreement, sponsors are expected to invoice on a regular basis. Failure to do so will result in the project being deemed "inactive" and subject to de-obligation if proper justification is not provided.

Project Reporting

The sponsors will be required to report project status to IDOT Bi-annually by January 1 or July 1 from award notice through project completion. The report will include information on the progress made toward implementation of the project including performance in meeting the expenditure delivery schedule. The purpose of the report is to communicate status and provide documentation that the project is within the scope, schedule, and budget identified in the project award.

The project sponsor must provide the IDOT District Local Roads and Streets Engineer with a final delivery report within one year of project completion that includes:

- The scope of the completed project as compared to the programmed project.
- Before and after photos documenting the project.
- The final costs, by component and fund type, as compared to the approved project budget.
- The project duration compared to the project schedule in the project application or expenditure delivery schedule.
- Outcomes and benefits of the project (compared to those described in the project application).

Application Requirements

Applicants will complete an on-line application. Link to download the **Application**

Supporting documents must be submitted to: DOT.Planning.Ports@illinois.gov
by 11:59:59pm, June 11, 2021. Email submissions should place the port district name, and project title in the subject line of each file name.

Note: Every applicant must be registered through the Grant Accountability and Transparency Act (GATA) grantee portal, and all pre-award requirements must be fulfilled. The grantee portal link can be found at https://grants.illinois.gov/portal/ For general GATA information, please visit https://www.illinois.gov/sites/GATA/Pages/default.aspx.

Before applying for grant funding, applicants shall:

Register in the grantee portal;

- Complete the internal control questionnaire; and
- Meet criteria to become pre-qualified under GATA.

Applications shall include:

- A map, sketch, or other depiction of the project site and its surrounding area including all transportation access facilities;
- A project layout, conceptual drawing, or schematic plan,
- Reports related to the project, such as environmental or development reports;
- Documentation showing whether the proposed project is consistent with plans by a local government, (e.g., zoning or permitting), or the comprehensive plan of the local government. The only plans required to be identified are those that apply directly to the public port district.
- A project delivery schedule that identifies expenditure related milestones;
- Documentation of the source of the required matching funds with reasonable assurances that these funds are available and sufficient to complete the project;
- A financial summary form that identifies the amount being requested from the program;
- The port's master planning documents, if applicable;
- A completed standard GATA application form;
- A completed conflict of interest form;
- A completed programmatic risk assessment;

Application Deadline:

 Applications for project funding shall be due 60 days after the date of the Notice of Funding Opportunity (NOFO) is published.

Reimbursement Process:

- Invoices and supporting documentation verifying payments made by the sponsor agency under this program shall be submitted to IDOT in duplicate.
- Supporting documentation shall include at a minimum
 - Copies of all cancelled checks. If cancelled checks are not available, an affidavit from the recipient that payment was made;
 - An itemization of all direct costs and unit rates for each direct cost item;
 - A list of employees by classification, time spent by each employee on the project for the invoice service period, and the hourly rate of each employee; and
 - The low bid amount and award date, if applicable.

Illinois Works Jobs Program Act (30 ILCS 559/20-1 et seq.)

For grants with an estimated total project cost of \$500,000 or more, the grantee will be required to comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and all applicable administrative rules. The "estimated total project cost" is a good faith approximation of the costs of an entire project being paid for in whole or in

part by appropriated capital funds to construct a public work. Operational costs are not included in the calculation of estimated total project costs. The goal of the Illinois Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. Grantees will be permitted to seek from the Department a waiver or reduction of this goal in certain circumstances pursuant to 30 ILCS 559/20-20(b). The grantee must ensure compliance for the life of the entire project, including during the term of the grant and after the term ends, if applicable, and will be required to report on and certify its compliance. Additionally, this act is not applicable if federal funds are involved.

Ranking Process

Project applications will be ranked based on how well they address the goal criteria for the program, as noted below.

<u>Goal</u>	Goal Weight	<u>Measure</u>	% Weigh for Measures in Each Goal Area
Safety	20.2%	Modernization of Port Equipment and/or operations, leading to improved safety, Highway and/or rail access improvements that remedy high-accident locations	33.3%
		Change in truck VMT and rail ton-miles, both of which drive incidents	33.3%
		Change in fatalities, injury crashes, and non-injury crashes associated with hazardous materials	33.3%
Modal Connectivity	18.3%	Number of intermodal connections supported by project (water-truck, waterrail, truck-rail)	50.0%
		Volume of intermodal activity (tons) added by project	50.0%
State of Good Repair	16.3%	Reduced life-cycle maintenance cost for on- port equipment, rail, roads	33.3%

		Asset Management and Maintenance plan	33.3%
		Avoided pavement damage	33.3%
			33.3%
		throughout the state,	
		outside of Port property	
Economic	14.3%	Temporary job creation	33.3%
Competitiveness		from construction	
		Permanent direct job	33.3%
		creation from operations	
		Reduced freight	33.3%
		transportation cost for	
		shippers and receivers	
Mode Shift	12.3%	Change in truck AADT/LOS	50%
		on key links and	
		intersections in nearby	
		communities	
		Change in railcars/train	50%
		moves at sensitive grade	
		crossings in nearby	
		communities	
Economic	10.3%	Level of economic need in	50%
Opportunity		host community/region	
		Level of investment in host	25%
		community	
		Level of job creation in host	25%
		community	
		,	
Environmental	8.3%	Avoided emissions from	50%
Sustainability		reduced truck and rail	
		activity	
		Purchase of alternative	50%
		energy (non gas/nondiesel	
		fuel) equipment	
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The material below has been developed to assist applicants in completing the online application. Applicants will be required to complete an application form and attach the supporting materials noted above. Some data entries require text or number inputs, others are selections from pull-down menus.

Part One: Project Information	Description	
1. PROJECT NAME	Enter name of the project.	
2. APPLICANT NAME AND CONTACT INFORMATION	Enter contact information for the main point of contact for the project.	
3. PORT DISTRICT IN WHICH PROJECT IS LOCATED	From the pull-down menu, select the Port District in which project is located.	
4. ELIGIBLE PROJECT TYPE AND IMPROVEMENT TYPES	From the pull-down menus, identify the type of project and capital improvement. If application is for Site Planning, Land Purchase, or Engineering, indicate the type of Capital Improvement these activities will eventually support.	
5. PROJECT FINANCIAL INFORMATION	Enter the estimated total cost of the project in year of expenditure dollars, the requested grant award, and the match amount provided.	
6. PROJECT INFORMATION	This section requests a detailed project description and other information relevant to delivery of the project. Enter information in the text boxes. Please provide enough detail for the review team to fully understand your project.	

7. CONFIRM THAT SUPPORTING MATERIALS ARE PROVIDED AS SEPARATE ATTACHMENTS: A) MAP, SKETCH, OR DESCRIPTION OF	
PROJECT LOCATION; B) PROJECT LAYOUT OR SCHEMATIC PLAN; C) PROJECT SCHEDULE; D) WRITTEN STATEMENT(S) OF MATCHING FUND COMMITMENT(S); E) OPTIONALLY AS AVAILABLE, MARKET / PLANNING /	Select response from the pull-down menu
ENGINEERING / ENVIRONMENTAL / PERMITTING STUDIES, DOCUMENTS, OR FINDINGS.	

For <u>Part Two</u>, applicants should consider each question, determine whether it is applicable to their project, and if applicable provide the best available information. For several of the following questions, applicants should provide information on two future scenarios -- one assuming the grant project implemented (Build Scenario), and the other assuming it is not (No Build Scenario). Please use the year 2030 for the future build/no build scenarios; 2030 was selected to represent a time when project improvements are completed, activities are established, and benefits are evident.

Applicants should focus just on the effects relevant to the project -- information about facility crashes, costs, etc. not relevant to the project may be omitted.

If applicant can estimate changes in year 2030, enter it; if estimates cannot be provided or no changes are anticipated, leave blank. Enter negative numbers for reductions.

Part Two: Project Outcomes Checklist	Requested Information
8. IF THE PROJECT WILL RESULT IN SAFETY BENEFITS, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT	Estimate the number of crashes/incidents expected to occur in year 2030 in a no build and build scenario and provide the net change expected from the project.

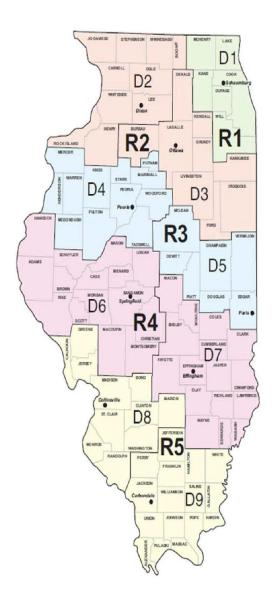
9. IF THE PROJECT WILL RESULT IN MULTIMODAL CONNECTIVITY BENEFITS, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT	Provide short narrative on how multimodal connections will be improved and select yes/no responses from pull-down menus regarding which modal connections will be improved.
10A. IF THE PROJECT WILL RESULT IN A CHANGE IN PORT TERMINAL OPERATIONS COSTS, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT	Please describe the operational benefits expected from the project and insert estimates of build/no build costs for infrastructure, equipment, access or other to estimate changes in costs due to the project.
10B. IF THE PROJECT WILL RESULT IN A CHANGE IN ANNUAL ASSET MANAGEMENT COSTS, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT	Please describe the asset management benefits expected from the project and insert estimates of build/no build costs for infrastructure, equipment, access or other to estimate changes in costs due to the project.
10C. IF THE PROJECT WILL RESULT IN A CHANGE IN THE ANNUAL PROBABILITY OR SEVERITY OF RISK EVENTS, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT	This section is intended to capture whether the project will mitigate future risk for an unplanned event such as flooding, severe damage, or other disruptive event. Estimate changes in risk costs and annual probability due to the project.
10D. DOES THE LEAD AGENCY HAVE A FORMAL ASSET MANAGEMENT PLAN IN PLACE?	Select response from pull-down menu.

11A. IF THE PROJECT RESULTS IN A CHANGE IN PERMANENT ANNUAL JOBS, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT	Please describe whether the project is expected to increase the number of annual jobs within the Port District. Estimate the number of jobs at the Port in 2030 Build/No Build Scenarios and provide the expected net change due to the project.
11B. IF THE PROJECT WILL RESULT IN A CHANGE IN PORT USER OR CUSTOMER COSTS, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT	Please describe whether the project is expected to impact user or customer costs within the Port District. Estimate the cost difference in 2030 Build/No Build Scenarios and provide the expected net change due to the project.
12A. IF THE PROEJCT CHANGES TRUCK AADT OR CONGESTION (LEVEL OF SERVICE OR V/C RATIO) AT KEY ACCESS ROADS OR INTERSECTIONS, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT FOR UP TO FIVE LOCATIONS	Please describe whether the project is expected to impact truck volumes or congestion at key access roads or intersections. Estimate Average Daily Truck Traffic at intersections. Please identify the intersection in the narrative
12B. IF THE PROEJCT CHANGES THE NUMBER OF FREIGHT TRAINS PER DAY MOVING THROUGH AT- GRADE CROSSINGS, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT FOR UP TO FIVE LOCATIONS	Please describe whether the project is expected to decrease road-rail conflicts at at-grade crossings. Please identify the crossing locations in the narrative and estimate future build/no build train crossings per day.

13. IF THE PROJECT INVOLVES THE CONVERSION OF CONVENTIONAL-FUEL EQUIPMENT TO CLEAN FUELS, OR THE ACQUSITION OF CLEAN-FUEL EQUIPMENT, ENTER DESCRIPTION IN CELLS TO THE RIGHT	Describe equipment quantities and types.
14A. IF THE PROJECT CHANGES CARGO HANDLING CAPACITY OR MARKET CAPTURE / MARKET SERVICE POTENTIAL, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT	Please describe how the project will impact cargo handling capacity or market capture and provide estimates of future build/no build tonnage and the net change due to the project.
14B. IF THE PROJECT CHANGES TON-MILEAGE BY MODE WITHIN ILLINOIS, PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT [Note: see Ton- Mileage Estimation Tool in Tab 2 if needed]	Please describe how the project will impact cargo shipments by mode and provide estimates of future build/no build ton-mileage and the net change due to the project. Please note the application form provides an estimation tool in a separate tab.
14C. IF THE PROJECT CHANGES TON-MILEAGE BY MODE WITHIN THE ENTIRE U.S., PROVIDE SUPPORTING DATA IN THE CELLS TO THE RIGHT [Note: see Ton- Mileage Estimation Tool in Tab 2 if needed]	See above and provide estimates for nationwide changes.
15. IF THERE ARE OTHER PROJECT BENEFITS NOT DESCIBED ABOVE, ENTER DESCRIPTION IN THE CELLS TO THE RIGHT.	Provide any additional benefit information not included in responses to the questions above.

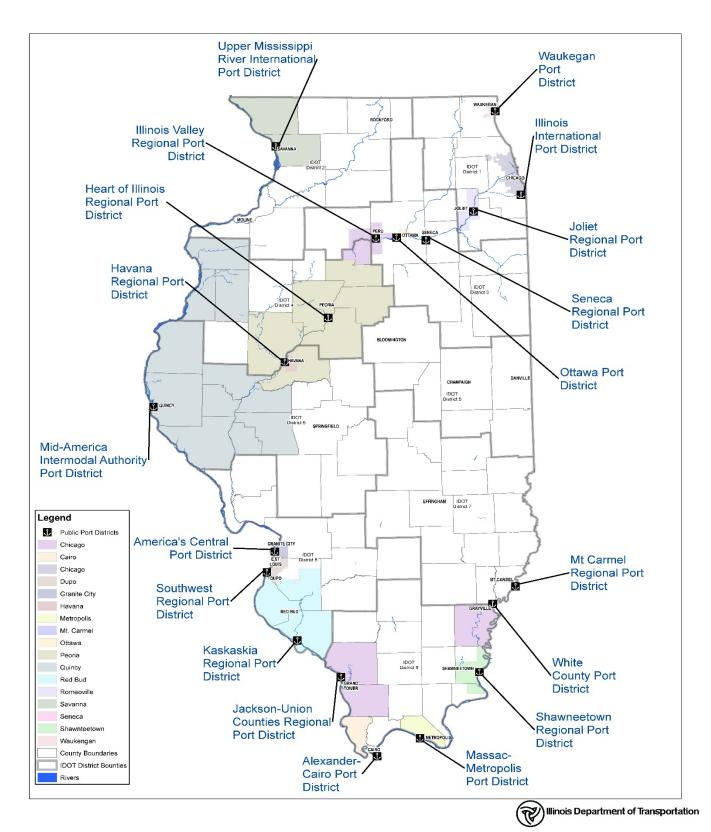
Appendix

IDOT Region and Local Roads Engineers Map



District 1	District 2	District 3
Charles Riddle (847) 705-4201 Charles.Riddle@illinois.gov	Anthony Baratta (815) 284-5381 Anthony.Baratta@illinois.gov	Steve Chery (815) 434-8426 Steve.Chery@illinois.gov
Counties: Cook, DuPage, Kane, Lake, McHenry, Will	Counties: Boone, Carroll, Henry, JoDaviess, Lee, Ogle, Rock Island , Stephenson, Whiteside, Winnebago	Counties: Bureau, Dekalb, Ford, Grundy, Iroquois, Kankakee, Kendall, LaSalle, Livingston
District 4 Tony S. Sassine (309) 671-3690 Tony.Sassine@illinois.gov	District 5 Brian Trygg (217) 466-7252 Brian Trygg @Illinois.gov	District 6 Brian Wright (217) 782-4690 Brian.Wright@illinois.gov
Counties: Fulton, Henderson, Knox, McDonough, Marshall, Mercer, Peoria, Putnam, Stark, Tazewell, Warren, Woodford	Counties: Champaign, DeWitt, Douglas, Edgar, McLean, Piatt, Vermilion	Counties: Adams, Brown, Cass, Christian, Hancock, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Pike, Sangamon, Schuyler, Scott
District 7 Brett Walker 217-342-8259 Brett.Walker@illinois.gov	District 8 Lora Rensing (618) 346-3116 Lora.Rensing @illinois.gov	District 9 Doug Helfrich (618)-351-5253 Douglas.Helfrich@illinois.gov
Counties: Clark, Clay, Coles, Crawford, Cumberland, Edwards, Effingham, Fayette, Jasper, Lawrence, Macon, Moultrie, Richland, Shelby, Wabash, Wayne.	Counties: Bond, Calhoun, Clinton, Greene, Jersey, Madison, Marion, Monroe, Randolph, St. Clair, Washington	Counties: Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Massac, Perry, Pope, Pulaski, Saline, Union, White, Williamson

Illinois Public Port Districts



Date: 2/11/2021