



**DATE:** Monday, July 06, 2026  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

Chair: *Grace Wilken, Ward 6*

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
- C. Additions to the Agenda
- D. Presentations and Public Input
- E. Staff Report
- F. New Business
  - 1. **Ordinance No. 2026-07-019:** An Ordinance Amending the Urbana Zoning Ordinance (Amend Article II and Article VIII of the Urbana Zoning Ordinance to Bring Requirements for Parking into Compliance with the People Over Parking Act / Plan Case No. 2525-T-26) – CD
  - 2. **Ordinance No. 2026-07-020:** An Ordinance Amending the Urbana Zoning Ordinance (Amend Article II and Article VIII of the Urbana Zoning Ordinance to Lower Minimum Parking Requirements for Commercial Workshops / Plan Case No. 2526-T-26) – CD
  - 3. **Resolution No. 2026-07-024R:** A Resolution Approving an Intergovernmental Agreement with the Board of Trustees of the University of Illinois Concerning Certified Housing Inspections (Term of 2026 to 2029) – CD
  - 4. **Resolution No. 2026-07-025R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Urbana-Champaign Independent Media Center – UCIMC Summer for Youth – CD
  - 5. **Resolution No. 2026-07-026R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Sola Gratia Farm – Free Friday Market & Gardener Outreach and Education – CD
  - 6. **Resolution No. 2026-07-027R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – The Land Connection – Winter Token Match at CU Winter Farmers Market – CD

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://www.urbanail.gov/executive-department/page/urbana-public-television>.

7. **Resolution No. 2026-07-028R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – The Land Connection – NeighborFood Bucks – CD
8. **Resolution No. 2026-07-029R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – The Land Connection – WIC/Senior FMNP Match at Urbana Farmers Markets – CD
9. **Resolution No. 2026-07-030R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Habitat for Humanity of Champaign County – Financial Capability and Stability Program – CD
10. **Resolution No. 2026-07-031R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Persons Assuming Control of their Environment, Inc. (PACE, Inc.) – Rent and Utility Assistance Program – CD
11. **Resolution No. 2026-07-032R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Champaign County Health Care Consumers – Public Benefits Navigation, Applications, and Enrollment Services – CD
12. **Resolution No. 2026-07-033R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Champaign County Health Care Consumers – Immigrant Population Services – CD
13. **Resolution No. 2026-07-034R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Don Moyer Boys & Girls Club – RIDES Program – CD
14. **Resolution No. 2026-07-035R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – USD #116 – Urbana Middle School SPLASH! on Careers Program – CD
15. **Resolution No. 2026-07-036R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Crisis Nursery – Safe Children Program – CD
16. **Resolution No. 2026-07-037R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Eastern Illinois Foodbank – City of Urbana Food Fund – CD
17. **Resolution No. 2026-07-038R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Angel's Youth Center – Angel's Youth Center Program – CD
18. **Resolution No. 2026-07-039R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – The Center for Youth and Family Solutions – Counseling Program – CD
19. **Resolution No. 2026-07-040R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Rape Advocacy, Counseling, & Education Services – Survivor Services – CD

20. **Resolution No. 2026-07-041R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Courage Connection – Housing Stabilization for Domestic Violence Survivors – CD

21. **Resolution No. 2026-07-042R:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – East Central Illinois Refugee Mutual Assistance Center (The Refugee Center) – Supporting Immigrant Families – CD

**G. Discussion**

1. **Surveillance Ordinance**

**H. Council Input and Communications**

**I. Adjournment**

## PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

### Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: [citycouncil@urbanail.gov](mailto:citycouncil@urbanail.gov). The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

### Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or

behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

**Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: [CityClerk@urbanil.gov](mailto:CityClerk@urbanil.gov)



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanail.gov](http://www.urbanail.gov)

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** July 6, 2026 Committee of the Whole  
**Subject:** **Plan Case 2525-T-26:** A request by the Zoning Administrator to amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to bring requirements for parking into compliance with the People Over Parking Act.

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### Summary

#### *Action Requested*

City Council is being asked to approve a text amendment to the Zoning Ordinance to reflect the requirements of the Illinois People Over Parking Act (Public Act 104-457).<sup>1</sup> The Act prohibits municipal governments from enforcing minimum parking requirements within set proximities of transit corridors and hubs of transit activity.

#### *Plan Commission Recommendation*

The Plan Commission reviewed the proposed amendment on June 18, 2026, and unanimously recommended approval to City Council with conditions (three ayes). Please refer to the attachments for the Plan Commission’s discussion and decision.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

Approval of the text amendment will have no direct impact on City services.

#### *Strategic Goals & Plans*

The proposed text amendment would align the development requirements in the Zoning Ordinance with the state regulations outlined in Public Act 104-457. It also aligns with the Imagine Urbana Comprehensive Plan by encouraging development in areas that are accessible by diverse modes of transportation. Specifically, the amendment relates to the following Big and Little Moves:

- Make Walkability a Priority; “Walking<sup>2</sup> is the most equitable form of transportation. Designing an equitable city and putting people first means that walking must be at the forefront of how things are built.” (Big Move 6)

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<sup>1</sup> Known more widely as Senate Bill 2111 before becoming a law in Illinois.

<sup>2</sup> “Walking” includes community members who use wheelchairs and other assistive devices.

- Amend development regulations to support walkability, using *Walkable City Rules* as a guide. (Little Move 6.2)
- Evaluate the elimination of minimum parking requirements. (Little Move 6.9)

#### *Previous Council Actions*

July 28, 2025: Council approved the Imagine Urbana Comprehensive Plan.<sup>3</sup>

#### **Discussion**

##### *Additional Background Information*

The proposed text amendment was written in response to the Illinois People Over Parking Act (formerly known as SB 2111). The People Over Parking Act was passed by the Illinois General Assembly on October 31, 2025, signed into law by Governor Pritzker on December 16, 2025, and went into effect on June 1, 2026.<sup>4</sup>

The Act prohibits municipal governments from enforcing minimum parking requirements within one-eighth of a mile of high-frequency transit corridors and within one-half of a mile of transit hubs and transfer points. In these areas, developments cannot be required to provide set amounts of automobile parking spaces based on land use, with the exception of hotels, motels, and similar short-term lodging. The Act imposes no restrictions on developers providing parking voluntarily. Additionally, requirements related to on-street vehicle parking and bicycle parking are unaffected by this legislation and would still be in effect.

The People Over Parking Act also allows municipal governments to place requirements on any voluntarily developed parking. This can include requiring parking spaces “to be made available for car-share vehicles, for parking spaces to be shared with the public, or for parking spaces to be made available only for a fee.” Municipal governments are not permitted to require parking be made available to the public free of charge.

As the law went into effect on June 1<sup>st</sup>, the Zoning Ordinance currently contradicts the state legislation, as parking is required for all new development outside of the B-4 Central Business zoning district, primarily covering Downtown Urbana. Staff is managing incoming cases administratively to ensure compliance with each standard at appropriate stages of development.

The proposed amendment would amend Section VIII-5.A of the Zoning Ordinance to reflect the language of the legislation. Staff has proposed this amendment in text to ensure continued compliance with state law, even if MTD service changes the specific areas that would be affected.

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<sup>3</sup> Ord No. 2025-04-013

<sup>4</sup> Any development with site plans approved before June 1<sup>st</sup> would be required to implement the parking shown on the site plan at the time of approval.

*Policy or Statutory Impacts*

Approval of this amendment would bring the Zoning Ordinance into compliance with Public Act 104-457. Staff would evaluate the proximity of new development projects to relevant transit access to determine whether minimum parking requirements would apply.

*Fiscal and Budget Impact*

No impact.

*Community Impact*

If approved, development throughout most of the urban core would not be required to build parking. While many of these projects will develop parking voluntarily, transit, pedestrian, and bicycle infrastructure will need to be monitored and evaluated to determine demand and capacity.

**Recommendation**

The Plan Commission recommended approval of the proposed text amendment. Staff concur with the Plan Commission's recommendation, and asks Council to approve the proposed text amendment.

*Next Steps*

If approved, the City of Urbana Zoning Ordinance will be updated to reflect the text of the proposed amendment.

**Attachments**

1. An Ordinance Approving a Text Amendment amending Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to bring requirements for parking into compliance with the People Over Parking Act
2. Plan Commission Staff Report (June 18, 2026)
3. Plan Commission DRAFT Meeting Minutes (June 18, 2026)
4. Text of Article 5 of Public Act 104-0457 (People Over Parking Act)
5. Map of Parcels Affected By People Over Parking

Originated by: Evan Alvarez, Principal Planner

Reviewed: Olivia Jovine, Director of Community Development Services

Approved: Darius White, City Administrator

## ORDINANCE NO. \_\_\_\_\_

## AN ORDINANCE AMENDING THE URBANA ZONING ORDINANCE

**(Amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to bring requirements for parking into compliance with the People Over Parking Act / Plan Case No. 2525-T-26)**

**WHEREAS**, the City Council passed Ordinance No. 2025-04-013 on June 21, 1993, which adopted the 1993 Comprehensive Amendment to replace the 1979 Comprehensive Amendment to the 1950 Zoning Ordinance of the City of Urbana (“City”), which is also known as the Urbana Zoning Ordinance (“Zoning Ordinance”); and

**WHEREAS**, the Urbana Zoning Administrator has submitted a petition to amend the Zoning Ordinance to clarify certain text and to update regulations to bring the Ordinance into compliance with the Illinois People Over Parking Act (Public Act 104-457) as signed into law on December 16, 2025; and

**WHEREAS**, said petition was presented to the Plan Commission as Plan Case No. 2525-T-26; and

**WHEREAS**, after due publication in accordance with Section XI-7 of the Zoning Ordinance and Section 11-13-14 of the Illinois Municipal Code (65 ILCS 5/11-13-14), the Plan Commission held a public hearing on the petition on June 18, 2026; and

**WHEREAS**, the Plan Commission voted three (3) ayes and zero (0) nays on June 18, 2026, to forward Plan Case No. 2525-T-26 to the City Council with a recommendation for approval of the proposed amendment; and

**WHEREAS**, the amendments described herein conform to the goals, objectives and policies of the Imagine Urbana Comprehensive Plan as amended from time to time; and

**WHEREAS**, after due and proper consideration, the City Council finds that amending the Zoning Ordinance as herein provided is in best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana, Illinois, as follows:

**Section 1.**

The following provisions of the Urbana Zoning Ordinance are hereby amended and as amended shall read as set forth in Ordinance Attachment A, which is attached hereto and incorporated herein by reference:

- A. Article II, Definitions: Section II-3, Definitions;
- B. Article VIII, Parking and Access: Section VIII-5, Amount of Parking Required;

**Section 2.**

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2026.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
DeShawn Williams, Mayor

## Ordinance Attachment A

### Section II-3 Definitions

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*Public transportation corridor:* a street on which one or more bus routes have a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods; as described in Public Act 104-457.

*Public transportation hub:* an intersection of 2 or more bus routes with a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods; as described in Public Act 104-457.

### Section VIII-5 Amount of Parking Required

- A. Except as otherwise provided herein whenever a use is established or a building or structure is erected or converted to any use listed in this Section or the use of a building is changed to a use listed in this section, off-street parking for the use shall be provided in the amount required by Table VIII-7, "Parking Requirements by Use." When a building or structure is enlarged, expanded, or structurally altered, and the existing parking is legally nonconforming, the total parking requirement shall be calculated by adding the number of existing off-street parking spaces to the number of newly required parking spaces for the additional floor area as determined by Table VIII-7. Uncovered stairways, stairway landings, and stoops which are used to access buildings and outdoor living areas, and which are at or below the plane of the ground floor of a building, may encroach into a required yard, but not within six inches of a property line.
1. Per the regulations of the state People Over Parking Act, no minimum parking is required for lots within one-eighth of a mile of a public transportation corridor, defined as a street on which one or more bus routes have a combined frequency of bus service of 15 minutes or less during peak commute periods. Additionally, no parking shall be required within one-half of a mile of a public transportation hub, defined as any intersection of two or more bus routes with a combined bus service frequency of 15 minutes or less during the morning and afternoon peak commute periods. Any voluntarily developed parking within the areas mentioned above shall be subject to any and all relevant site regulations under this Section.



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

m e m o r a n d u m

**TO:** The Urbana Plan Commission  
**FROM:** Olivia Jovine, Zoning Administrator  
**DATE:** June 18, 2026  
**SUBJECT:** **Plan Case 2525-T-26:** A request by the Zoning Administrator to amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to bring requirements for parking into compliance with the People Over Parking Act.

### Introduction

The People Over Parking Act in Illinois is part of Senate Bill 2111 (SB2111) from the 104<sup>th</sup> General Assembly, which was passed in October 2025 and signed into law as Public Act 104-457, effective June 1, 2026. This text amendment is proposed in response to the People Over Parking Act. The Act places limitations on the ability of municipal governments to set minimum parking requirements within set distances of transit facilities.

The Plan Commission is asked to review the proposed Zoning Ordinance text amendment and make a recommendation for City Council to adopt or deny the proposed changes. Staff recommends that the Plan Commission recommend approval of the proposed changes as presented to bring the ordinance into compliance with Public Act 104-0457.

### Background and Discussion

In December 2025, SB2111 (“People Over Parking Act”) was signed into law. Per the state law:

*“[A] unit of local government may not impose or enforce any minimum automobile parking requirements on a development project if the project is located within one-half mile of a public transportation hub or one-eight mile of a public transportation corridor.”*

Under the definitions included in SB2111, a “public transportation corridor” is defined as “a street on which one or more bus routes have a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods.” A “public transportation hub” is defined as “an intersection of 2 or more bus routes with a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods.”

Given the density of public transportation in Urbana, these two definitions form a substantial area, as shown in Attachment 1. The routes that meet these criteria on frequency alone would include the 5 Green/Green Hopper, the 6 Orange/Orange Hopper, the 10 Gold Hopper, the 13 Silver, and the 22 Illini. Other areas are included where lower-frequency routes overlap for a greater combined frequency.

While the key transit hub in Urbana is Lincoln Square, the definition of “hubs” in the legislation includes any point where two routes intersect with a combined frequency of 15 minutes or less.

Intersections meeting that criteria include Florida & Philo, Pennsylvania & Race, Florida & Race, and Lincoln & Fairlawn.

While the legislation prevents municipal governments from enforcing minimum parking requirements, it does not limit a developer's ability to provide automobile parking voluntarily. In cases where a project provides automobile parking, local governments are empowered to require a certain amount of car-share spaces, for spaces to be shared with the public, or for spaces to be available only for a fee.<sup>1</sup>

## Proposed Changes

The proposed changes would amend the definitions listed in Section II-3 of the Zoning Ordinance to include the definitions of "public transportation corridor" and "public transportation hub" listed in the People Over Parking legislation.<sup>2</sup> As neither of these phrases are currently in the Zoning Ordinance, definitions are needed.

*(Section II-3. Definitions, between "Public Maintenance and Storage Garage" and "Public Utility Station")*

Public transportation corridor: a street on which one or more bus routes have a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods.

Public transportation hub: an intersection of 2 or more bus routes with a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods.

Additionally, the proposed changes would amend Section VIII-5.A by adding a subpoint to communicate the requirements of the People Over Parking legislation. This would add subpoint "Section VIII-5.A.a" to Section VII-5A, see below:

- A. Except as otherwise provided herein whenever a use is established or a building or structure is erected or converted to any use listed in this Section or the use of a building is changed to a use listed in this section, off-street parking for the use shall be provided in the amount required by Table VIII-7, "Parking Requirements by Use." When a building or structure is enlarged, expanded, or structurally altered, and the existing parking is legally nonconforming, the total parking requirement shall be calculated by adding the number of existing off-street parking spaces to the number of newly required parking spaces for the additional floor area as determined by Table VIII-7.
  - a. Per the regulations of the state People Over Parking Act, no minimum parking is required for lots within one-eighth of a mile of a public transportation corridor, defined as a street on which one or more bus routes have a combined frequency of bus service of 15 minutes or less during peak commute periods. Additionally, no parking shall be required within one-half of a mile of a public transportation hub, defined as any intersection of two or more bus routes with a combined bus service frequency of 15 minutes or less during the morning and afternoon peak commute

<sup>1</sup> Requiring parking to be made available free of charge is expressly prohibited.

<sup>2</sup> The definition of "public transportation hub" includes provisions for rail-based transit, as well as boats and ferries. As these do not apply to Urbana, they were removed for clarity.

periods. Any voluntarily developed parking within the areas mentioned above shall be subject to any and all relevant site regulations under this Section.

(~~Strikethrough~~ = removed text ; Underline = added text)

## Comprehensive Plan

The proposed text amendment would align with the following elements with the Imagine Urbana Comprehensive Plan (“Imagine Urbana”):

**Big Move 6:** Make Walkability a Priority

**Little Move 6.2:** Amend development regulations to support walkability, using *Walkable City Rules* as a guide.

**Little Move 6.9:** Evaluate the elimination of minimum parking requirements.

The text amendment would better align the Zoning Ordinance with Imagine Urbana by eliminating minimum parking requirements in the urban core, incentivizing the development of more economically productive land uses and activities.

## Summary of Findings

1. The proposed text amendment would align with Big Move 6 of Imagine Urbana, to “Make Walkability A Priority,” as parking lots introduce space between destinations, increasing distance for pedestrians.
2. The proposed text amendment would align with Little Move 6.9 of Imagine Urbana by implementing the elimination of minimum parking requirements in much of the urban core.
3. The proposed text amendment conforms the Zoning Ordinance to the requirements of the Illinois People Over Parking Act (Public Act 104-0457).
4. The proposed text amendment conforms to the notification and other requirements for Zoning Ordinance as required by the State Zoning Act (65 ILCS 5/11-13-14).

## Options

The Plan Commission has the following options in Plan Case 2525-T-26:

1. Forward the case to City Council with a recommendation to approve the text amendment as presented herein; or
2. Forward the case to City Council with a recommendation to approve the text amendment as modified by specific suggested changes; or
3. Forward the case to City Council with a recommendation of denial of the text amendment.

## Staff Recommendation

Staff recommends that the Plan Commission recommend **approval** of the proposed text amendment to City Council.

Attachments:

1. City of Urbana People Over Parking Map
2. Senate Bill 2111 “People Over Parking” (Public Act 104-457)



**MINUTES OF REGULAR MEETING  
URBANA PLAN COMMISSION**

**DRAFT**

**DATE:** June 18, 2026

**TIME:** 7:00 P.M.

**PLACE:** Council Chambers, City Hall, 400 South Vine Street, Urbana, Illinois

**MEMBERS ATTENDING:** Dustin Allred, Will Andresen, Andrew Fell

**MEMBERS EXCUSED:** Klayton Matlock, Bill Rose

**STAFF PRESENT:** Evan Alvarez, Principal Planner; Teri Andel, Administrative Assistant II

**OTHERS PRESENT:** None

**A. CALL TO ORDER and ROLL CALL**

Chair Allred called the meeting to order at 7:02 p.m. Roll call was taken, and a quorum of the members was present.

**B. CHANGES TO THE AGENDA**

There were none.

**C. APPROVAL OF MINUTES OF PREVIOUS MEETING**

**Minutes of April 10, 2025 Special Meeting**

The minutes of April 10, 2025 special meeting were presented to the Plan Commission. Mr. Fell moved that the Plan Commission approve the minutes as written. Mr. Andresen seconded the motion. The motion passed by unanimous voice vote.

**Minutes of December 18, 2025 Regular Meeting**

The minutes of December 18, 2025 regular meeting were presented to the Plan Commission. Mr. Andresen moved that the Plan Commission approve the minutes as written. Mr. Fell seconded the motion. The motion passed by unanimous voice vote.

**Minutes of May 21, 2026 Regular Meeting**

The minutes of May 21, 2026 regular meeting were presented to the Plan Commission. Mr. Fell moved that the Plan Commission approve the minutes as written. Mr. Andresen seconded the motion. The motion passed by unanimous voice vote.

## D. COMMUNICATIONS

There were none.

## E. CONTINUED PUBLIC HEARINGS

There were none.

## F. OLD BUSINESS

There was none.

## G. NEW PUBLIC HEARING

**Plan Case No. 2525-T-26 – An application by the Urbana Zoning Administrator to amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to bring requirements for parking into compliance with the People Over Parking Act.**

Chair Allred opened the public hearing for Plan Case No. 2525-T-26. He reviewed the procedures for a public hearing.

Evan Alvarez, Principal Planner, presented Plan Case No. 2525-T-26 to the Plan Commission. He began by stating the purpose for the proposed Text Amendment. He noted that the People Over Parking Act originally entered the General Assembly as SB211 was passed on October 31, 2025, signed into law on December 16, 2025, and went into effect on June 1, 2026. The Act states, *“Except as otherwise provided, a unit of local government may not impose or enforce any minimum automobile parking requirements on a development project if the project is located within one (1) half mile of a public transportation hub or 1/8 mile of a public transportation corridor.”* The Act defines a *“public transportation corridor”* as a street on which one or more bus routes have a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods and a *“public transportation hub”* as an intersection of two or more bus routes with a combined bus service interval of 15 minutes or less during the morning and afternoon peak commutes. Referring to the map included with the staff memo for this case, he showed what would be considered public transportation corridors and hubs in the City of Urbana. He pointed out that there are areas on the map that are not considered a *public transportation corridor* or *hub*; however, they still may have service. It just does not meet the 15-minute requirement.

Mr. Alvarez stated that the key definitions for *“public transportation corridor”* and for *“public transportation hub”* from the legislation would be added to the Definitions section of the Zoning Ordinance. He noted that as staff look to the Zoning Ordinance for guidance, they have noticed that there are many terms the Zoning Ordinance does not offer definitions for. He stated that the proposed text amendment would also add a note (a) to Section A of the Parking Ordinance in the Zoning Ordinance stating, *“Per the regulations of the state People Over Parking Act, no minimum parking is required for lots within 1/8 of a mile of a public transportation corridor, defined as a street on which one or more bus routes have a combined frequency of bus service of 15 minutes or less during peak commute periods. Additionally, no parking shall be required within 1 half of a mile of public transportation hub, defined as any intersection of two or more bus routes with a combined bus service frequency of 15 minutes or less during the morning and afternoon peak commute periods. Any voluntarily developed parking within the areas mentioned above shall be subject to any and all relevant site regulations under this Section.”* so that would just speak to the materials, any screening requirements, things like that.

He talked about how the proposed text amendment relates to *Imagine Urbana* Comprehensive Plan. Staff feel that the text amendment aligns with Big Move 6, which is Make Walkability a Priority, because reducing surface parking increases density, which has positive outcomes for pedestrian access.

The text amendment also relates to Little Move 6.2, Amend development regulations to support walkability using *Walkable City Rules* as a guide, because it reinforces the same type of thought process around parking or surface parking lots. In addition, the proposed text amendment is a step towards Little Move 6.9, Evaluate the elimination of minimum parking requirements. He read the options of the Plan Commission and presented staff's recommendation as follows:

*The Plan Commission forward Plan Case No. 2525-T-26 to City Council with a recommendation of approval.*

Mr. Alvarez noted that staff tried to keep the wording as exact as possible to the Parking Over People Act to ensure compliance and not to introduce any other changes that would complicate approval of the proposed text amendment.

Chair Allred asked if any members of the Plan Commission had questions for City staff.

Mr. Fell asked if the map that Mr. Alvarez showed is the official no parking required map. Mr. Alvarez said at this point, it would be a guide. If someone were to apply that was close but not quite in that sphere, then staff would look more closely at the parcel. Mr. Fell stated that with having to work with this in the future, he has a little problem with subdividing a block where half the block requires parking and the other half does not. In a way, that is not the City of Urbana's fault, but it is kind of punitive to the people that live there through no fault of theirs. So, it is not fair.

He mentioned that another concern is that Champaign-Urbana Mass Transit District (MTD) changes their routes frequently. How do we calculate if a route is 15 minutes or now 20 minutes? Will we have to contact MTD for every case? Mr. Alvarez replied that the services shown on the map reflect the University of Illinois having semester services because that is the service that runs most of the year. He pointed out that part of why we chose to do a text amendment instead of an overlay district was exactly for this reason. An overlay district would have to be edited every time the service changed; where a text amendment would require the map to be updated internally so that it could reflect the current service.

Mr. Fell asked why staff decided to leave some neighborhoods partially covered under this, and some are partially not. Why not just blanket the whole neighborhood? Mr. Alvarez stated that this is the type of recommendation that is welcomed as this text amendment goes to City Council. The map staff created reflects the buffer like made in GIS of properties within the set distances. The key, at this point, is that the City really wants to be compliant and wants the text amendment to be easy to approve; so, staff followed the Act to the letter of the regulation as much as possible. Mr. Alvarez stated that he does understand the complications of splitting blocks and would be willing to revisit.

Chair Allred asked what the risk is to the City if we do not make changes to comply with the People Over Parking Act? Mr. Alvarez replied that if someone came in and staff tells them that there was a minimum amount of parking that they had to build and they did not want to and knew that legally they were not required to, then they would have the ability to seek legal action.

Chair Allred stated that the statute carves out some exceptions which come into play in the way that they define some terms like development. Specifically, it seems they have an exception for hotels

and some other related uses. He asked if it is a purposeful policy decision not to include that or did that not get looked at. Mr. Alvarez stated that the only exceptions that he saw were listed for developments that started before June 1st and had already been approved at different stages of the process. Chair Allred added that it is unique in the statute and is in their definition of “development project” as including certain things and not including a project where any portion is designated as a hotel, motel, bed and breakfast inn, and then some other transient lodging. So, they are basically saying that if you have a hotel that is in one of these areas that are identified as meeting the criteria, the City can still require a minimum amount of parking, which may make sense and may be something that the Plan Commission and staff want to think about. Chair Allred went on to say that since this is not included in the text amendment, he assumed that staff had looked at it and decided it is not necessary. Mr. Alvarez stated that this is a great catch. When looking through the definitions, he was more fixated on a transit hub as an intersection and the implications of that. He said that any conditions that the Plan Commission would like to attach moving the proposed text amendment forward to City Council, this would be a valid one. He agrees these are uses where having minimum parking requirements is more justifiable.

Chair Allred stated the next issue is being nitpicky about format ... usually when there is an “A” in writing, then there will be a “B”. He suggested turning “A” into another paragraph since there is no “B”. Mr. Alvarez stated that in this case, it is simply a readability factor.

With there being no additional questions for City staff and no one in the audience, Chair Allred declared the public comment portion closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated his concern about the map changing all of the time. He believes it will be too hard for staff to manage. It will be too hard on an individual basis to look up MTD’s schedule every time; however, if staff is willing to manage this effort, then he is okay with it. Chair Allred stated that the City has to comply with the Act, so there will have to be an analysis and identification of parcels to comply with the statute. It may be good to add language to the map saying that the parking requirement is based on in-semester bus route schedules to give the development community or landowners a greater sense of predictability for when people apply for a development in the summertime that parking requirements will be different than in the fall, winter, and spring times. Mr. Alvarez pointed out that a developer could still choose to construct as much parking as they want.

Mr. Fell said that he is still a little concerned about splitting blocks. He did not know how we should mitigate this. Chair Allred pointed out that it is a stated goal and policy directive/statement in the Comprehensive Plan that the City wants to look at reducing or eliminating parking minimums. So, adding more parcels into this category is not something that goes against the Comprehensive Plan in any way. It is just where do you draw the line? Is it by block? Mr. Fell stated that there is no good place to draw the line other than the map. He is not 100% uncomfortable with the map. He stated that it not necessarily the City of Urbana's map but rather the State of Illinois’ map. So, a resident who gets upset about his parking requirement really has to be upset with the State of Illinois, not with the City of Urbana. In this sense, he is okay with the map. His biggest concern is having staff manage it. The number of times that staff will have to manage it will be minimal; however, when staff does have to manage it, it will potentially be a big job. If staff is comfortable with that potential future effort, then he is happy to give it to them.

Chair Allred stated that the State has tied staff's hands by defining criteria in the statute. Those are the criteria that have to be used to identify which parcels this applies to and which do not. We have not done anything to involve the public more generally to get their feedback about whether or not they like that idea other than what is in the Comprehensive Plan. He stated that he leans towards going with this tonight, but looking for more directive in the Comprehensive Plan to explore eliminating parking minimums that might lead to something that simplifies this in the future and takes the burden off staff having to track what MTD is doing and updating this map.

Mr. Andresen asked if the Plan Commission were to pass the proposed text amendment now, it would be based off this current map. Mr. Alvarez replied that the map is at this point the more literal interpretation of the wording. Since it is a text amendment, it would be the text being voted on. The map is the text being taken as literally as possible.

Chair Allred wondered if the language should say that parking requirements will be based on the maximum service levels in a calendar so people are not looking to apply during the summer when MTD's service is less frequent and the proposed text amendment would not apply. Mr. Fell asked if the language could just refer to the People Over Parking Act.

Mr. Fell moved that the Plan Commission forward Plan Case No. 2525-T-26 to City Council with a recommendation for approval as written. Mr. Andresen seconded the motion. Roll call on the motion was as follows:

Mr. Andresen	-	Yes	Mr. Fell	-	Yes
Mr. Alred	-	Yes			

The motion passed by unanimous vote 3-0.

Mr. Alvarez stated that Plan Case No. 2525-T-26 would be forwarded to the Committee of the Whole on July 6, 2026 and to City Council on July 13, 2026.

**Plan Case No. 2526-T-26 – An application by the Urbana Zoning Administrator to amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to lower minimum parking requirements for Workshops.**

Chair Allred opened the public hearing for Plan Case No. 2526-T-26. Evan Alvarez, Principal Planner, presented Plan Case No. 2526-T-26 to the Plan Commission. He began by giving a brief background of the process when a new development use is proposed. City staff will use Table V-1. List of Uses in the Zoning Ordinance to determine which use is closely related to the proposed new use. Once a use is determined, staff will then find the corresponding parking requirement from Table VIII-7 in the Zoning Ordinance. He mentioned that for any use that is not listed in Table VIII-7, then the Zoning Administrator will determine the closest use that is listed.

He stated the purpose of the proposed text amendment, which would be to add an additional category to Table VIII-7 for “commercial workshop” requiring one parking space for every thousand square feet and to add a definition to Section II to ensure appropriate use. A *commercial workshop* would be defined as a facility providing workspace for manufacturing, repair, and production of material goods often including storage for supplies, materials and equipment.

Mr. Alvarez talked about how the *contractor, shop, and showroom* category has become a catchall for all trade work uses that are not listed or have been defined in the Zoning Ordinance. Staff wanted to clarify what a *contractor shop and showroom* is so they needed to find a bit more about what the original intent was for its place in the Zoning Ordinance. A *contractor shop and showroom* is a conditional use in the B-1 (Neighborhood Business) and B-2 (Neighborhood Business – Arterial) Zoning Districts and is permitted by right in the B-3 (General Business), B-4 (Central Business), B-4E (Central Business – Expansion), CMU (Campus Mixed Use), I-1 (Light Industrial/Office), and I-2 (Heavy Industrial) Zoning Districts. It requires one parking space for every 400 square feet. This use would be too - low-impact or small in scale to be considered an industrial use.

Mr. Alvarez talked about the additional definitions being added for *building material sales and contractor supply and showroom* to ensure that they are being used appropriately. He reviewed how the proposed text amendment aligns with Big Idea 2, Big Move 7, and Little Move 7.1 in the *Imagine Urbana* Comprehensive Plan. He read the options of the Plan Commission and presented staff's recommendation as follows:

*The Plan Commission forward Plan Case No. 2526-T-26 to the City Council with a recommendation of approval.*

Chair Allred asked if any members of the Plan Commission had questions for City staff.

Chair Allred asked if they would be adding a new parking category that is not in the Table of Uses. Would it also need to be addressed in a text amendment? Should that be in the same text amendment or will that be another case? Mr. Alvarez stated that there were concerns that introducing a new topic to the Table of Uses would introduce a lot of questions about what is appropriate and what is not. Since there are various other catch-all categories in the parking table, staff feel this would be considered similarly, though it certainly could also be added to the Table of Uses.

Chair Allred asked if there is not a one-to-one correspondence of uses that are listed in the Parking Table to those found in the Table of Uses. Mr. Alvarez said that the Parking Table is about one and a half pages front and back and it aggregates many of the requirements from Table V-1 and sends a lot of them into one place. He mentioned that we do have the ability to add it to Table V-1. He went on to further explain that there are many types of uses in the Table of Uses which do not have a corresponding parking requirement. The commercial uses in the parking table are lumped into the categories of food service, retail, and then personal and financial services.

Chair Allred stated that he is just trying to understand the flow of how it would work. If someone comes in, they have a use that is on the Table of Uses that they want to open and they want to know what the parking requirement is, then it would be up to the Zoning Administrator to look at that use, look at the Parking Table and determine what use fits most closely into this category of parking.

Mr. Alvarez pointed out that there is *warehouse* and other similar usage requirement that does require one spot for every 2,000 square feet. Every planning department has a catch-all. It is often *warehouses* because it has the lowest requirement. Staff also wanted to make the proposed text amendment to protect that from being overused where it was not appropriate.

With there being no additional questions for City staff and no one in the audience, Chair Allred declared the public comment portion closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that he believes staff should add the use to Table V-1 because in his profession they look in the Table of Uses first to see what zoning district they can put a specific development in. He would not look at parking first because he may not be able to do the development if the zoning does not allow it. Chair Allred said that it is predictability over flexibility. The development community and landowners want predictability, while the City wants to maintain some flexibility.

Chair Allred asked how many uses in the Table of Uses would apply to the commercial workshop Category. Mr. Alvarez read off the uses.

Chair Allred stated that it would be good to provide some kind of indication to people in advance so that they know if we are talking about removing the barriers to infill. He thinks the knowledge that those barriers have been removed needs to be communicated somehow. He said that the proposed changes are all good, but it needs to be thought through a little more to see how that can best be communicated to people that are looking at the Table of Uses.

Mr. Fell stated that in some ways he is comfortable putting the proposed text amendment forward with no amendments or other clarifications because many uses are not in the Table of Uses, so he calls staff to find what use it is most similar to. Chair Allred asked staff to still take a look at this to make it easier for someone who is not a professional. However, he is fine with moving forward with this case.

Mr. Andresen moved that the Plan Commission forward Plan Case No. 2526-T-26 to City Council with a recommendation for approval. Mr. Fell seconded the motion. Roll call on the motion was as follows:

Mr. Fell	-	Yes	Mr. Allred	-	Yes
Mr. Andresen	-	Yes			

The motion passed by unanimous vote 3-0. Mr. Alvarez noted that Plan Case No. 2526-T-26 would be forwarded to Committee of the Whole on July 6, 2026.

**H. NEW BUSINESS**

There was none.

**I. AUDIENCE PARTICIPATION**

There was none.

**J. STAFF REPORT**

Mr. Alvarez reported on the following:

- Staff Update on Previous Cases – He mentioned that Planning staff will be providing updates on previous cases at future meetings.

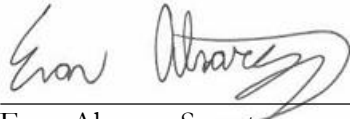
**K. STUDY SESSION**

There was none.

**L. ADJOURNMENT**

The meeting was adjourned at 7:58 pm.

Respectfully submitted,



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Evan Alvarez, Secretary  
Urbana Plan Commission

DRAFT

(10) consider changes to existing and future funding programs; and

(11) submit recommendations for inclusion in the Department's final Public Transportation Plan.

(b) The Committee shall produce a report with its recommendations no later than 2 years after the effective date of this Act.

(c) The Department may procure consulting assistance necessary to support to work of the Committee.

(d) If the Department completes the final Public Transportation Plan before the Committee produces its report, then the Department may release an update to the Public Transportation Plan that incorporates any recommendations included in the Committee's report.

Section 2-25. Repeal. This Act is repealed on January 1, 2035.

Article 5.

Section 5-1. Short title. This Article may be cited as the People Over Parking Act. References in this Article to "this Act" mean this Article.

Section 5-5. Definitions. As used in this Act:

"Car-share vehicles" means motor vehicles that are

Public Act 104-0457

SB2111 Enrolled

LRB104 09876 LNS 19944 b

operated as part of a regional fleet by a public or private car-sharing company or organization and provide hourly or daily service.

"Commercial development project" means a development project that is undertaken for the development of land for commercial use, including residential housing, multi-family housing, mixed-use housing, and nonresidential commercial developments.

"Development project" means a project undertaken for the purpose of development of land. "Development project" includes (i) a project involving the issuance of a permit for construction or reconstruction, (ii) a housing development project, or (iii) a commercial development project. "Development project" does not include a project where any portion is designated for use as a hotel, motel, bed-and-breakfast inn, or other transient lodging, except where a portion of a housing development project is designated for use as a residential hotel.

"Efficiency living unit" has the meaning ascribed to that term in the 2018 International Building Code, Sixth Version (November 2021).

"Elderly housing", "low-income household", "moderate-income household", "multi-family housing", and "very low-income household" have the meanings ascribed to those terms in the Illinois Affordable Housing Act.

"Housing development project" means a development project

consisting of (i) residential units only, (ii) mixed-use developments consisting of residential and nonresidential uses with at least two-thirds of the square footage designated for residential use, or (iii) transitional housing or supportive housing.

"Maximum automobile parking requirements" means any law, code, or policy that limits a maximum number of off-street, private parking spaces for new residential and commercial developments.

"Minimum automobile parking requirements" means any law, code, or policy that requires a minimum number of off-street, private parking spaces for new residential and commercial developments.

"On-street parking" means parking of vehicles on public streets or thoroughfares located within the physical boundaries of a municipality.

"Public transportation corridor" means a street on which one or more bus routes have a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods.

"Public transportation hub" means: (i) a rail transit station, (ii) a boat or ferry terminal served by either a bus stop or rail transit station, and (iii) an intersection of 2 or more bus routes with a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods.

"Residential hotel" means any building containing 6 or more guest rooms or efficiency living units that is used or intended or designed to be used, rented, hired out, or occupied for sleeping purposes by guests and that is also the primary residence of those guests. "Residential hotel" does not include any building containing 6 or more guest rooms or efficiency living units primarily used by transient guests who do not occupy the building as their primary residence.

Section 5-10. Minimum automobile parking requirements prohibited. Except as otherwise provided in Section 5-15, a unit of local government may not impose or enforce any minimum automobile parking requirements on a development project if the project is located within one-half mile of a public transportation hub or one-eighth mile of a public transportation corridor.

Section 5-15. Exceptions and limitations to prohibited minimum automobile parking requirements.

(a) If a development project provides automobile parking voluntarily, then a unit of local government may impose on the development project requirements for parking spaces to be made available for car-share vehicles, for parking spaces to be shared with the public, or for parking spaces to be made available only for a fee. A unit of local government may not require voluntarily provided parking to be provided free of

charge.

(b) Section 5-10 does not apply to minimum automobile parking requirements if the requirements conflict with a contractual agreement or approved site plan with the unit of local government that was executed or approved on or before the effective date of this Act. However, Section 5-10 applies to an amendment or extension to the contractual agreement or approved site plan if the amendment or extension increases automobile parking requirements.

(c) A development project may voluntarily build additional parking that is not shared with the public.

(d) Nothing in this Act shall be interpreted to prevent a unit of local government from regulating access to on-street parking.

(e) Nothing in this Act prevents a unit of local government from enacting or enforcing local laws that establish a maximum parking requirement.

(f) Nothing in this Act prevents a unit of local government from enacting or enforcing local laws that establish a minimum parking requirement for bicycles, including electric-assisted bicycles.

Section 5-90. Home rule. A home rule unit may not regulate minimum automobile parking requirements in a manner inconsistent with this Act. This Act is a limitation under subsection (i) of Section 6 of Article VII of the Illinois

Public Act 104-0457

SB2111 Enrolled

LRB104 09876 LNS 19944 b

Constitution on the concurrent exercise by home rule units of powers and functions exercised by the State.

Section 5-95. Conflict with other laws. To the extent that this Act conflicts with any other provision of law, this Act controls.

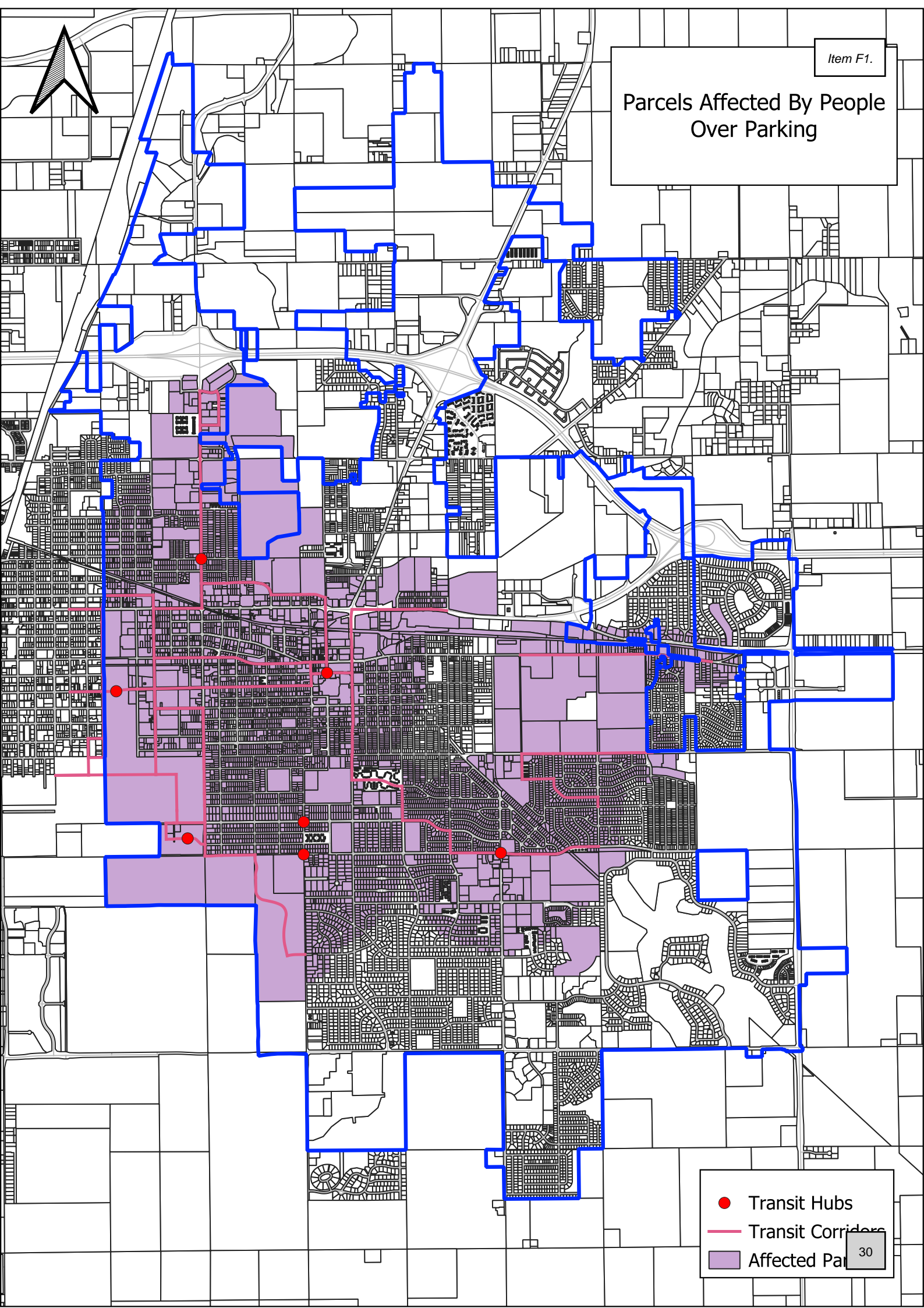
Section 5-300. The State Officials and Employees Ethics Act is amended by changing Sections 75-5 and 75-10 as follows:

(5 ILCS 430/75-5)

Sec. 75-5. Application of the State Officials and Employees Ethics Act to the Regional Transit Boards and Regional Development Authorities.

(a) The provisions of Articles 1, 5, 10, 15, 20, and 50 of this Act, as well as this Article, apply to Regional Transit Boards and Regional Development Authorities. As used in Articles 1, 5, 10, 15, 20, 50, and 75, (i) "appointee" and "officer" include a person appointed to serve on the board of a Regional Transit Board or a board of a Regional Development Authority, and (ii) "employee" and "State employee" include: (A) a full-time, part-time, or contractual employee of a Regional Transit Board or a Regional Development Authority; and (B) Authority leaders of a Regional Development Authority. As used in this subsection, "Authority leader" has the meaning given to that term in the various Acts and Laws creating the

# Parcels Affected By People Over Parking



- Transit Hubs
- Transit Corridors
- Affected Pa



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanail.gov](http://www.urbanail.gov)

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** July 6, 2026 Committee of the Whole  
**Subject:** **Plan Case 2526-T-26:** A request by the Zoning Administrator to amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to lower minimum parking requirements for Commercial Workshops

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### Summary

#### *Action Requested*

City Council is being asked to approve a text amendment to the Zoning Ordinance so that non-customer-facing commercial workshop spaces are appropriately defined and have appropriate development options. This text amendment is proposed in response to staff and constituent feedback regarding minimum parking requirements for non-customer-facing commercial properties. The proposed changes would include the addition of a new parking category for workshops and similar spaces, as well as additional definitions to ensure consistent and responsible use.

#### *Plan Commission Recommendation*

The Plan Commission reviewed the proposed text amendment on June 18, 2026, and unanimously recommended approval to City Council with conditions (three ayes). Please refer to the attachments for the Plan Commission's discussion and decision.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

Approval of the text amendment will have no direct impact on City services.

#### *Strategic Goals & Plans*

The proposed text amendment aligns with the Imagine Urbana Comprehensive Plan by encouraging development in areas that are accessible by diverse modes of transportation. Specifically, the amendment relates to the following Big Idea and Big and Little Moves:

- Urbana is Both Financially and Environmentally Resilient; Urbana can navigate economic downturns, maintain financial stability, and support the long-term health of its public infrastructure and services, and the well-being of its residents (Big Idea 2)
- Promote Incremental Development; Incremental development contributes to community growth and sustainability for allowing for gradual, adaptive improvements that meet the needs and preferences of residents (Big Move 7)

- Identify and resolve barriers to incremental and infill development. (Little Move 7.1)

### *Previous Council Actions*

July 28, 2025: Council approved the Imagine Urbana Comprehensive Plan.<sup>1</sup>

### **Discussion**

#### *Additional Background Information*

The Zoning Ordinance requires new developments to include a set amount of parking based on the land use, shown in Table VIII-7 of the Zoning Ordinance. For the retail and service uses listed, this generally requires one parking space for every 250 to 500 sq. ft. of floor area. These requirements are designed with an assumption of commercial businesses generating regular foot traffic, requiring customer parking.

For businesses that do not experience regular foot traffic from customers (e.g., a lawn care company that requires space to store and maintain equipment but performs most of their actual services on clients' property), this level of parking can be excessive. Surface parking increases stormwater runoff and can contribute to urban heat islands, where pavement retains heat and increases temperatures in the surrounding area. Providing one parking space for every 250 sq. ft. of floor area effectively requires the surface parking lot on a given lot to be the same size or larger than the principal structure. This reduces the buildable area of the lot and can impose an economic hardship that is, particularly for smaller business owners, prohibitive to development.

The proposed amendment would introduce an additional category of parking specifically for commercial workshops. This would require one parking space for every 1,000 sq. ft. of floor area. With the reduced parking requirements, these types of commercial businesses would be able to operate on smaller lots, incentivizing infill development.

Additionally, the amendment adds definitions to clarify the intent of certain land use categories and the associated parking requirements. Table V-1 of the Zoning Ordinance lists the various land uses and permitted zoning districts. The "Contractor Shop and Showroom" category is somewhat ambiguous in its intent. At face value, the label could apply to either an establishment *servicing* contractors or an establishment operated *by* a contractor, and the word "shop" could contextually apply in the traditional commercial sense or as short for "workshop." Because of this ambiguity, "Contractor Shop and Showroom" can lend itself to any work in or supporting traditional trades.

The amendment would add definitions to "Contractor Shop and Showroom" and related land uses in the Zoning Ordinance to guide consistent use of the categories. It would also adjust the wording in the parking requirements listed in Table VIII-7 to allow for workspaces meeting the definition of a "workshop" to have the appropriate parking requirements assigned.

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<sup>1</sup> Ord No. 2025-04-013

*Policy or Statutory Impacts*

Approval of this amendment would implement new categories for reduced parking requirements for non-customer-facing commercial businesses.

*Fiscal and Budget Impact*

No impact.

*Community Impact*

If approved, workshops and similar businesses would have the option to develop less parking, allowing businesses to occupy smaller infill lots.

**Recommendation**

The Plan Commission recommended approval of the proposed text amendment. Staff concur with the Plan Commission's recommendation, and asks Council to approve the proposed text amendment.

*Next Steps*

If approved, the City of Urbana Zoning Ordinance will be updated to reflect the text of the proposed amendment.

**Attachments**

1. An Ordinance Approving a Text Amendment amending Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to bring requirements for parking into compliance with the People Over Parking Act
2. Plan Commission Staff Report (June 18, 2026)
3. Plan Commission DRAFT Meeting Minutes (June 18, 2026)
4. Table VIII-7: Parking Requirements By Use

Originated by: Evan Alvarez, Principal Planner

Reviewed: Olivia Jovine, Director of Community Development Services

Approved: Darius White, City Administrator

## ORDINANCE NO. \_\_\_\_\_

## AN ORDINANCE AMENDING THE URBANA ZONING ORDINANCE

**(Amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to lower minimum parking requirements for Commercial Workshops / Plan Case No. 2525-T-26)**

**WHEREAS**, the City Council passed Ordinance No. 2025-04-013 on June 21, 1993, which adopted the 1993 Comprehensive Amendment to replace the 1979 Comprehensive Amendment to the 1950 Zoning Ordinance of the City of Urbana (“City”), which is also known as the Urbana Zoning Ordinance (“Zoning Ordinance”); and

**WHEREAS**, the Urbana Zoning Administrator has submitted a petition to amend the Zoning Ordinance to update regulations to provide lower minimum parking requirements for commercial workshops and clarify language surrounding certain land uses; and

**WHEREAS**, said petition was presented to the Plan Commission as Plan Case No. 2526-T-26; and

**WHEREAS**, after due publication in accordance with Section XI-7 of the Zoning Ordinance and Section 11-13-14 of the Illinois Municipal Code (65 ILCS 5/11-13-14), the Plan Commission held a public hearing on the petition on June 18, 2026; and

**WHEREAS**, the Plan Commission voted three (3) ayes and zero (0) nays on June 18, 2026, to forward Plan Case No. 2526-T-26 to the City Council with a recommendation for approval of the proposed amendment; and

**WHEREAS**, the amendments described herein conform to the goals, objectives and policies of the Imagine Urbana Comprehensive Plan as amended from time to time; and

**WHEREAS**, after due and proper consideration, the City Council finds that amending the Zoning Ordinance as herein provided is in best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana, Illinois, as follows:

**Section 1.**

The following provisions of the Urbana Zoning Ordinance are hereby amended and as amended shall read as set forth in Ordinance Attachment A, which is attached hereto and incorporated herein by reference:

- A. Article II, Definitions: Section II-3, Definitions;
- B. Article VIII, Parking and Access: Table VIII-7, Parking Requirements by Use;

**Section 2.**

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2026.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
DeShawn Williams, Mayor

**Ordinance Attachment A**

**Section II-3 Definitions**

...

*Building Material Sales:* A structure or premises occupied primarily by the sale of heavy construction materials, such as concrete, lumber, asphalt, or roofing shingles.

...

*Commercial Workshop:* A facility providing workspace for manufacturing, repair, or production of material goods, often including storage for supplies, materials, and equipment.

...

*Contractor Supply and Showroom:* A structure or premises occupied primarily by the sale of supplies and materials for construction, repair, or installation for homes and other structures. This includes upholstery, electrical or plumbing supplies, and similar goods.

**Table VIII-7 Parking Requirements By Use**

Use	Number of Spaces Required
<b>Retail Trade</b>	
Contractor Supply and Showroom	1 for every 400 sq. ft. of floor area
...	
<b>Miscellaneous Business</b>	
Commercial Workshop	1 for every 1,000 sq. ft. of floor area



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

m e m o r a n d u m

**TO:** The Urbana Plan Commission  
**FROM:** Olivia Jovine, Zoning Administrator  
**DATE:** June 18, 2026  
**SUBJECT:** **Plan Case 2526-T-26:** A request by the Zoning Administrator to amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to lower minimum parking requirements for Commercial Workshops.

### Introduction

The Zoning Administrator proposed a text amendment to clarify use definitions for workshops and maintenance facilities and refine the parking requirements associated with those uses. This text amendment is proposed in response to staff and constituent feedback regarding minimum parking requirements for non-customer-facing commercial properties.

The Plan Commission is asked to review the proposed Zoning Ordinance text amendment and make a recommendation for City Council to adopt or deny the proposed changes. Staff recommends that the Plan Commission recommend approval of the proposed amendment as presented.

### Background and Discussion

Table VIII-7 of the Zoning Ordinance outlines minimum parking requirements by land use. These requirements are generally calculated as a function of either 1) floor area (e.g., one parking space for every 300 sq. ft. of floor area) or 2) anticipated foot traffic (e.g., one space per employee on maximum shift, or 0.5 spots per bedroom). The commercial categories of land uses listed in Table VIII-7 range from requiring one parking spot for every 250 sq. ft. of floor area up to one spot for every 500 sq. ft., with a requirement of one space for every 250 sq. ft. as a default for any use not specifically listed.

For every new development, an appropriate land use is determined from Table V-1 of the Zoning Ordinance. If that land use has a corresponding parking category, those parking requirements shall be applied. If the land use is not listed in Table VIII-7, then per Section VIII-5.B, “parking shall be provided according to the requirements for the use to which it is most related or similar.”

For non-customer-facing commercial land uses, such as workshops or maintenance facilities, the closest land use category listed in the parking table is “Contractor Shop and Showroom,” requiring one parking space for every 400 sq. ft. of floor area. The intention of this use is semantically unclear in indicating whether “shop” is intended to be short for “workshop,” or whether the use is a retail shop and showroom with contractors as an intended customer base, or a business allowing contractors to work and showcase goods to potential buyers. As currently written the “Contract Shop and Showroom” is ambiguous as this category can apply to multiple land uses with disparate parking needs.

Under the “Miscellaneous Business” category, “Contractor Shop and Showroom” becomes a de facto catch-all use for many businesses that offer construction, manufacturing, or repair services, but would

be too low-impact or small in scale to be considered an industrial use. As “Contractor Shop and Showroom” is also specifically mentioned in the parking table, all uses in that category are automatically assigned the same parking requirement.

The current parking requirements don’t work well for big “Contractor Shop and Showroom” uses because the rules rely too heavily on floor area, which isn’t a good indicator of how much parking those larger facilities actually need. Similarly, large “Contractor Shop and Showroom” uses don’t quite fit into industrial use categories. The two main categories corresponding to industrial-type uses in Table VIII-7 are 1) “Warehouse,” requiring one space per 2,000 sq. ft. of floor area, and 2) “Other Industrial Uses,” requiring one space per 1,000 sq. ft. As a “Warehouse” is strictly defined in the Table V-1 of the Zoning Ordinance to apply to storage warehouses for future retail sale, and characterizing uses as “industrial” outside of industrial zoning districts is potentially arbitrary and complicated, additional categories, with clear definitions, would allow for more appropriate right-sizing of parking requirements.

The proposed text amendment splits “Contractor Shop and Showroom” into two different categories on Table VIII-7 to address the land use category’s ambiguity. The first new category would keep the current standards for retail uses that serve contractors and sell contractor supplies, while a second new category would cover contractor workshop operations. By creating the new categories for parking, businesses can be assigned the most appropriate minimum parking requirements based on their needs. In the broader sense, though, this would create an additional designated parking requirement category for other small businesses that require large amounts of space without generating the same amount of foot traffic.

## Proposed Changes

The proposed changes would add to the “Definitions” in Article II of the Zoning Ordinance for clarity in future staff use.

*(Section II-3. Definitions, between “Building Line” and “Creekway Permit”)*

“Building Material Sales: A structure or premises occupied primarily by the sale of heavy construction materials, such as concrete, lumber, asphalt, or roofing shingles.

...

“Commercial Workshop: A facility providing workspace for manufacturing, repair, or production of material goods, often including storage for supplies, materials, and equipment.

...

“Contractor Supply and Showroom: A structure or premises occupied primarily by the sale of supplies and materials for construction, repair, or installation for homes and other structures. This includes upholstery, electrical or plumbing supplies, and similar goods.”

Additional proposed changes would split the “Contractor Shop and Showroom” use in Table VIII-7 into two different categories.

Table VIII-7. Parking Requirements By Use

Use	Number of Spaces Required
<b>Retail Trade</b>	
<u>Contractor Supply and Showroom</u>	<u>1 for every 400 sq. ft. of floor area</u>
<b>Miscellaneous Business</b>	
<u>Contractor Shop and Showroom</u>	<u>1 for every 400 sq. ft. of floor area</u>
<u>Commercial Workshop</u>	<u>1 for every 1,000 sq. ft. of floor area</u>

(~~Strikethrough~~ = removed text ; Underline = added text)

## Comprehensive Plan

The proposed text amendment would align with the following elements of the Imagine Urbana Comprehensive Plan (“Imagine Urbana”):

**Big Idea 2:** Urbana is Both Financially and Environmentally Resilient

**Big Move 7:** Promote Incremental Development

**Little Move 7.1:** Identify and resolve barriers to incremental and infill development.

The proposed text amendment would help align the Zoning Ordinance with Imagine Urbana by updating parking requirements for target land uses and streamlining regulatory review to support local businesses. Furthermore, reduced surface parking improves area walkability and improves environmental outcomes such as temperature and stormwater runoff. Additionally, these changes allow for businesses to locate within the City limits—instead of building on undeveloped land on the city’s perimeter or located in the County.

## Summary of Findings

1. The proposed text amendment would align with Big Idea 2 in Imagine Urbana, to “Urbana is Both Financially and Environmentally Resilient,” as these changes would make it easier to open new businesses, invest in development, and be innovative. It also has the potential to reduce the need for an oversupply of surface parking which improves permeability and stormwater management.
2. The proposed text amendment would align with Big Move 7 in Imagine Urbana, to “Promote Incremental Development,” as these changes would contribute to community growth and sustainability by allowing for gradual, adaptive improvements that meet the needs and preferences of residents.
3. The proposed text amendment would align with Little Move 7.1 by resolving barriers to incremental and infill development.
4. The proposed text amendment conforms to the notification and other requirements for Zoning Ordinance as required by the State Zoning Act (65 ILCS 5/11-13-14).

## Options

The Plan Commission has the following options in Plan Case 2526-T-26:

1. Forward the case to City Council with a recommendation to approve the text amendment as presented herein; or
2. Forward the case to City Council with a recommendation to approve the text amendment as modified by specific suggested changes; or
3. Forward the case to City Council with a recommendation of denial of the text amendment.

### **Staff Recommendation**

Staff recommends that the Plan Commission recommend **approval** of the proposed text amendment to City Council.



**MINUTES OF REGULAR MEETING  
URBANA PLAN COMMISSION**

**DRAFT**

**DATE:** June 18, 2026

**TIME:** 7:00 P.M.

**PLACE:** Council Chambers, City Hall, 400 South Vine Street, Urbana, Illinois

**MEMBERS ATTENDING:** Dustin Allred, Will Andresen, Andrew Fell

**MEMBERS EXCUSED:** Klayton Matlock, Bill Rose

**STAFF PRESENT:** Evan Alvarez, Principal Planner; Teri Andel, Administrative Assistant II

**OTHERS PRESENT:** None

**A. CALL TO ORDER and ROLL CALL**

Chair Allred called the meeting to order at 7:02 p.m. Roll call was taken, and a quorum of the members was present.

**B. CHANGES TO THE AGENDA**

There were none.

**C. APPROVAL OF MINUTES OF PREVIOUS MEETING**

**Minutes of April 10, 2025 Special Meeting**

The minutes of April 10, 2025 special meeting were presented to the Plan Commission. Mr. Fell moved that the Plan Commission approve the minutes as written. Mr. Andresen seconded the motion. The motion passed by unanimous voice vote.

**Minutes of December 18, 2025 Regular Meeting**

The minutes of December 18, 2025 regular meeting were presented to the Plan Commission. Mr. Andresen moved that the Plan Commission approve the minutes as written. Mr. Fell seconded the motion. The motion passed by unanimous voice vote.

**Minutes of May 21, 2026 Regular Meeting**

The minutes of May 21, 2026 regular meeting were presented to the Plan Commission. Mr. Fell moved that the Plan Commission approve the minutes as written. Mr. Andresen seconded the motion. The motion passed by unanimous voice vote.

#### D. COMMUNICATIONS

There were none.

#### E. CONTINUED PUBLIC HEARINGS

There were none.

#### F. OLD BUSINESS

There was none.

#### G. NEW PUBLIC HEARING

**Plan Case No. 2525-T-26 – An application by the Urbana Zoning Administrator to amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to bring requirements for parking into compliance with the People Over Parking Act.**

Chair Allred opened the public hearing for Plan Case No. 2525-T-26. He reviewed the procedures for a public hearing.

Evan Alvarez, Principal Planner, presented Plan Case No. 2525-T-26 to the Plan Commission. He began by stating the purpose for the proposed Text Amendment. He noted that the People Over Parking Act originally entered the General Assembly as SB211 was passed on October 31, 2025, signed into law on December 16, 2025, and went into effect on June 1, 2026. The Act states, *“Except as otherwise provided, a unit of local government may not impose or enforce any minimum automobile parking requirements on a development project if the project is located within one (1) half mile of a public transportation hub or 1/8 mile of a public transportation corridor.”* The Act defines a *“public transportation corridor”* as a street on which one or more bus routes have a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods and a *“public transportation hub”* as an intersection of two or more bus routes with a combined bus service interval of 15 minutes or less during the morning and afternoon peak commutes. Referring to the map included with the staff memo for this case, he showed what would be considered public transportation corridors and hubs in the City of Urbana. He pointed out that there are areas on the map that are not considered a *public transportation corridor* or *hub*; however, they still may have service. It just does not meet the 15-minute requirement.

Mr. Alvarez stated that the key definitions for *“public transportation corridor”* and for *“public transportation hub”* from the legislation would be added to the Definitions section of the Zoning Ordinance. He noted that as staff look to the Zoning Ordinance for guidance, they have noticed that there are many terms the Zoning Ordinance does not offer definitions for. He stated that the proposed text amendment would also add a note (a) to Section A of the Parking Ordinance in the Zoning Ordinance stating, *“Per the regulations of the state People Over Parking Act, no minimum parking is required for lots within 1/8 of a mile of a public transportation corridor, defined as a street on which one or more bus routes have a combined frequency of bus service of 15 minutes or less during peak commute periods. Additionally, no parking shall be required within 1 half of a mile of public transportation hub, defined as any intersection of two or more bus routes with a combined bus service frequency of 15 minutes or less during the morning and afternoon peak commute periods. Any voluntarily developed parking within the areas mentioned above shall be subject to any and all relevant site regulations under this Section.”* so that would just speak to the materials, any screening requirements, things like that.

He talked about how the proposed text amendment relates to *Imagine Urbana* Comprehensive Plan. Staff feel that the text amendment aligns with Big Move 6, which is Make Walkability a Priority, because reducing surface parking increases density, which has positive outcomes for pedestrian access.

The text amendment also relates to Little Move 6.2, Amend development regulations to support walkability using *Walkable City Rules* as a guide, because it reinforces the same type of thought process around parking or surface parking lots. In addition, the proposed text amendment is a step towards Little Move 6.9, Evaluate the elimination of minimum parking requirements. He read the options of the Plan Commission and presented staff's recommendation as follows:

*The Plan Commission forward Plan Case No. 2525-T-26 to City Council with a recommendation of approval.*

Mr. Alvarez noted that staff tried to keep the wording as exact as possible to the Parking Over People Act to ensure compliance and not to introduce any other changes that would complicate approval of the proposed text amendment.

Chair Allred asked if any members of the Plan Commission had questions for City staff.

Mr. Fell asked if the map that Mr. Alvarez showed is the official no parking required map. Mr. Alvarez said at this point, it would be a guide. If someone were to apply that was close but not quite in that sphere, then staff would look more closely at the parcel. Mr. Fell stated that with having to work with this in the future, he has a little problem with subdividing a block where half the block requires parking and the other half does not. In a way, that is not the City of Urbana's fault, but it is kind of punitive to the people that live there through no fault of theirs. So, it is not fair.

He mentioned that another concern is that Champaign-Urbana Mass Transit District (MTD) changes their routes frequently. How do we calculate if a route is 15 minutes or now 20 minutes? Will we have to contact MTD for every case? Mr. Alvarez replied that the services shown on the map reflect the University of Illinois having semester services because that is the service that runs most of the year. He pointed out that part of why we chose to do a text amendment instead of an overlay district was exactly for this reason. An overlay district would have to be edited every time the service changed; where a text amendment would require the map to be updated internally so that it could reflect the current service.

Mr. Fell asked why staff decided to leave some neighborhoods partially covered under this, and some are partially not. Why not just blanket the whole neighborhood? Mr. Alvarez stated that this is the type of recommendation that is welcomed as this text amendment goes to City Council. The map staff created reflects the buffer like made in GIS of properties within the set distances. The key, at this point, is that the City really wants to be compliant and wants the text amendment to be easy to approve; so, staff followed the Act to the letter of the regulation as much as possible. Mr. Alvarez stated that he does understand the complications of splitting blocks and would be willing to revisit.

Chair Allred asked what the risk is to the City if we do not make changes to comply with the People Over Parking Act? Mr. Alvarez replied that if someone came in and staff tells them that there was a minimum amount of parking that they had to build and they did not want to and knew that legally they were not required to, then they would have the ability to seek legal action.

Chair Allred stated that the statute carves out some exceptions which come into play in the way that they define some terms like development. Specifically, it seems they have an exception for hotels

and some other related uses. He asked if it is a purposeful policy decision not to include that or did that not get looked at. Mr. Alvarez stated that the only exceptions that he saw were listed for developments that started before June 1st and had already been approved at different stages of the process. Chair Allred added that it is unique in the statute and is in their definition of “development project” as including certain things and not including a project where any portion is designated as a hotel, motel, bed and breakfast inn, and then some other transient lodging. So, they are basically saying that if you have a hotel that is in one of these areas that are identified as meeting the criteria, the City can still require a minimum amount of parking, which may make sense and may be something that the Plan Commission and staff want to think about. Chair Allred went on to say that since this is not included in the text amendment, he assumed that staff had looked at it and decided it is not necessary. Mr. Alvarez stated that this is a great catch. When looking through the definitions, he was more fixated on a transit hub as an intersection and the implications of that. He said that any conditions that the Plan Commission would like to attach moving the proposed text amendment forward to City Council, this would be a valid one. He agrees these are uses where having minimum parking requirements is more justifiable.

Chair Allred stated the next issue is being nitpicky about format ... usually when there is an “A” in writing, then there will be a “B”. He suggested turning “A” into another paragraph since there is no “B”. Mr. Alvarez stated that in this case, it is simply a readability factor.

With there being no additional questions for City staff and no one in the audience, Chair Allred declared the public comment portion closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated his concern about the map changing all of the time. He believes it will be too hard for staff to manage. It will be too hard on an individual basis to look up MTD’s schedule every time; however, if staff is willing to manage this effort, then he is okay with it. Chair Allred stated that the City has to comply with the Act, so there will have to be an analysis and identification of parcels to comply with the statute. It may be good to add language to the map saying that the parking requirement is based on in-semester bus route schedules to give the development community or landowners a greater sense of predictability for when people apply for a development in the summertime that parking requirements will be different than in the fall, winter, and spring times. Mr. Alvarez pointed out that a developer could still choose to construct as much parking as they want.

Mr. Fell said that he is still a little concerned about splitting blocks. He did not know how we should mitigate this. Chair Allred pointed out that it is a stated goal and policy directive/statement in the Comprehensive Plan that the City wants to look at reducing or eliminating parking minimums. So, adding more parcels into this category is not something that goes against the Comprehensive Plan in any way. It is just where do you draw the line? Is it by block? Mr. Fell stated that there is no good place to draw the line other than the map. He is not 100% uncomfortable with the map. He stated that it not necessarily the City of Urbana's map but rather the State of Illinois' map. So, a resident who gets upset about his parking requirement really has to be upset with the State of Illinois, not with the City of Urbana. In this sense, he is okay with the map. His biggest concern is having staff manage it. The number of times that staff will have to manage it will be minimal; however, when staff does have to manage it, it will potentially be a big job. If staff is comfortable with that potential future effort, then he is happy to give it to them.

Chair Allred stated that the State has tied staff's hands by defining criteria in the statute. Those are the criteria that have to be used to identify which parcels this applies to and which do not. We have not done anything to involve the public more generally to get their feedback about whether or not they like that idea other than what is in the Comprehensive Plan. He stated that he leans towards going with this tonight, but looking for more directive in the Comprehensive Plan to explore eliminating parking minimums that might lead to something that simplifies this in the future and takes the burden off staff having to track what MTD is doing and updating this map.

Mr. Andresen asked if the Plan Commission were to pass the proposed text amendment now, it would be based off this current map. Mr. Alvarez replied that the map is at this point the more literal interpretation of the wording. Since it is a text amendment, it would be the text being voted on. The map is the text being taken as literally as possible.

Chair Allred wondered if the language should say that parking requirements will be based on the maximum service levels in a calendar so people are not looking to apply during the summer when MTD's service is less frequent and the proposed text amendment would not apply. Mr. Fell asked if the language could just refer to the People Over Parking Act.

Mr. Fell moved that the Plan Commission forward Plan Case No. 2525-T-26 to City Council with a recommendation for approval as written. Mr. Andresen seconded the motion. Roll call on the motion was as follows:

Mr. Andresen	-	Yes	Mr. Fell	-	Yes
Mr. Alred	-	Yes			

The motion passed by unanimous vote 3-0.

Mr. Alvarez stated that Plan Case No. 2525-T-26 would be forwarded to the Committee of the Whole on July 6, 2026 and to City Council on July 13, 2026.

**Plan Case No. 2526-T-26 – An application by the Urbana Zoning Administrator to amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to lower minimum parking requirements for Workshops.**

Chair Allred opened the public hearing for Plan Case No. 2526-T-26. Evan Alvarez, Principal Planner, presented Plan Case No. 2526-T-26 to the Plan Commission. He began by giving a brief background of the process when a new development use is proposed. City staff will use Table V-1. List of Uses in the Zoning Ordinance to determine which use is closely related to the proposed new use. Once a use is determined, staff will then find the corresponding parking requirement from Table VIII-7 in the Zoning Ordinance. He mentioned that for any use that is not listed in Table VIII-7, then the Zoning Administrator will determine the closest use that is listed.

He stated the purpose of the proposed text amendment, which would be to add an additional category to Table VIII-7 for “commercial workshop” requiring one parking space for every thousand square feet and to add a definition to Section II to ensure appropriate use. A *commercial workshop* would be defined as a facility providing workspace for manufacturing, repair, and production of material goods often including storage for supplies, materials and equipment.

Mr. Alvarez talked about how the *contractor, shop, and showroom* category has become a catchall for all trade work uses that are not listed or have been defined in the Zoning Ordinance. Staff wanted to clarify what a *contractor shop and showroom* is so they needed to find a bit more about what the original intent was for its place in the Zoning Ordinance. A *contractor shop and showroom* is a conditional use in the B-1 (Neighborhood Business) and B-2 (Neighborhood Business – Arterial) Zoning Districts and is permitted by right in the B-3 (General Business), B-4 (Central Business), B-4E (Central Business – Expansion), CMU (Campus Mixed Use), I-1 (Light Industrial/Office), and I-2 (Heavy Industrial) Zoning Districts. It requires one parking space for every 400 square feet. This use would be too - low-impact or small in scale to be considered an industrial use.

Mr. Alvarez talked about the additional definitions being added for *building material sales and contractor supply and showroom* to ensure that they are being used appropriately. He reviewed how the proposed text amendment aligns with Big Idea 2, Big Move 7, and Little Move 7.1 in the *Imagine Urbana* Comprehensive Plan. He read the options of the Plan Commission and presented staff's recommendation as follows:

*The Plan Commission forward Plan Case No. 2526-T-26 to the City Council with a recommendation of approval.*

Chair Allred asked if any members of the Plan Commission had questions for City staff.

Chair Allred asked if they would be adding a new parking category that is not in the Table of Uses. Would it also need to be addressed in a text amendment? Should that be in the same text amendment or will that be another case? Mr. Alvarez stated that there were concerns that introducing a new topic to the Table of Uses would introduce a lot of questions about what is appropriate and what is not. Since there are various other catch-all categories in the parking table, staff feel this would be considered similarly, though it certainly could also be added to the Table of Uses.

Chair Allred asked if there is not a one-to-one correspondence of uses that are listed in the Parking Table to those found in the Table of Uses. Mr. Alvarez said that the Parking Table is about one and a half pages front and back and it aggregates many of the requirements from Table V-1 and sends a lot of them into one place. He mentioned that we do have the ability to add it to Table V-1. He went on to further explain that there are many types of uses in the Table of Uses which do not have a corresponding parking requirement. The commercial uses in the parking table are lumped into the categories of food service, retail, and then personal and financial services.

Chair Allred stated that he is just trying to understand the flow of how it would work. If someone comes in, they have a use that is on the Table of Uses that they want to open and they want to know what the parking requirement is, then it would be up to the Zoning Administrator to look at that use, look at the Parking Table and determine what use fits most closely into this category of parking.

Mr. Alvarez pointed out that there is *warehouse* and other similar usage requirement that does require one spot for every 2,000 square feet. Every planning department has a catch-all. It is often *warehouses* because it has the lowest requirement. Staff also wanted to make the proposed text amendment to protect that from being overused where it was not appropriate.

With there being no additional questions for City staff and no one in the audience, Chair Allred declared the public comment portion closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that he believes staff should add the use to Table V-1 because in his profession they look in the Table of Uses first to see what zoning district they can put a specific development in. He would not look at parking first because he may not be able to do the development if the zoning does not allow it. Chair Allred said that it is predictability over flexibility. The development community and landowners want predictability, while the City wants to maintain some flexibility.

Chair Allred asked how many uses in the Table of Uses would apply to the commercial workshop Category. Mr. Alvarez read off the uses.

Chair Allred stated that it would be good to provide some kind of indication to people in advance so that they know if we are talking about removing the barriers to infill. He thinks the knowledge that those barriers have been removed needs to be communicated somehow. He said that the proposed changes are all good, but it needs to be thought through a little more to see how that can best be communicated to people that are looking at the Table of Uses.

Mr. Fell stated that in some ways he is comfortable putting the proposed text amendment forward with no amendments or other clarifications because many uses are not in the Table of Uses, so he calls staff to find what use it is most similar to. Chair Allred asked staff to still take a look at this to make it easier for someone who is not a professional. However, he is fine with moving forward with this case.

Mr. Andresen moved that the Plan Commission forward Plan Case No. 2526-T-26 to City Council with a recommendation for approval. Mr. Fell seconded the motion. Roll call on the motion was as follows:

Mr. Fell	-	Yes	Mr. Allred	-	Yes
Mr. Andresen	-	Yes			

The motion passed by unanimous vote 3-0. Mr. Alvarez noted that Plan Case No. 2526-T-26 would be forwarded to Committee of the Whole on July 6, 2026.

**H. NEW BUSINESS**

There was none.

**I. AUDIENCE PARTICIPATION**

There was none.

**J. STAFF REPORT**

Mr. Alvarez reported on the following:

- Staff Update on Previous Cases – He mentioned that Planning staff will be providing updates on previous cases at future meetings.

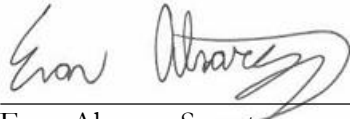
**K. STUDY SESSION**

There was none.

**L. ADJOURNMENT**

The meeting was adjourned at 7:58 pm.

Respectfully submitted,



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Evan Alvarez, Secretary  
Urbana Plan Commission

DRAFT

Table VIII-7. Parking Requirements by Use

Use	Number of Spaces Required
<b>Agriculture</b>	
Feed and Grain Store, Plant Nursery, Roadside Produce Sales Stand	1 per every 400 sq. ft. of sales area
All Other Agriculture Uses	None
<b>Public and Quasi-Public</b>	
Church, Temple or Mosque	1 for every 5 seats in the principal assembly area, or 25% of the capacity in persons of an open assembly area (per VIII-5.H)
College or University Facility	Based on the individual uses housed within the subject building.
Day Care Facility	3 for every 2 employees plus drive-in facility for drop off of children
Hospital	1 space for each bed based on permitted bed occupancy and 1 space for each employee on regular work day shift (beds do not include bassinets)
Institution of an Educational or Charitable Nature	Based on specific uses within a facility and the corresponding parking requirements
Municipal or Government Building	1 for every 300 sq. ft. of floor area
Police or Fire Station	1 per employee on maximum shift
Public or Private Parochial Elementary, Junior High School, or Senior High School	1 for every 8 auditorium seats, or 1 for every 30 classroom seats plus 1 for every 50 classroom seats in the 11 <sup>th</sup> and 12 <sup>th</sup> grade, whichever is greater
Public Library, Museum or Gallery	1 for every 500 sq. ft. of floor area
Public Utility Plants or Storage Building (not including offices)	None
<b>Food Sales and Service</b>	
Restaurant or Similar Uses	1 for every 100 sq. ft. of floor area, excluding outdoor seating areas
Grocery Store or Supermarket	1 for every 300 sq. ft. of floor area
Catering Service	1 for every 400 sq. ft. of floor area
All Other Food Sales and Service Uses	1 for every 250 sq. ft. of floor area
<b>Personal Services</b>	
Ambulance Service	0.75 per employee on maximum shift
Laundry and/or Dry Cleaning	1 for every 300 sq. ft. of floor area
Medical Carrier Service	0.75 per employee
Mortuary	1 for every 8 seats
All Other Personal Services Uses	1 for every 250 sq. ft. of floor area
<b>Professional and Financial Services</b>	
Bank/Savings and Loan Association	1 for every 250 sq. ft. of floor area
Copy and Printer Service or Similar Uses	1 for every 350 sq. ft. of floor area
Medical Clinic or Office	1 for every 250 sq. ft. of floor area
Professional and Business Office	1 for every 300 sq. ft. of floor area
Vocational, Trade or Business School	1 for every 400 sq. ft. of floor area
All Other Professional and Financial Services Uses	1 for every 250 sq. ft. of floor area

Use	Number of Spaces Required
<b>Retail Trade</b>	
Furniture or Appliance Sales and Service (Home or Office)	1 for every 400 sq. ft. of floor area
Art and Craft Store and/or Studio	1 for every 500 sq. ft. of floor area
Bicycle Sales and Service	1 for every 300 sq. ft. of floor area
Building Material, Hardware and Garden Sales or Similar Uses	1 for every 300 sq. ft. of floor area
Shopping Center (excluding Restaurants)	1 for every 250 sq. ft. of floor area
All Other Retail Trade Uses	1 for every 250 sq. ft. of floor area
<b>Recreation</b>	
Bowling Alley	2 for every lane, and 1 for every 2 employees
Country Club	Based on specific uses within a facility and the corresponding parking requirements
Driving Range or Miniature Golf	1 for every tee, plus 1 for every four employees
Gaming Hall	1 for every 250 sq. ft. of floor area
Golf Course	4 for every tee
Indoor Movie Theater	1 for every 5 seats
Lodge or Private Club	1 for every 2 bedrooms and 1 for every 50 sq. ft. of area used for assembly, dancing or dining
Outdoor Commercial Recreation Enterprises	1 for every 2,000 sq. ft. of lot area
Private Indoor Fitness/Recreational Development or Similar Uses	1 for every 400 sq. ft. of floor area
<b>Transportation</b>	
Motor Bus Station	1 for every 400 sq. ft. of leasable floor area
<b>Vehicular Sales and Service</b>	
Automobile Accessories	1 for every 400 sq. ft. of floor area
Gasoline Station/Convenience Store	1 for every 300 sq. ft. of retail floor area; pump locations do not count as parking spaces
All Other Vehicular Sales and Service Uses	1 for every 400 sq. ft. of floor area, and 1 for every 3 employees
<b>Miscellaneous Business</b>	
Animal Hospital or Kennel	1 for every 400 sq. ft. of floor area
Contractor Shop and Showroom	1 for every 400 sq. ft. of floor area
Self-Storage Facility	1 for every 100 storage units, no less than 2; must be located next to main office
Warehouse or Similar Uses	1 for every 2,000 sq. ft. of floor area
<b>Residential</b>	
Bed and Breakfast	1 for every living or sleeping room, plus 2 if owner-occupied
Boarding or Rooming House or Similar Uses	1 for every 2 residents
Community Living Facility (any type), Home for Adjustment, or Transitional Home	1 for every employee on maximum shift, and one for every 4 non-employee residents
Dormitory	1 for every 3 residents
Hotel or Motel	1 for every living or sleeping room
Nursing Home	1 for every 6 beds, and 1 for every 3 employees on maximum shift
Mobile Home	2 for every mobile home
Efficiency or One Bedroom Multiple-Family Dwelling Unit	0.7 for every bedroom
Two or More Bedroom Multiple-Family Dwelling Unit	0.5 for every bedroom
Single and Two-Family or Similar Uses	2 for every dwelling unit
<b>Industrial</b>	
All Industrial Uses	1 for every 1,000 sq. ft. of floor area

*Accessory off-street parking may be located on a lot other than on the same zoning lot where the principal use is located as provided for in Section V-3.E*



**City of Urbana**  
 400 S. Vine Street, Urbana, IL 61801  
[www.urbanainillinois.us](http://www.urbanainillinois.us)

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** July 6, 2026 Committee of the Whole  
**Subject:** A Resolution Approving an Intergovernmental Agreement with the Board of Trustees of the University of Illinois Concerning Certified Housing Inspections (Term of 2026 to 2029).

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### Summary

#### *Action Requested*

The City Council is asked to approve the intergovernmental agreement with the University of Illinois, Board of Trustees, for Private Certified Housing Inspections. The goal of the University's Certified Housing Program is to provide safe, healthy, and educationally beneficial housing for single undergraduate students. The City and the University seek to renew their agreement, which has been in place since 2023, and for the Building Safety Division to conduct annual inspections of Private Certified Housing facilities with respect to all applicable City codes and University certified housing standards.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

There is no impact on core services.

#### *Strategic Goals & Plans*

This proposed agreement aligns with the City's mission to maintain and improve housing quality and ensure compliance with City of Urbana codes. This proposal is also aligned with Mayor/Council Strategic Goals, specifically Strategic Area #2, Housing, by supporting housing security and equity, and improving housing quality. The proposed agreement is also aligned with the *Imagine Urbana* Comprehensive Plan's Big Move 10, "support community health, safety, and well-being," by ensuring resources are made available to support a community that feels safe (Little Move 10.2).

#### *Previous Council Actions*

On June 26, 2023, the City Council passed a resolution approving an intergovernmental agreement with The Board of Trustees of the University of Illinois Concerning Certified Housing Inspections for a term from 2023 to 2026.

## Discussion

### *Additional Background Information*

The Certified Housing program is a division of the University of Illinois Housing Department, under the Vice-Chancellor of Student Affairs. The goal of the University's Certified Housing Program is to provide safe, healthy, and educationally beneficial housing for single undergraduate students. Each facility must comply with all City and Public Health standards including electrical, plumbing, fire safety, and food sanitation and security regulations.

Since the late 1950's the City of Urbana Building Safety Division has completed annual inspections to certify that certain private student housing complies with University Certified Housing Standards, the City's Model Codes Adopting Ordinance and the City's Zoning Ordinance.

To ensure compliance with City of Urbana codes, Building Safety Division Housing Inspectors annually inspect privately owned buildings in west Urbana that comprise the Certified Housing stock. After all code violations are addressed, staff re-inspects to verify full compliance. Initial inspections begin in September and are typically completed by the end of the month.

The follow-up inspections are usually completed by the end of October each year. In some cases, extensions are granted to have all needed work completed by the final inspection date of January 15. This allows time for work to be completed over the holiday break (when students are absent) and to schedule the final inspections.

The City sends the invoice in January with the payment due date of February 28 annually. The attached agreement covers July 1, 2026, through June 30, 2029. City staff completed negotiations in May of 2026 and came to terms for a three-year agreement as outlined in the attached.

### *Fiscal and Budget Impact*

Approval of the Resolution will mean that the University will compensate the City for the services provided as outlined in the attached proposed agreement. Final payment under the agreement occurs by the end of February each year.

### *Community Impact*

The intergovernmental agreement with the University of Illinois Board of Trustees strengthens community well-being by ensuring that privately owned certified housing in Urbana meets high standards of safety, health, and educational support. Through coordinated inspections and shared oversight, the partnership helps create living environments that protect students and contribute positively to Urbana's overall quality of life.

**Recommendation**

Staff recommend that the City Council approve the resolution approving the intergovernmental agreement with The Board of Trustees of the University of Illinois Concerning Certified Housing Inspections for a term from 2026 to 2029.

*Options*

The City Council has the following options:

1. Forward the Resolution to City Council on the consent/regular agenda, approving execution of the agreement substantially in the form of the exhibit appended.
2. Forward the Resolution to City Council on the consent/regular agenda, with certain specified modifications.
3. Do not approve the Resolution and provide further direction to staff.

**Attachments**

1. A Resolution Approving an Intergovernmental Agreement with the Board of Trustees of the University of Illinois Concerning Certified Housing Inspections (Term of 2026 to 2029)
2. An Agreement Between the City of Urbana and the University of Illinois Concerning Certified Housing Inspections (Term of 2026 to 2029)
3. A Resolution Approving an Intergovernmental Agreement with the Board of Trustees of the University of Illinois Concerning Certified Housing Inspections (Term of 2023 to 2026)

Originated by: Nicholas Hanson, Building Official  
Reviewed: Olivia Jovine, Director of Community Development Services  
Approved: Darius White, City Administrator

**AN AGREEMENT BETWEEN  
THE CITY OF URBANA  
AND THE UNIVERSITY OF ILLINOIS  
CONCERNING CERTIFIED HOUSING INSPECTIONS**

THIS AGREEMENT, made upon the date of final, executing signature between the City of Urbana, Illinois, a municipal corporation of the State of Illinois, hereinafter referred to as the "City" and the Board of Trustees of the University of Illinois, a public corporation of the State of Illinois, hereinafter referred to as the "University."

WITNESSETH:

WHEREAS, the University maintains an agreement with property owners and/or management companies of privately owned buildings designated by the University as Private Certified Housing; and

WHEREAS, the City has established minimal standards for the interior and exterior conditions of a private property within the city limits including fire safety, interior occupancy standards, and exterior maintenance requirements; and

WHEREAS, the University and the City agree that it would be in their best interest to develop a program which would assure the annual inspection of Private Certified Housing facilities with respect to all applicable City codes and the University certified housing standards, last revised January 2016 (the "University Certified Housing Standards").

NOW THEREFORE, in consideration of the preceding and the following premises, it is mutually agreed by the City and the University as follows:

1. **Term.** The initial term of this Agreement shall be from July 1, 2026 to June 30, 2029 unless terminated or extended as permitted herein.
2. **Renewal.** The Parties shall have the option to renew this Agreement for one additional three-year terms with annual costs to be determined at the time of renewal by mutual agreement and subject to Section 3 below. Such negotiations for renewal must be completed no later than sixty (60) days prior to the end of the current term.
3. **Payment.** The University shall pay to the City, for the initial term of this Agreement, the sums as listed below. Thereafter any cost increase for an annual term shall not exceed 3.0%.

Term	Amount	Due Date
July 1, 2026 – June 30, 2027	\$20,761.71	February 28, 2027
July 1, 2027 – June 30, 2028	\$21,384.56	February 28, 2028
July 1, 2028 – June 30, 2029	\$22,026.10	February 28, 2029

4. **Inspection Services Provided.** For and in consideration of the payments provided for in Section 3 above, the City agrees that it will perform the following services within the corporate limits of the City of Urbana.
  - a. **New Units.** At the written request of the University, the City will perform, within a reasonable time of such request, an initial inspection of any building whose owner seeks to secure certified student housing designation from the University. Such inspection shall consist of an inspection to determine compliance with applicable City codes and the University Certified Housing Standards. The City shall complete a written report as to the results of such inspection.

- b. **Annual Inspection.** The City shall inspect all privately owned University certified student housing between August 15<sup>th</sup> and December 31<sup>st</sup> (barring those facilities that have received reasonable extensions for compliance) of each year that this agreement is in effect. The University shall provide to the City a list of such housing units prior to July 1st of each year that this Agreement is in effect.

Such inspection shall consist of an inspection to determine compliance with applicable City codes and the University Certified Housing Standards. A written report with results will be transmitted to the University's Housing Information Office within three (3) business days of the inspection. Additionally, the City shall perform such follow-up inspections as is customary in its ordinary procedures to obtain reasonable compliance with its remedial orders. The City shall prepare a written report as to the results of all reinspections within five (5) business days of the first reinspection and within three (3) business days of any subsequent reinspections.

The city's customary and ordinary procedures consist of (a) an initial inspection, (b) a reinspection for compliance, (c) if needed, a reasonable extension for compliance, and (d) a final inspection. Written reports will be transmitted to the University's Housing Information Office following each inspection. If the property is not in compliance with City Codes and the University's Certified Housing Standards at the conclusion of this process, the City will provide a report to the University's Housing Information Office of remaining deficiencies and may initiate legal enforcement options to gain compliance.

- c. **Special Requests.** A reasonable number of inspections for fire safety on special occasions, such as Homecoming or Christmas parties, shall be performed by the City upon written request by the University. Such a request shall be made at least thirty (30) calendar days prior to the desired date for such an inspection, though the City may agree to performance of such an inspection with less notice.
- d. **Limited Inspection of Food Service Areas.** The City will inspect the food service areas of private certified housing facilities for conformance with only the City's Property Maintenance Code.
- e. **Nuisance Properties.** Nothing contained herein prevents the City from enforcing applicable ordinances and/or collecting fines/payment against properties and property owner(s) in the same manner as the City enforces Property Maintenance Code violations with non-certified housing rental property. The University shall not be responsible or liable for such ordinance violations, fines/costs, or for the collection of the same.
5. **Enforcement.** The University shall supply annually the names, mailing addresses, and phone numbers of Private Certified Housing owners/operators, house counselor, and corporate board president. The University shall require Private Certified Housing owners/operators and house counselors to cooperate with the City to schedule and conduct inspections and reinspections. It is understood that an inspection will not be performed unless the property owner, operator, or house counselor is available to accompany an inspector during an inspection or reinspection. The City shall report a failure to comply by a property owner/operator to the University, which may result in immediate decertification at the University's option.
6. **Reporting.** The City shall inform the University of any and all violations of the City codes or the University Housing Standards which are found to exist in any certified housing structure for which the inspection has been performed. Following each and every inspection, written notification will be sent to property owners/operators and the Housing Information Office. The City will inform the Housing Information Office if a property owner/operator or representative fails to abate violations within the time frame that may be specified by the City or any extension thereof. Extensions granted by the City shall not extend beyond December 31st of any year without joint approval by both the City and the University.

- 7. **Construction.** Nothing in this Agreement shall be construed to abrogate or reduce in whole or in the application of the applicable provisions of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10 /1 · IOI et seq.).
- 8. **Notices.** All written notices required hereunder shall be deemed given when sent via the United States mail, postage prepaid to:

CITY	UNIVERSITY
Community Development Services Department 400 S. Vine Street Urbana, IL 61801	Office of the Vice Chancellor for Student Affairs Swanlund Administration Building 601 East John Street Champaign, IL 61820

IN WITNESS WHEREOF, the parties hereunto set their hand this day and year first above written.

CITY OF Urbana, ILLINOIS, A Municipal Corporation	THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS
Signature: _____	Signature: _____
Printed: _____	Printed: <u>Paul N. Ellinger, Comptroller</u>
Date: _____	Date: _____

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH  
THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS CONCERNING  
CERTIFIED HOUSING INSPECTIONS  
(Term of 2026 to 2029)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; enable the City to enter into intergovernmental agreements with other units of government including The Board of Trustees of the University of Illinois (the “University”); and

**WHEREAS**, in past years the City and the University have entered into intergovernmental agreements whereby the City agreed to conduct annual inspections of Private Certified Housing facilities with respect to all applicable City codes and University certified housing standards; and

**WHEREAS**, the City and the University seek to renew their Agreement Concerning Certified Housing Inspections; and

**WHEREAS**, the City Council finds that the best interests of the City are served by approving an intergovernmental agreement between the City of Urbana and the Board of Trustees of the University of Illinois for annual inspections of private certified student housing facilities in substantially the form of the exhibit appended hereto and made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

Section 1. An Agreement between the City of Urbana and the University of Illinois Concerning Certified Housing Inspections, in substantially the form of the exhibit attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. The Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of said Agreement in substantially the form of the exhibit appended hereto as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_, 2026.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_, 2026.

\_\_\_\_\_  
DeShawn Williams, Mayor

**RESOLUTION NO. 2023-06-073R****A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH  
THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS CONCERNING  
CERTIFIED HOUSING INSPECTIONS  
(Term of 2023 to 2026)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; enable the City to enter into intergovernmental agreements with other units of government including The Board of Trustees of the University of Illinois (the “University”); and

**WHEREAS**, in past years the City and the University have entered into intergovernmental agreements whereby the City agreed to conduct annual inspections of Private Certified Housing facilities with respect to all applicable City codes and University certified housing standards; and

**WHEREAS**, the City and the University seek to renew their Agreement Concerning Certified Housing Inspections; and

**WHEREAS**, the City Council finds that the best interests of the City are served by approving an intergovernmental agreement between the City of Urbana and the Board of Trustees of the University of Illinois for annual inspections of private certified student housing facilities in substantially the form of the exhibit appended hereto and made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

Section 1. An Agreement between the City of Urbana and the University of Illinois Concerning Certified Housing Inspections, in substantially the form of the exhibit attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. The Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of said Agreement in substantially the form of the exhibit appended hereto as so authorized and approved for and on behalf of the City of Urbana, Illinois.

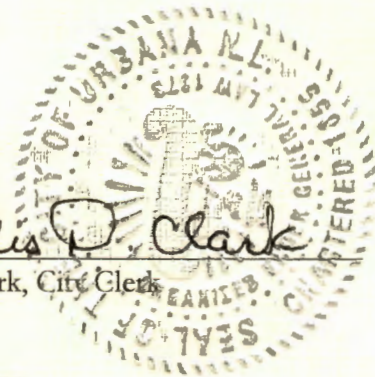
**PASSED BY THE CITY COUNCIL** this 26th day of June, 2023.

AYES: Wu, Evans, Hursey, Kolisetty, Bishop, Wilken, Quisenberry

NAYS: None

ABSTENTIONS: None

*Phyllis D. Clark*  
\_\_\_\_\_  
Phyllis D. Clark, City Clerk



**APPROVED BY THE MAYOR** this 10<sup>th</sup> day of August, 2023.

*Diane Wolfe Marlin*  
\_\_\_\_\_  
Diane Wolfe Marlin, Mayor



**MEMORANDUM TO THE MAYOR AND CITY COUNCIL**

**Meeting:** July 6, 2026 Committee of the Whole

**Subject:** A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Urbana-Champaign Independent Media Center - UCIMC Summer for Youth

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Sola Gratia Farm - Free Friday Market & Gardener Outreach and Education

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – The Land Connection - Winter Token Match at CU Winter Farmers Market

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – The Land Connection - NeighborFood Bucks

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – The Land Connection - WIC/Senior FMNP Match at Urbana Farmers Markets

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Habitat for Humanity of Champaign County - Financial Capability and Stability Program

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Persons Assuming Control of their Environment, Inc. (PACE, Inc.) - rent and utility assistance program

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement Community Services Grant Agreement – Champaign County Health Care Consumers – Public Benefits Navigation, Applications, and Enrollment Services

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement  
Community Services Grant Agreement – Champaign County Health Care Consumers –  
Immigrant Population Services

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement  
Community Services Grant Agreement – Don Moyer Boys & Girls Club - RIDES Program

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement  
Community Services Grant Agreement – Urbana SD 116 - Urbana Middle School SPLASH!  
on Careers Program

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement  
Community Services Grant Agreement – Crisis Nursery - Safe Children Program

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement  
Community Services Grant Agreement – Eastern Illinois Foodbank - City of Urbana Food  
Fund

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement  
Community Services Grant Agreement – Angel's Youth Center - Angel's Youth Center  
Program

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement  
Community Services Grant Agreement – The Center For Youth and Family Solutions -  
Counseling Program

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement  
Community Services Grant Agreement – Rape Advocacy, Counseling, & Education Services  
- Survivor Services

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement  
Community Services Grant Agreement – Courage Connection - Housing Stabilization for  
DV Survivors

A Resolution Approving and Authorizing the Execution of a Subrecipient Agreement  
Community Services Grant Agreement – East Central Illinois Refugee Mutual Assistance  
Center (The Refugee Center) - Supporting Immigrant Families

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## Summary

### *Action Requested*

City Council is being asked to consider the attached resolutions. The resolutions approve and authorize the execution of subrecipient agreements as part of the City's Community Services Grant Program. Award amounts for each program can be found in Attachment I. Program descriptions can be found after the Scoring Tool.

### *Recommendation*

Staff recommend approval of the resolutions approving and authorizing the execution of subrecipient agreements with fifteen agencies to support eighteen programs.

## Relationship to City Services and Priorities

### *Impact on Core Services*

There will be no impact on core City services as a result of approving the proposed Resolutions.

### *Strategic Goals & Plans*

Approval of the proposed Resolutions will further the strategies and objectives described in the City of Urbana and Urbana HOME Consortium FY 2025-2029 Consolidated Plan, and 2026-2027 Annual Action Plan. Approval of the Resolutions will also further the following City Council Strategic Goals:

- 1.1 (A) *Continue to fund community partners and projects that address the root causes of violence with continual program monitoring and evaluation.*
- 1.3 (B) *Continue to fund community partners and projects that promote health, wellness, drug and alcohol treatment, and that support families suffering from domestic violence; with continual program monitoring and evaluation.*
- 2.1 (A) *Coordinate with housing and social service agencies to reduce homelessness.*

### *Previous Council Actions*

Approval of social service funding takes place annually. Council approved FY26 Community Services subrecipient agreements on June 23, 2025.

## Discussion

### *Background*

The Community Services Grant Program provides grants to local agencies that support low-income Urbana residents through community-based programming and services. It is an expansion of the Youth Services Grant offered in previous years; service providers may now service low-income Urbana residents generally, and funding is not limited to youth service organizations (though youth service is still an eligible subcategory). In FY27, \$628,131.14 was made available for Community Services grants. \$200,000 for organizations providing resources and services for domestic violence victims, \$100,000 for organizations providing immigrant services, \$40,131.14 for violence prevention and the remaining \$288,000 for programs in any eligible area. This funding for FY27 comes from the City general fund and state DCEO violence prevention grant funds.

Applications for the FY27 Community Services Grant Program opened on February 2, 2026, and closed on April 6, 2026. Staff solicited proposals by sharing information through the City's social media accounts, the local news media, as well as county-wide social service groups. Staff held two grant assistance workshops for agencies that were interested in applying. All workshop materials as well as an FAQ document were made publicly available on the City's website.

Once applications closed on April 6, a review committee was convened to review and score the grant proposals, and to make funding recommendations. The Committee used a scoring matrix tool to evaluate each application. The scoring tool is included as Attachment II.

The committee recommends funding fifteen agencies to support eighteen programs, totaling \$628,131.14. The Committee based funding recommendations on several factors, including overall score, the agency's ability to fill existing gaps in services, proposed numbers served, and anticipated long-term impact. Applications from City of Champaign Township, Housing Authority of Champaign County, Cunningham Township, Champaign County Christian Health Center, OSF Healthcare System, C-U at Home, Family Services Champaign County, Prairielands Council, Big Brothers & Big Sisters of Central Illinois, Champaign-Urbana Public Health District, DREAAM, USD 116, Vision to Succeed, Breaking Barriers International, Street College, and Promise Healthcare were not recommended for funding for the FY27 program year. Applications from seven additional organizations were deemed ineligible based on incomplete applications.

#### *Fiscal Impact*

A total of \$588,000 from City general funds was made available to support FY26 Community Services grants and \$40,131.14 in state funding from a previous grant. The review committee has recommended \$628,131.14 in funding to eighteen programs. The commitment of general funds is subject to approval of the City's FY27 budget. The City reserves the right to alter grant awards based on the availability of funding.

#### *Next Steps*

Once the Resolutions are approved by Council, staff will execute subrecipient agreements with each agency. The grant period will begin on July 1, 2026, and end June 30, 2027.

#### **Attachments**

1. FY27 Funding Recommendations
2. Scoring Tool
3. Program Descriptions
4. Resolutions and Agreements

Originated by: Chris Kalter, Grants Manager  
 Reviewed: Olivia Jovine, Director of Community Development Services  
 Approved: Darius White, City Administrator

**Attachment I  
Funding Recommendations**

	<b>Category</b>	<b>Agency</b>	<b>Program Name</b>	<b>Recommendation</b>
1	General	U-C Independent Media Center	UCIMC Summer for Youth	\$25,000.00
2	General	Sola Gratia	Free Friday Market & Gardener Outreach & Education	\$25,000.00
3	General	The Land Connection	NeighborFood Bucks	\$5,000.00
4	General	The Land Connection	WIC/Sr FMNP Match	\$10,000.00
5	General	The Land Connection	Winter Token Match CU Winter Farmers Market	\$5,000.00
6	General	Habitat for Humanity CC	Financial Capability & Stability	\$15,000.00
7	General	PACE	Rent & Utility Assistance	\$34,000.00
8	General	CC Health Care Consumers	Public Benefits, Navigation, Application & Enrollment	\$25,000.00
9	General	Don Moyer Boys & Girls Club	RIDES Program	\$33,000.00
10	General	Urbana Middle School	SPLASH! On Careers	\$24,000.00
11	General	Crisis Nursery	Safe Children Program	\$37,000.00
12	General	East IL Foodbank	City of Urbana Food Fund	\$50,000.00
13	Violence Prevention	Angels Youth Center	Angel's Youth Center Program	\$25,000.00
14	Violence Prevention	Center for Youth & Family Solutions	Counseling Program	\$15,131.14
15	Domestic Violence	RACES	Survivor Services	\$75,000.00
16	Domestic Violence	Courage Connection	Housing Stabilization for DV Survivors	\$125,000.00
17	Immigrant Services	The Refugee Center	Supporting Immigrant Families	\$75,000.00
18	Immigrant Services	CC Health Care Consumers	Immigration Population Services	\$25,000.00

**\$628,131.14**

Attachment II  
Scoring Tool

City of Urbana Community Services Grant Program Application Evaluation Criteria (PY 2026)		
Agency Name:		Program Name:
<b>Program Eligibility (Unscored)</b>		<i>Proposals must meet each of the program eligibility criteria in order to be considered for funding</i>
Y/N		
1. Program addresses at least one key service area		
2. All required application documentation has been submitted as prescribed		
Criteria	Score	Scoring Benchmark
1. Proposed program meets an unmet need or gap in service in the community		Yes (3); No (0) <i>Based on narrative</i>
2. Agency has experience securing and managing grant awards		Yes (1); No (0) <i>Based on budget narrative</i>
3. Agency demonstrates capacity to operate program beyond this year's funding		Yes (2); No (0) <i>Based on narrative</i>
4. Proposed program increases services rather than replacing existing services		Yes (1); No (0) <i>Based on narrative</i>
5. Agency has clearly defined success measures to demonstrate program impact		Yes (1); No (0) <i>Based on narrative</i>
6. Agency has experience successfully offering similar programming		Yes (1); No (0) <i>Based on narrative</i>
7. Agency leverages funds to support program		Yes (2); No (0) <i>Based on budget narrative</i>
8. Program costs are reasonable		Yes (2); No (0) <i>Based on budget</i>
9. Applicant demonstrates experience collaborating with other organizations		Yes (2); No (0) <i>Based on narrative</i>
10. More than 51% of agency Board is composed of BIPOC members		Yes (5); No (0) <i>Based on Section G</i>
<b>Maximum Score: 20</b>		

**Scoring:** Agencies with higher scores are not guaranteed funding. Numeric scores are used as a guideline for the Review Committee to ensure a fair and objective process. The narratives provided in the application will help guide the Committee in determining an agency's fitness to use the funds and serve an unmet need for extremely low to very-low-income Urbana Residents. Agencies may be selected for partial funding based on funding availability, and score. All funding decisions are subject to final review and approval by the Urbana Community Development Commission, and Urbana City Council.

### Attachment III Project Descriptions

#### U-C Independent Media Center “UCIMC Summer for Youth”

This program will offer engaging art-based activities for youth between the ages of 12 to 18, for the first month after school ends. Arts workshops will be an entry point to a variety of youth engagement opportunities. At each workshop, youth will be invited to showcase their creativity at two large events: Community Night and the UCIMC Youth Showcase. Finally, the grant will support our Program Manager who will mentor UCIMC Summer Youth Employees. These employees are paid through stipends funded through the Illinois Arts Council. Summer Youth employees will work on their own artistic projects and will also help advise and organize the workshops and events.

UCIMC Summer of Youth provides a ladder of engagement to youth in collaboration with local artists, past IMC youth employees, and youth-serving organizations. The workshops will happen weekly in June in three artistic genres that match our Summer Youth Employee jobs. Just as we hire youth employees in visual art, poetry, and film, we'll offer free one-time workshops in visual art, poetry and short mobile-based films that are free and open to all youth ages 12 to 18. At each workshop, the youth will be invited to present their work at our annual Youth Showcase, which will take place on the last Saturday in June. Additionally, we will invite them to bring their families to Community Night, an all-ages event centered on mutual aid that nourishes our community through free food, creative expression, and access to free clothing and repair resources. If the weather permits, Community Night will extend to outdoor activities and games, a live DJ, and giveaways.

The impact that this program will have on youth is to connect them to an intergenerational third space where in-person relationships are encouraged and facilitated through making art. We anticipate they will grow their networks, their confidence, and learn about opportunities to advance their creative practice. This includes learning about our summer youth employment in the arts program, with stipends funded by a separate grant. UCIMC Summer for Youth will be a month of activities youth will look forward to that is accessible, engaging and enriching.

As we were submitting this grant proposal, we got a call from local DJ Ja'Nea Modest, who was looking for a way to give youth a positive outlet in the wake of the shooting and death of a teen just two weeks ago in mid-March. She volunteered to host a DJ showcase featuring teen DJs she has mentored. We'll host the first event before the end of fiscal year 2026. However, we've added funds to this grant proposal to support her mentoring work and to support a professional security team so that we can host three more DJ Showcase events in fiscal year 2027.

## Sola Gratia Farm

### **“Free Friday Market”**

We are again seeking support from the Community Services Grant Program for our weekly free market in southeast Urbana. Our neighborhood-based Free Friday Market (FFM), in partnership with Champaign-Urbana Public Health District, has run for 20 weeks each year mid-June through October for the last ten years. In 2020, we relocated from in front of the Dollar Tree store on East Colorado Avenue to in front of Cornerstone Fellowship, also on East Colorado Avenue in Urbana. This location has served low-income/limited access neighbors well as it is located near Steer Place, a Housing Authority of Champaign County senior living apartment complex, near a well-used bus stop and gathering place, across the street from Salt and Light grocery and general store and right in the heart of a neighborhood with many residents in need of food and health support and lacking transportation. To date, Sola Gratia Farm has distributed over 30,000 pounds of fresh healthy produce, hundreds of potted vegetable plants and seed packets and generally connected with and learned more about how to help our neighbors in need. In 2025, with Community Services Grant Program support, we were able to increase produce offerings and distributed 5,167 lbs. of produce (up from 4,638 in 2024) and extend the length of the market, holding it for 26 weeks instead of 20. However, with new requirements for SNAP and rising food prices, we have seen that the need in this community continues to grow and that our value as a familiar, dependable service provider to our neighbors is enormous.

As we have connected with members of this neighborhood, we have sought to include in our crop plan more of the types of produce we have learned are enjoyed by market patrons, such as cooking greens, cabbage, tomatoes, and sweet potatoes. But unpredictable conditions such as herbicide drift and drought have decreased our yields and increased the cost of growing, stymying our efforts to increase the amount of these products that we bring to market. Funding for the market helps us allocate harvests for distribution without incurring unsustainable costs. Additionally, our broad collaborations with community gardeners have the potential to provide a supplemental source for these highly requested vegetables. Through our engagement in the Solidarity Gardens collaborative, we intend to utilize our connections with gardeners to increase the amount of these vegetables grown throughout our community and donated through our farm.

In 2025, we began regularly offering seeds, vegetable starts, gardening supplies, and gardening support at the Free Friday Market through our Outreach/Education Team. Market patrons expressed enthusiasm for these resources, and we intend to continue offering them, refining them to the needs of our market-patron gardeners and any beginner gardeners who may be inspired to start. By inviting, resourcing, and supporting our market patrons to grow their own food, we help provide them the tools they need to self-sufficiently address their food needs, while also building confidence and encouraging exercise. These efforts pair especially well with healthy living and healthy eating materials

distributed at the market by our partners at CUPHD, especially meal kits, which they began offering in 2025 and hope to offer more of in 2026.

### **“Gardener Outreach & Education”**

We are additionally seeking funding for our efforts to support home and community gardeners through our involvement in the Solidarity Gardens collaborative, as well as through our gardening workshop series, so as to inspire more people to grow high-quality, healthy produce at home for themselves and their neighbors.

Since 2020, we have helped to lead Solidarity Gardens, a collaborative network leveraging efforts of volunteer gardeners to produce and donate food for those in need. The program began as a response to increase food access needs during the COVID crisis and aims to engage local gardeners who are growing food in their backyard, rented plot, or local community garden to harvest extra to be shared with those in need. We coordinated the program in 2023 and 2024 and currently serve on its Steering Group along with Cunningham Township Supervisor’s Office (the current coordinator) and the Urbana and Champaign Park Districts. As part of our support for the collaborative, we provide technical support, plant starts, resource access, and training to gardeners participating in Solidarity Gardens. We also host a donation site on our farm where community gardeners can drop off their excess produce to be stored in one of our produce coolers until it can be shared with our community feeding partners to reach those in need in our community. In 2025, 1,593 pounds of produce were donated through this site and distributed through our community feeding partners.

Our “Grow More Good” workshop series teaches food gardening skills for home consumption and community donation. Their purpose is to provide training in practical, foundational skills of growing and preparing food on a small scale, both for the benefit of low-income and/or beginning gardeners who are seeking to garden to address their own food needs and for intermediate and community gardeners to be able to grow more produce to share with those in need. In 2025, we piloted a first iteration of this series with 4 workshops, aimed towards participants in the Solidarity Gardens collaborative, but open to the public. These workshops were very well received, and we were encouraged by participants to offer more workshops and expand their reach.

Our Outreach/Education Team (OET) manages both of these efforts and maintains communication with gardeners and other support organizations in our community to ensure that we are doing our utmost to increase the amount of healthy food produced by and for our community.

## The Land Connection

### **“Winter Token Match at CU Winter Farmer’s Market”**

The Land Connection seeks to support the Winter Token Match at the Champaign-Urbana Winter Farmers Market, an indoor market held at Lincoln Square Mall from November through April. This program effectively triples the purchasing power of SNAP recipients during the season when food insecurity is most acute. Crucially, the winter market is located in Urbana, making this program directly and immediately accessible to Urbana residents. Because The Land Connection operates a universal benefit system across all of our market sites, participants can secure their SNAP benefits at any of our nine locations and spend them at the winter market, and vice versa – but the Winter Tokens are only able to be redeemed at the winter market in Urbana’s Lincoln Square Mall. This brings shoppers from across the region into downtown Urbana, benefiting not just program participants but also the broader business community, while ensuring that our locally funded matching program keeps those particular benefits at our Urbana market. Research consistently shows that a significant percentage of farmers market shoppers also patronize nearby businesses on market days, generating economic activity beyond the market itself, meaning that this program has secondary economic benefits that are not immediately visible.

Here is how it works: a shopper brings their Link card to the market and swipes for whatever amount they would like to spend. Through the statewide, state and federally funded Link Match program, they receive dollar-for-dollar matching vouchers for fruits and vegetables, doubling their money. Our Winter Token Match then adds an additional layer of independently funded matching tokens on top of that, bringing, say, a \$25 swipe to \$75 in purchasing power. This additional token program is exclusive to the Champaign-Urbana Winter Farmers Market and funded entirely through local and foundation sources, separate from the Link Up Illinois program. By targeting the winter market, we are able to address food insecurity when it hits hardest: in the winter heating costs strain already tight budgets, fresh produce becomes scarcer and more expensive at grocery stores, and transportation barriers multiply in cold weather. Both shoppers and food and farm businesses face these difficulties, and a direct economic incentives program like ours simultaneously helps both, giving shoppers the chance to continue shopping their values and procure nutritious, local food, and boosting the sales of our local producers who need to maintain income in the months when production and demand wane.

During the entire 2024-25 winter market season (November – April), we served 444 shoppers and distributed \$10,024 in these Winter Tokens. With a month to go in our 2025-26 season, we’ve already distributed \$16,652 in Winter Tokens and maintained a redemption rate of 91%. When compared with our Link Match data, we can determine that roughly \$3,000 of these tokens were distributed through our SNAP Contingency program which went into place when the federal government stopped SNAP payments in November of 2025 and allowed us to independently fund SNAP shoppers even when they had no benefits to spend. This is to say, not only is our regular Winter Token

distribution up by 71% from this time last year (\$13,652 versus \$7978), but this funding was also able to help fuel our emergency response to food insecurity in the wake of the failure of the federal government. The fact that this program is locally funded and beholden only to the needs of our local community means that it can serve our community in ways that work for our community; when layers of protection are compromised at the national and state level, programs like this can step in to ensure our most vulnerable are protected.

In the near term, the Winter Token Match puts fresher, locally grown food on the tables of Urbana families during the months they need it most. In the long term, the program sustains local farmers through the winter by providing critical revenue during their lowest-income season, strengthens the viability of the winter market as community infrastructure, and reinforces the economic ecosystem in which local food dollars circulate: vendors at our markets keep 100% of every dollar they earn, compared to roughly \$0.16 in the conventional food system, and approximately 70% of dollars spent at local businesses stay in the community.

### **“NeighborFood Bucks”**

The Land Connection seeks \$10,000 to support NeighborFood Bucks, a dignity-centered food assistance program that provides immediate purchasing support to anyone who approaches our farmers market information booth indicating they need help accessing food. There is no income verification, no lengthy application, and no qualifying paperwork. Participants complete a brief survey to help us understand community needs and measure impact, then receive \$15 in tokens redeemable with any eligible market vendor. Families are served individually: if a family of five arrives, each member receives their own tokens.

NeighborFood Bucks exists because federal nutrition programs, as essential as they are, leave significant gaps. Refugees navigating a new country may not yet qualify for SNAP. LGBTQ+ individuals may face barriers accessing traditional social services. People experiencing homelessness may lack the documentation required for federal programs. Working families earning just above eligibility thresholds still struggle to afford fresh food. Our program meets all of these people where they are, at the market, and connects them with fresh, locally grown produce, meat, eggs, and bread from farmers they can get to know by name.

In 2025, The Land Connection distributed \$9,070 in NeighborFood Bucks across our market sites, with a 91% redemption rate, serving at least 250 unique individuals and families. Of that total, approximately \$7,930 was distributed at Urbana markets (Urbana’s Market at the Square and our CU Winter Farmers Market). We work directly with community organizations that intersect with populations most likely to experience food insecurity without federal support, including The Refugee Center, Uniting Pride of Champaign County, and Champaign-Urbana Public Health. These partners refer individuals to our markets, and we have been actively expanding these referral relationships to reach more Urbana residents.

In addition, we were able to use these tokens to fund our SNAP Contingency program which went into place when the federal government stopped SNAP payments in November of 2025. NeighborFood Bucks, coupled with our Winter Token Match, allowed us to independently fund SNAP shoppers even when they had no benefits to spend. Having a robust suite of food access programming has allowed us to be nimble and dynamic, quickly adapting to the cruelty of our current conditions with care and compassion.

The near-term impact is straightforward: people who need food get food, with dignity and choice, at a community gathering place rather than a charity distribution point. They select what they want from local vendors, building relationships with the people who grow and produce their food. The long-term impact is equally significant. Every NeighborFood Buck spent goes directly to a local farmer or food producer, strengthening the regional food economy. And by designing the program so that participation looks and feels like any other market transaction, we reinforce that the farmers market, and Urbana, is a place where everyone belongs, regardless of their economic circumstances.

#### **“WIC/Senior FMNP Match at Urbana Farmers Markets”**

The Land Connection seeks \$10,000 to support our matching program for WIC (Women, Infants, and Children) and Senior Farmers Market Nutrition Program (FMNP) participants at Urbana's Market at the Square. This program extends the value of federal nutrition vouchers by providing additional matching funds, making fresh produce significantly more affordable for two of our community's most nutritionally vulnerable populations: young children in low-income families and seniors on fixed incomes. Here is how it works: the federal WIC program and Senior FMNP provide eligible participants with vouchers redeemable at farmers markets for fresh fruits and vegetables. When participants bring these vouchers to Urbana's Market at the Square, The Land Connection matches the value of the WIC and Senior booklets. This means WIC participants walk away with \$60 in purchasing power (if their booklets remain at \$30) and Senior participants with \$100 (if their booklets remain at \$50). The matching funds must be spent on fruits and vegetables, reinforcing the nutritional impact. In 2025, The Land Connection distributed \$10,765 in WIC/Senior FMNP matching across our market sites, with an 87% redemption rate, serving 264 individuals. The majority of this distribution, approximately \$8,750, occurred at Urbana's Market at the Square, which is the primary site for this program because it supplies such a large amount and variety of fresh fruits and vegetables. The popularity of Urbana for voucher use is seen in the higher redemption rate of 95%. The populations this program serves face distinct nutritional challenges that this program directly addresses. Seniors on fixed incomes often cannot afford fresh produce, leading to diets heavy in processed foods that exacerbate chronic health conditions. WIC-eligible families are feeding young children during critical developmental windows when nutrition has outsized long-term impacts on health and cognitive development. Both populations benefit disproportionately from increased fruit and vegetable consumption, and the farmers market offers food that is fresher and more nutrient-dense than grocery store equivalents because local farms harvest the day of or just before market. The near-term impact is measurable in dollars and people served: more fresh food on the tables of

seniors and young families in Urbana. The long-term impact includes improved health outcomes for populations at highest nutritional risk, sustained revenue for local farmers who participate in these programs, and a deeper connection between vulnerable community members and the local food system that serves them.

### **Habitat for Humanity of Champaign County**

The Habitat Homebuyer Program serves low to moderate income (ALICE) individuals in our community by providing access to resources and support needed to make informed decisions to achieve and sustain financial security through homeownership while addressing barriers to homeownership that minority and low-income families often face. Our program combines group financial education, individual financial counseling, and mortgage support to help participants achieve and maintain financial stability. We offer a free financial education course to Champaign County residents with topics covering Managing Your Money, Are You Ready to Buy A Home, Understanding Credit, Getting a Mortgage Loan, Shopping For a Home, Protecting Your Investment, Home Maintenance, and Community Involvement, along with free financial planners and resources to participants.

Additionally, through agency collaboration, we recently launched a Fresh Start program to provide people who are transitioning to stable housing after experiencing homelessness, domestic violence, recovery, or other life altering event with a voucher to purchase essential household furniture and goods for their home that they could otherwise not afford utilizing items available at our ReStore. Vouchers will be distributed on a referral basis in partnership with local organizations providing case management services and redeemed at the Champaign County ReStore, giving participants a fresh, stable start and the freedom and dignity to shop for home essentials.

### **PACE “PACE Rent & Utility Assistance”**

PACE has provided services to consumers with disabilities since 1985 as a Center for Independent Living dedicated to helping consumers achieve and maintain independence within their communities. For more than three decades, PACE has delivered programs that support consumers and families in the areas of housing stability, employment and job training, and services for consumers with special needs. Through its longstanding presence in Champaign County and surrounding areas, PACE has developed extensive experience assisting consumers who face barriers to securing and maintaining stable, accessible housing. PACE staff regularly support consumers with navigating the housing search process and overcoming financial barriers that can prevent consumers from obtaining housing. Many consumers face challenges related to rental application fees, administrative fees, security deposits, rental assistance and utility assistance. PACE assists consumers by helping them identify appropriate housing opportunities, complete housing applications, understand eligibility requirements, and communicate with landlords and property managers. A dedicated Housing Specialist at PACE maintains an updated database of available housing options in the local area and works closely with property managers and landlords throughout Champaign County to identify potential

vacancies suitable for consumers with disabilities. In addition to housing search assistance, PACE has direct experience administering financial assistance to address housing-related barriers. During the current fiscal year, PACE received funding through the Safe Housing Initiative Grant from the United Way of Champaign County. Through this initiative, PACE provided one-time financial assistance to consumers with disabilities to help cover rental application fees, administrative fees, and security deposits. This support allowed many consumers to secure stable housing who otherwise may not have been able to afford the upfront costs associated with rental housing. PACE also integrates supportive services that promote long-term housing stability and independence. The organization provides Independent Living training sessions at least quarterly, offering both individual and group opportunities for consumers to develop essential life and employment skills. These trainings address practical topics such as budgeting and financial management, transportation options within the community, access to local food pantries, and information about housing assistance programs such as HOPE housing resources. PACE staff also assist consumers with job search support, resume preparation, and employment applications to help improve financial stability and long-term self-sufficiency. A unique strength of PACE is that the majority of its staff are persons with disabilities. This lived experience provides staff with firsthand knowledge of the challenges consumers face and allows them to provide empathetic, informed, and effective support. Staff members are experienced in independent living services, advocacy, and community resource coordination, which strengthens their ability to guide consumers through housing and employment processes. PACE also maintains partnerships with local organizations, community service providers, business owners, property managers, and landlords that offer related resources such as food assistance, transportation services, and housing support programs. These partnerships enable PACE to connect consumers with a wide range of community resources and services that contribute to housing stability, employment opportunities, and overall independence. Through decades of service, experienced staff, and strong community partnerships, PACE has demonstrated its capacity to successfully provide housing stabilization, employment support, and independent living services to consumers with disabilities and their families.

### **Champaign County Health Care Consumers**

#### **1. Public Benefits Navigation, Application & Enrollment Services**

CCHCC's Public Benefits Navigation, Application, & Enrollment Services Program is our main program for helping community members navigate difficult systems, apply for, and enroll in public benefits to provide health and economic stability. For the purposes of this grant, these grant funded services would be focused on low-income City of Urbana residents. Services will include help accessing timely and affordable healthcare, health insurance enrollment, SNAP enrollment, some housing navigation, applications for hospital financial assistance, applications for Township assistance, applications for LIHEAP, free phones, Disability Benefits, Medicare Savings and Medicare Extra Help. These are all the services and programs that can help stabilize vulnerable low-income residents in the City of Urbana. Eligibility for Medicaid and SNAP is changing because of the federal budget passed in 2025. CCHCC will help Urbana residents navigate these changes to maintain their benefits.

#### **2. Immigrant Population Services**

CCHCC's Immigrant Population Services provides a wide variety of services geared toward immigrants of varying statuses. This work is becoming increasingly difficult because of the changes to Medicaid, SNAP, Medicare, affordable housing, and even Social Security because of the 2025 federal budget bill that significantly changed immigrants' eligibility for services and benefits depending on immigration status. Our services will help Urbana's immigrant population access vital services and benefits, depending on eligibility based on immigration status, which can vary across family members in a household. For the purposes of this grant, these grant funded services would be focused on low-income City of Urbana immigrant residents. Services will include help accessing timely and affordable healthcare, health insurance enrollment, SNAP enrollment, some housing navigation, applications for hospital financial assistance, applications for Township assistance, applications for LIHEAP, free phones, Disability Benefits, Medicare Savings and Medicare Extra Help. These are all the services and programs that can help stabilize vulnerable low-income immigrant residents in the City of Urbana. The near-term impact will help provide health and economic stabilization and food security. The long-term impact will be the continuation of the near-term impacts, along with reducing the risk of homelessness for economically vulnerable households.

### **Courage Connection “Housing Stabilization for DV Survivors”**

The Housing Stabilization for DV Survivors program supports survivors of domestic violence as they transition from crisis to long-term safety and independence. The program addresses housing instability, a well-documented barrier for survivors fleeing abusive relationships, by combining individualized advocacy, financial assistance, and supportive services that promote both immediate safety and long-term housing stability. Participants are survivors who may be living in shelter, living in unsafe or unstable housing, or facing eviction, homelessness, or economic hardship as a result of abuse. Through the program, survivors receive individualized housing stabilization advocacy tailored to their unique circumstances and goals. Advocate(s) work one-on-one with participants to identify safe housing options, navigate housing applications and landlord communication, access any available rental assistance, utility support or moving services available to them, and address housing-related concerns. Survivors are also supported in developing specific service planning around their situation, and are connected to counseling, legal advocacy, and children's case management as needed to support overall stability. The program prioritizes trauma-informed, survivor-centered practices that empower our clients to make informed choices while rebuilding their lives in safe, stable environments. The near-term impact of the Housing Stabilization Program includes increased access to safe housing for survivors and their children. Clients experience reduced risk of homelessness, eviction, and continued abuse by securing housing that meets them where they are. By addressing financial and logistical barriers to housing, the program allows survivors to focus on safety, healing, and stability. In the long-term, the program hopes survivors are better positioned to maintain permanent housing, build financial security, and pursue long-term personal and family goals. Children benefit from stable living environments that support healthy development and reduce the long-term effects of trauma associated with housing instability and domestic violence. At the community level, the program contributes to a reduction

in homelessness related to domestic violence and strengthens the overall community by promoting survivor-centered responses to housing insecurity.

### **Crisis Nursery “ Safe Children Program”**

The Nursery requests \$75,000 in funding to support the Nursery's Safe Children program, which provides emergency childcare for children, ages birth through six, whose families are experiencing a crisis. Crisis Nursery is the only 24-hour emergency-based childcare facility open 24 hours, 365 days a year for the entire community to access with no fees or income eligibility. We meet all the child's basic needs during their time at the Nursery and they participate in developmentally appropriate activities, supervised play, positive reinforcement, and positive interaction with trained staff members and volunteers.

Services provided in the Safe Children program include:

- **Crisis Care:** Crisis care services are available to families who are experiencing situations that could potentially endanger their children, including parental stress, homelessness, domestic violence, and medical emergencies. Services are available 24/7 and are offered at no cost. Trained staff members and volunteers provide a nurturing environment where children receive personalized attention and care.
- **Planned Respite Care:** Scheduled respite care offers a temporary break for caregivers, allowing them the essential time to address issues and work towards achieving their goals. This planned respite empowers families to prioritize self-care and seek necessary support without compromising the well-being of their children.
- **Assessments:** Crisis Nursery conducts developmental and socio-emotional assessments for children under our care, providing valuable insights into their growth and development. These assessments not only educate parents on typical child development milestones but also identify potential delays, enabling early intervention and support.
- **Crisis Counseling:** Our experienced staff members offer crisis counseling to families, assisting them in prioritizing needs and problem solving to resolve immediate crises. Through compassionate guidance and support, we empower families to navigate challenging situations and regain stability.
- **Basic Needs Items:** Recognizing the importance of meeting basic needs, the Nursery provides essential items to help parents care for their children effectively. From diapers and formula to clothing and hygiene products, we ensure that families have the necessary resources to provide a safe environment for their children.
- **Follow-Up & Referral to Resources:** After each family's use of our program, we conduct follow-up contacts to ensure continued support and assistance. Additionally, we facilitate linkages to community resources, connecting families with essential services and support networks to address ongoing needs beyond their time at Crisis Nursery

### **Eastern Illinois Foodbank “City of Urbana Food Fund”**

Eastern Illinois Foodbank (EIF) is committed to advancing equitable access to nutritious food and strengthening community stability for Urbana residents, particularly those most impacted by rising food insecurity and economic barriers. EIF is seeking support to establish a City of Urbana Food Fund to increase access to nutritious food for Urbana residents experiencing food insecurity. The Food Fund is a locally supported subsidy that reduces the cost for EIF partner agencies, such as food pantries and meal programs, to acquire food through the Foodbank. Participating agencies receive a discount on shared maintenance fees or the purchase price of products ordered from EIF, with the discount applied directly to their invoice after orders are fulfilled. The discount ranges from 50% to 100%, depending on how quickly funds are expended, ensuring equitable distribution among agencies while maximizing the overall impact of available funding.

This program is designed to strengthen the capacity of Urbana-based partner agencies to respond to rising demand. EIF and its network are currently experiencing historic levels of need, driven in part by recent disruptions and changes to the SNAP program that have reduced benefits for many households. As a result, more individuals and families are turning to local food pantries for assistance, often for the first time and more frequently than in previous years. In the most recently completed fiscal year (FY25), EIF’s partner agencies served more than 16,000 unique Urbana residents, underscoring both the scale of need and the critical role these agencies play in the community.

In the near term, the Urbana Food Fund will enable partner agencies to stretch limited budgets and purchase greater quantities of food, with a particular emphasis on higher-cost, nutrient-dense items such as fresh produce, dairy, and protein. Based on prior Food Fund implementation in Champaign County, agencies consistently use the subsidy to improve both the quality and variety of food available, directly enhancing the nutritional intake of the neighbors they serve. This increased purchasing power will allow agencies to serve more households and better meet the needs of Urbana residents facing food insecurity.

In the long term, the Food Fund will create a more resilient and responsive local food system. By providing flexible, locally controlled funding, the program helps stabilize partner agencies, reduces gaps in food access, and ensures a consistent supply of nutritious food within the community. By relieving food expenses for Urbana partner agencies at a time of elevated need, the Food Fund will also allow agencies to reallocate their limited resources toward capacity-building efforts, such as improving infrastructure or expanding service hours, to better meet long-term community needs. Additionally, the Food Fund strengthens EIF’s broader distribution network by enabling more efficient movement of food and supporting sustained partnerships with agencies serving Urbana.

Ultimately, the City of Urbana Food Fund will not only address immediate food needs but also build lasting capacity within the emergency food network, ensuring that Urbana residents have reliable access to healthy food, even as external factors such as federal policy changes continue to impact household food security.

### **The Center for Youth & Family Services “Counseling Program”**

The Counseling Program provides professional, affordable, individual, couples and family counseling services to area residents suffering from mental, emotional, and relationship difficulties impacting their functioning in work, school, family or community life. We work closely with multiple child and family serving entities and programs, and the overwhelming majority of our clients have experienced some form of trauma or are at significant risk of experiencing trauma. Services are provided by Masters level therapists - and supervised by a licensed clinical social worker - who are committed to our strengths-based philosophy, making clients central to services, working with an interdisciplinary team, and verifying effective service delivery.

Our therapists use trauma-informed practice to collaboratively engage clients to tailor realistic alternatives and achievable solutions to their unique situation. During each phase of the treatment the client is involved in defining the problem, the desired change and how to reach their goal. Our therapist's are aware of the impact that trauma can have on clients and how it can impact all areas of functioning. Our program utilizes a variety of evidence-based practices including Cognitive Behavioral Therapy, Motivational Interviewing, Mindfulness and Trauma and Attachment-Informed practices, such as Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), TheraPlay, Dialectical Behavioral Therapy (DBT), and Internal Family Systems (IFS).

The focus of the services is to provide strengths-based, trauma-informed, and family-centered counseling services to youth, adults, and families to both ameliorate the impacts of trauma and prevent future trauma and family disruption. We are requesting funding to help increase accessibility of services for individuals and families who are uninsured and/or underinsured by offering services on a sliding fee.

When mental health needs go unaddressed, the consequences often extend well beyond the individual. Untreated mental health concerns can interfere with emotional regulation, physical health, educational engagement, employment stability, and healthy relationships. For families, these challenges can strain caregiving systems, disrupt family functioning, and increase the risk of intergenerational trauma, child welfare involvement, and family separation. At the community level, unmet mental health needs are associated with increased use of emergency services, higher rates of school and workplace disruption, and greater strain on public systems.

Despite the clear benefits of early and consistent mental health treatment, many individuals and families face significant barriers to accessing care. Cost remains one of the most common obstacles, particularly for those who are uninsured or underinsured, have high deductibles, or face limited coverage for behavioral health services. These financial barriers often delay or prevent engagement in treatment until concerns have escalated to a crisis point. By offering counseling services on a sliding fee scale, this project will reduce financial barriers, increase timely access to care, and support sustained engagement in treatment—ultimately promoting individual healing, family stability, and stronger, healthier communities.

### **Don Moyers Boys & Girls Club “RIDES Program”**

Don Moyer Boys & Girls Club (DMBGC) has served the youth and families of Champaign County since its opening in 1968. DMBGC strives to provide high-quality programming focused on academic enrichment, positive citizenship, and career development in partnership

with local school districts and youth-serving institutions to address the ever-changing needs of youth in Champaign County. In alignment with Boys & Girls Clubs of America, DMBGC aims to serve "the youth who needs us most." For DMBGC, this population is Champaign County youth aged 6-18 who need additional academic, emotional, social, and mental support due to the real and perceived barriers they face in achieving their futures. Youth served by DMBGC are largely youth of color from underserved and marginalized neighborhoods: 78% Black or African American, 9% Bi-racial or Multiracial, 7% White, 4% Hispanic or Latino, and 1% or less identifying as Asian, American Indian or Alaska Native, Middle Eastern or North African, or other. 97% of registered youth qualify for Free or Reduced Lunch, and 69% of households report a total household income at or below \$40,000 annually — a clear reflection of the deep economic need present in the communities DMBGC serves every day.

Within the City of Urbana, there is a consistent and growing need for programming during non-school hours to support community safety, academic achievement, and workforce development. Through this opportunity, DMBGC seeks to secure funding to sustain the successful transportation and programming services built through the City of Urbana's continued investment in PY24 and PY25, ensuring that Urbana youth aged 6-18 continue to have access to a safe, accessible, and enriching space to participate in high-yield targeted enrichment programming — and that once they arrive, the services they receive remain high-quality, well-resourced, and impactful.

Between 2023 and 2025, DMBGC identified a steady reduction in the enrollment and engagement of Urbana youth in its academic enrichment after-school program driven by two key barriers. First, due to increased costs associated with operating transportation vans, DMBGC had to reduce the number of Urbana schools from which it could provide after-school pick-ups, leaving families to either arrange their own transportation or forgo services entirely. Second, many families expressed that even when DMBGC could transport youth to our facilities after school, they lacked the means to travel to our sites to pick up their youth safely at the end of the program day. DMBGC has been committed to supporting the "youth who need us most" for over 50 years and has consistently taken the position that any barrier preventing youth and families from accessing the resources and supports they need must be swiftly addressed. With the support of the City of Urbana, DMBGC launched the RIDES (Reach, Inspire, Develop, Empower, Support) Program in PY24 to directly address these barriers — and the results have been clear. Enrollment and engagement of Urbana youth in DMBGC's after-school program has increased meaningfully, demonstrating that when transportation barriers are removed, families show up. The City of Urbana's continued investment through PY24 and PY25 has been foundational to this success, and this PY26 grant request seeks to sustain that progress and ensure the gains made are not lost due to a gap in funding.

This grant request seeks to ensure the following critical services remain in place for Urbana youth and families:

- Continued van services accommodating after-school pickups at Urbana School District #116 schools
- Continued van services transporting Urbana youth home safely at the end of the program day
- Up to 50 designated program spaces reserved for Urbana School District #116 youth at no cost to families
- Sustained participation in targeted, high-yield academic enrichment programming with the ultimate goal of increasing the number of youth who graduate from USD #116 schools with a positive plan for their future

The need for accessible after-school enrichment programming is most clearly illustrated by Urbana School District #116's ongoing attendance challenges. While the district has made meaningful progress in recent years — reducing chronic absenteeism from 44% to 39% during the

2024-2025 school year — this figure remains significantly elevated. Chronic absenteeism rates in Champaign-Urbana are nearly double the state average, and Urbana #116's dropout rate sits just below 11%, compared to the Illinois state average of approximately 3%. The district's four-year graduation rate also dropped from 83% to 80% in 2024-2025, even as the five-year graduation rate improved. These figures underscore that while progress is being made, significant and sustained intervention is still needed — particularly for Black and brown youth who bear the greatest burden of these disparities.

According to Attendance Works, research shows that quality after-school programs can improve school-day attendance, and that irregular attendance can be a stronger predictor of whether students will drop out before graduation than test scores. The RIDES Program directly addresses this reality by removing the transportation barrier that prevents some of Urbana's most vulnerable youth from ever walking through our doors. Continued grant funding will support the personnel and operational costs necessary to sustain transportation services across USD #116 schools, ensuring no family is left out due to logistics or financial hardship.

Equally important is what happens once youth arrive. Grant funding will also sustain the delivery of high-quality programming at DMBGC facilities, ensuring that the services Urbana youth engage in remain impactful and responsive to their needs. Specifically, the RIDES Program provides Urbana youth with the opportunity to:

- Engage in social-emotional learning to strengthen their ability to connect with their community and peers in positive and productive ways
- Participate in career readiness programming that equips youth with the skills, knowledge, and resources to pursue meaningful careers after high school graduation
- Foster productive relationships with caring adults committed to mentoring, coaching, and modeling healthy relationships
- Develop healthy lifestyles focused on mental, physical, social, and emotional wellbeing
- Explore their identities in a supportive, safe, and enriching environment that centers leadership, advocacy, and positive citizenship

Accessible transportation is the key that unlocks the door — and what awaits Urbana youth on the other side is a transformative, comprehensive program experience that DMBGC has spent over 50 years building. Continued investment from the City of Urbana in PY26 will ensure that both the door and the experience behind it remain fully accessible to the youth who need it most.

### **Rape Advocacy, Counseling & Education Services (RACES) “Survivor Services”**

Therapy services at RACES are part of the agency's Survivor Services Program. Master's level clinicians provide trauma-informed, culturally competent therapy through multiple treatment modalities, utilizing approaches that best meet the goals and the needs identified by clients. Therapeutic approaches include cognitive-behavioral therapy, Eye

Movement Desensitization and Reprocessing (EMDR), and arts-based therapy. These services are provided by five full-time staff members based out of the agency's office in Urbana, and a contractual therapist who maintains an office in Rantoul. RACES often has a waiting list for therapy services, and funding from the City of Urbana has allowed RACES to hold spots specifically for Urbana residents. A significant proportion of RACES clients live in Urbana, and this funding has allowed the agency to place Urbana clients with a therapist faster than it can for other clients. The Youth Services Therapist, who has been partially funded by grants from the City of Urbana since FY24, has a

strong case load with a majority of their clients residing in Urbana. The ability to prioritize Urbana youth for their caseload has allowed the agency to ensure that these young survivors are getting placed with a therapist with a particular focus on serving youth faster than would otherwise be possible. This has been crucial for multiple clients in particularly challenging situations. Confidentiality restrictions do not allow for further explanation of these clients' situations, but it is worth noting that the financial support from Urbana has been significant and has also helped ensure that multiple individuals and families were connected with the agency's Case Management and Advocacy services as well, which are further described below. The Survivor Services Program also includes the agency's crisis intervention and advocacy services. RACES has trained staff and volunteers available to provide support 24/7 through the agency's sexual assault crisis hotline. Walk-in crisis intervention services are available in-person Monday-Friday 8:30am-5pm at the agency's office. Medical advocacy is also available 24/7. Advocates respond to the emergency department to provide emotional support, explain survivor's rights and options, and provide new clothing and hygiene products, as directed by the survivor. RACES' Legal Advocates provide support to survivors who are navigating the legal system through court accompaniment, support filing for protective orders, and direct intervention to help survivors access victims' services programs. RACES utilizes a survivor-centered approach to services. This means that all clients are active participants in determining their plan for services. RACES also maintains a prevention education program, which provides age-appropriate, trauma-informed sexual violence prevention programming to individuals 3 and older. The near-term impact of the agency's Survivor Services program is support for survivors of sexual violence and stalking as they navigate their trauma and related needs and engage in the process of healing. For the individual, the long-term impact can be an increased sense of safety and well-being, lower financial burdens than survivors who do not receive this support, and a reduced likelihood of revictimization. According to a study by the Institute for Women's Policy Research, on average, sexual assault costs a survivor \$122,461 over their lifetime (<https://iwpr.org/the-financial-cost-of-rape/>). The same study notes that other researchers have found that the average societal cost per assault is \$448,532. For the community, strong interventions following an assault have been shown to contribute to the overall decrease in sexual violence, thereby reducing the societal cost of this harm as well (<https://www.cdc.gov/violence-prevention/about/index.html>).

### **Angel's Youth Center "Angel's Youth Center Program"**

Angel's Youth Center (AYC) will implement a comprehensive Violence Prevention and Youth Development Program designed to serve low income youth and families in the Urbana community. This program integrates violence prevention, academic enrichment, mentoring, and family support to address both immediate risks and long-term outcomes for youth.

The program will provide structured, year round services that include violence prevention workshops, mentoring, recreational engagement, and a summer enrichment component. In addition, AYC provides enrichment programming such as cooking classes, music instruction (including piano), and theater-based activities that promote creativity, life skills, and positive youth engagement. A key feature of the program is AYC's violence prevention strategy, which includes the annual Beat the Streets Teen Summit, where youth engage in open dialogue, conflict resolution activities, and community-led discussions focused on reducing violence and promoting positive decision making.

In addition, AYC will implement “The Law and You” curriculum, developed by the National Organization of Black Law Enforcement Executives (NOBLE) and delivered by a certified instructor. This program focuses on improving relationships between youth and law enforcement by increasing understanding of laws, rights, and responsibilities, while fostering trust and communication. Youth will gain practical knowledge and skills that support safe interactions and informed decision making.

AYC’s mentoring component pairs participants with both peer and adult mentors who provide guidance in areas such as academic success, goal setting, conflict resolution, and personal development. Mentors reinforce program lessons and serve as consistent, positive role models.

During the summer months, AYC will expand services through a combined Beat the Streets Summer Camp and Summer Literacy Program, designed to address both violence prevention and academic achievement. The 6-week literacy component provides targeted, small group reading instruction, focusing on foundational skills, comprehension, and confidence building. This structured academic support is integrated with youth engagement activities, creating a balanced program that supports both learning and personal growth.

AYC also provides family engagement and support services, working closely with parents and local school districts to address challenges such as school re-entry, academic performance, and behavioral concerns. By serving as a liaison between families and schools, AYC helps ensure youth remain connected to education and supportive resources.

**Near-Term and Long-Term Impact:** In the short term, participants will demonstrate increased knowledge of conflict resolution and violence prevention strategies, along with improved relationships with peers, mentors, and community figures. Youth will show greater engagement in positive, structured activities during high-risk hours, as well as measurable improvement in literacy skills and academic confidence. The program will also foster increased family involvement in youth development through consistent communication and engagement opportunities.

Over time, the program is expected to reduce youth involvement in violence and other risky behaviors while improving overall educational outcomes, including reading proficiency and school engagement. It will strengthen relationships between youth, families, and community institutions, while also increasing youth leadership, confidence, and goal setting abilities. Ultimately, the program will contribute to safer, more connected neighborhoods within the Urbana community.

This comprehensive approach ensures that AYC is not only addressing immediate needs, but also creating sustainable, long-term impact by equipping youth with the skills, support, and opportunities needed to succeed.

### **The Refugee Center “Supporting Immigrant Families”**

The Supporting Immigrant Families program provides immigrant, refugee, asylee, and Limited English Proficiency clients with access to public benefits and other resources, as well as case management and culturally sensitive social support. The Refugee Center assists clients with applying for and navigating public benefits such as SNAP, TANF, WIC, Medicaid, All Kids or childcare. If clients are denied benefits, we advocate for them at IDHS and other agencies and refer them to relevant resources. We also provide translation of documents, interpretation, and culturally and linguistically appropriate educational workshops to raise awareness about the availability of services that support personal and family wellbeing and economic self-sufficiency. We address barriers and lack of information about human services that prevent our clients from securing essential resources, and ensure that the community is informed on policies relevant to their communities. We help resettle refugees, asylees and Special Immigrant Visa holders by providing intensive case management and employment services. While new refugee arrivals have stalled, the termination of programs and funding has increased the needs of refugees and other immigrants eligible for services through the Office of Refugee Resettlement, (ORR), locally. In addition, these clients cannot receive SNAP until they are granted a green card, which will take a minimum of one year after arrival, perhaps months longer due to processing delays.

In addition to broad social support and language services, our agency will provide housing support to immigrants in Urbana through housing and utility payments made on behalf of clients facing financial insecurity. Immigrants are especially vulnerable to issues of housing affordability and stability, facing mounting barriers as they seek to establish themselves in our community and begin contributing in a meaningful way. Providing financial support for immigrants in crises is a valuable service that provides stability and reduces re-traumatization so that clients can focus on navigating other systems and progress towards self-sufficiency. This portion of our program has been developed in consultation with the New American Welcome Center. The New American Welcome Center and The Refugee Center have been key collaborators on three direct assistance grants over the past seven years, including COVID-19 relief funding, SMASS, and, most recently, Urbana ARPA. Through these partnerships, particularly under SMASS and Urbana ARPA, our agencies have worked closely to support immigrants at risk of homelessness. Our agencies have a shared extensive knowledge of the challenges immigrants in Urbana face and have found collaborating on housing assistance to these individuals and families to be effective and most practical. More on the extent of our collaboration and involvement can be found in section B.6.

Over many years of providing direct assistance to immigrants in need, we have developed a streamlined digital application that captures client information in detail in order to determine eligibility for assistance. Information collected includes pay stubs, household size and bank account balances for the purpose of evaluating the client's financial situation. Our application gives priority to low-income households. Applicants are also given an opportunity to explain emergencies or crises, like a hospitalization, that has recently contributed to their financial instability. Applications are entered by case managers and reviewed by the Executive Director, who makes the final decision about awarding direct assistance. Payments are made directly to landlords and utility companies. TRC requires an IRS W-9 form for any landlord to whom we pay \$600 or more during the calendar year. Internally, the ED completes a Payment Request form (PR), which is then reviewed and approved by the Assistant Director for Programs. The approved PR is then forwarded to our Operations team. Our bookkeeper enters the checks to be printed in our QuickBooks software and our Operations Manager prints them. All checks require the signatures of 2 of 3 TRC Executive

Board Members. Once the checks are signed, they are either mailed directly to the landlord/utility company or given to the client to submit. Our bank statements are checked online by the Executive Director to confirm that payment has been made.

The near impact of the Supporting Immigrant Families is improved financial security, stability, education, and equitable support as well as a reduction in homelessness and evictions for immigrants in Urbana. The Refugee Center continuing to provide these essential services to immigrants ensures that newcomers have a safe place to go to receive wrap-around case management services and if necessary, housing support, in the context of a culturally and linguistically appropriate relationship of trust.

The long-term impact of our program is that immigrants in Urbana have the necessary education about and confidence to navigate public benefit processes and other important local systems as well as increased long-term stability, safety, and self-sufficiency. Proper support and problem solving early in resettlement stabilizes immigrants so they can thrive in our local communities long-term.

### **Urbana Middle School SPLASH! on Careers Program**

Planning and implementation to develop and identify Urbana Middle school as a safe place for students outside of the school day hours. This year's theme will focus on Careers Programming.

We currently use an electronic portfolio program at the middle school to assist students in setting personally challenging goals related to college and careers as an Individual Learning Plan model. Counselors and teachers use this information to develop a plan with students to set goals and prepare them for pathways to their goals in high school as well as set up expectations for high school and transitioning to college or a career as they move into the community as young adults. USD116 also utilized the College and Career Academy at Parkland through the EFE which provides an area vocational center for different careers. We have a mentor match program with our Learning Exchange partners in order to match students with mentors in the field to provide work-based learning experiences; we are also providing work-based experiences through the CTE Executive Internship program within our high school. This task will continue to be ongoing. The College and Career Pathways have been extended to grades 6-8 in alignment with existing high school pathways. By extending our school day program into our after school program, there will be more flexibility to gaining job shadowing experiences and tours of community career opportunities for our middle school students.

With this program, we will focus on high-needs students, with particular attention to our black and brown students. Time will be allocated for students to build reading and math skills, homework support, and then career exploration, targeting the resources within the Urbana community. Our students need access to understanding that college is not the only option when they graduate high school. This understanding needs to begin development at the middle school level as waiting for high school only provides four years to learn about possibilities for their futures, whereas with exploration beginning at the middle school grade levels, exposure to options can support Career Pathways selection with more focus on the CTE skills that will prepare them for the career they aspire to in the community.

*Item F4.*

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and The Urbana-Champaign Independent Media Center, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 25,000.00**.
  - b) The grant will be used to administer The UCIMC Summer for Youth Program (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party's address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

Ty Lewis, Program Manager  
202 S Broadway Ave., Suite 100  
Urbana, IL 61801  
[tylewis@ucimc.org](mailto:tylewis@ucimc.org)

City of Urbana

Chris Kalter, Manager  
Grants Division  
400 S Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party's failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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This program will offer engaging art-based activities for youth between the ages of 12 to 18, for the first month after school ends. Arts workshops will be an entry point to a variety of youth engagement opportunities. At each workshop, youth will be invited to showcase their creativity at two large events: Community Night and the UCIMC Youth Showcase. Finally, the grant will support our Program Manager who will mentor UCIMC Summer Youth Employees. These employees are paid through stipends funded through the Illinois Arts Council. Summer Youth employees will work on their own artistic projects and will also help advise and organize the workshops and events.

UCIMC Summer of Youth provides a ladder of engagement to youth in collaboration with local artists, past IMC youth employees, and youth-serving organizations. The workshops will happen weekly in June in three artistic genres that match our Summer Youth Employee jobs. Just as we hire youth employees in visual art, poetry, and film, we'll offer free one-time workshops in visual art, poetry and short mobile-based films that are free and open to all youth ages 12 to 18. At each workshop, the youth will be invited to present their work at our annual Youth Showcase, which will take place on the last Saturday in June. Additionally, we will invite them to bring their families to Community Night, an all-ages event centered on mutual aid that nourishes our community through free food, creative expression, and access to free clothing and repair resources. If the weather permits, Community Night will extend to outdoor activities and games, a live DJ, and giveaways.

The impact that this program will have on youth is to connect them to an intergenerational third space where in-person relationships are encouraged and facilitated through making art. We anticipate they will grow their networks, their confidence, and learn about opportunities to advance their creative practice. This includes learning about our summer youth employment in the arts program, with stipends funded by a separate grant. UCIMC Summer for Youth will be a month of activities youth will look forward to that is accessible, engaging and enriching.

As we were submitting this grant proposal, we got a call from local DJ Ja'Nea Modest, who was looking for a way to give youth a positive outlet in the wake of the shooting and death of a teen just two weeks ago in mid-March. She volunteered to host a DJ showcase featuring teen DJs she has mentored. We'll host the first event before the end of fiscal year 2026. However, we've added funds to this grant proposal to support her mentoring work and to support a professional security team so that we can host three more DJ Showcase events in fiscal year 2027.

Attachment B  
Program Budget

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**Award amount: \$25,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency's established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Salaries and Fringe		\$16,280.00
Stipends	(mentors, teachers, contractors)	\$1,950.00
Food for workshops/events		\$2,400.00
Supplies for workshops/showcase		\$1,900.00
UCIMC Venue		\$1,980.00
Promotion/outreach		\$490.00
	<b>Total:</b>	<b>\$25,000.00</b>

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT –  
URBANA-CHAMPAIGN INDEPENDENT MEDIA CENTER – UCIMC SUMMER FOR  
YOUTH**

(FY 2026-2027)

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Urbana-Champaign Independent Media Center has heretofore expressed their intent to operate the UCIMC Summer for Youth utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$25,000.00 in City general funds to Urbana-Champaign Independent Media Center so as to operate and administer the UCIMC Summer for Youth in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and Sola Gratia Farm, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 25,000.00**.
  - b) The grant will be used to administer **Free Friday Market & Gardener Outreach and Education** (“Programs”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party's address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

Traci Barkley, Director  
Sola Gratia Farm  
1821 E. Mumford Dr.  
Urbana, IL 61802  
director@solagratiacsa.com

City of Urbana

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S Vine St  
Urbana, IL 61801  
Chris.Kalter@UrbanaIL.gov

16. **Waiver.** Either party's failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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### **“Free Friday Market”**

We are seeking support for our weekly free market in southeast Urbana. Our neighborhood-based Free Friday Market (FFM), in partnership with Champaign-Urbana Public Health District, has run for 20 weeks each year mid-June through October for the last ten years. In 2020, we relocated from in front of the Dollar Tree store on East Colorado Avenue to in front of Cornerstone Fellowship, also on East Colorado Avenue in Urbana. This location has served low-income/limited access neighbors well as it is located near Steer Place, a Housing Authority of Champaign County senior living apartment complex, near a well-used bus stop and gathering place, across the street from Salt and Light grocery and general store and right in the heart of a neighborhood with many residents in need of food and health support and lacking transportation. To date, Sola Gratia Farm has distributed over 30,000 pounds of fresh healthy produce, hundreds of potted vegetable plants and seed packets and generally connected with and learned more about how to help our neighbors in need. In 2025, with Community Services Grant Program support, we were able to increase produce offerings and distributed 5,167 lbs. of produce (up from 4,638 in 2024) and extend the length of the market, holding it for 26 weeks instead of 20. However, with new requirements for SNAP and rising food prices, we have seen that the need in this community continues to grow and that our value as a familiar, dependable service provider to our neighbors is enormous. As we have connected with members of this neighborhood, we have sought to include in our crop plan more of the types of produce we have learned are enjoyed by market patrons, such as cooking greens, cabbage, tomatoes, and sweet potatoes. But unpredictable conditions such as herbicide drift and drought have decreased our yields and increased the cost of growing, stymying our efforts to increase the amount of these products that we bring to market. Funding for the market helps us allocate harvests for distribution without incurring unsustainable costs. Additionally, our broad collaborations with community gardeners have the potential to provide a supplemental source for these highly requested vegetables. Through our engagement in the Solidarity Gardens collaborative, we intend to utilize our connections with gardeners to increase the amount of these vegetables grown throughout our community and donated through our farm. In 2025, we began regularly offering seeds, vegetable starts, gardening supplies, and gardening support at the Free Friday Market through our Outreach/Education Team. Market patrons expressed enthusiasm for these resources, and we intend to continue offering them, refining them to the needs of our market patron gardeners and any beginner gardeners who may be inspired to start. By inviting, resourcing, and supporting our market patrons to grow their own food, we help provide them with the tools they need to self-sufficiently address their food needs, while also building confidence and encouraging exercise. These efforts pair especially well with healthy living and healthy eating materials distributed at the market by our partners at CUPHD, especially meal kits, which they began offering in 2025 and hope to offer more of in 2026.

### **“Gardener Outreach & Education”**

We are additionally seeking funding for our efforts to support home and community gardeners through our involvement in the Solidarity Gardens collaborative, as well as through our gardening workshop series, to inspire more people to grow high-quality, healthy produce at home for themselves and their neighbors. Since 2020, we have helped to lead Solidarity Gardens, a collaborative network leveraging efforts of volunteer gardeners to produce and donate food for those in need. The program began as a response to increase food access needs during the COVID crisis and aims to engage local gardeners who are growing food in their backyard, rented plot, or local community garden to harvest

extra to be shared with those in need. We coordinated the program in 2023 and 2024 and currently serve on its Steering Group along with Cunningham Township Supervisor's Office (the current coordinator) and the Urbana and Champaign Park Districts. As part of our support for the collaborative, we provide technical support, plant starts, resource access, and training to gardeners participating in Solidarity Gardens. We also host a donation site on our farm where community gardeners can drop off their excess produce to be stored in one of our produce coolers until it can be shared with our community feeding partners to reach those in need in our community. In 2025, 1,593 pounds of produce were donated through this site and distributed through our community feeding partners. Our "Grow More Good" workshop series teaches food gardening skills for home consumption and community donation. Their purpose is to provide training in practical, foundational skills in growing and preparing food on a small scale, both for the benefit of low-income and/or beginning gardeners who are seeking to garden to address their own food needs and for intermediate and community gardeners to be able to grow more produce to share with those in need. In 2025, we piloted the first iteration of this series with 4 workshops, aimed towards participants in the Solidarity Gardens collaborative, but open to the public. These workshops were very well received, and we were encouraged by participants to offer more workshops and expand their reach. Our Outreach/Education Team (OET) manages both efforts and maintains communication with gardeners and other support organizations in our community to ensure that we are doing our utmost to increase the amount of healthy food produced by and for our community.

Attachment B  
Program Budget

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**Award amount:**        **\$25,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency's established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Personnel	Salaries and Fringe for Mission Coordinator, Free Market Lead, Farm Educator, Outreach/Education Mgr, Farm Technician	\$11,080.00
Supplies	Clipboards, Food, Garden supplies, Donation Site, Plant starts, technical support	\$13,920.00
<b>Total:</b>		<b>\$25,000.00</b>

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – SOLA  
GRATIA FARM – FREE FRIDAY MARKET AND GARDENER OUTREACH AND  
EDUCATION**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Solia Gratia Farm has heretofore expressed their intent to operate the Free Friday Market & Gardener Outreach & Education utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$25,000.00 in City general funds to Sola Gratia Farm so as to operate and administer the Free Friday Market & Gardener Outreach & Education in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **The Land Connection**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 5,000.00**.
  - b) The grant will be used to administer **Winter Token Match at CU Winter Farmers Market** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party's address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

Ian Nutting, Food Access Manager  
206 N. Randolph Street, Suite 400  
Champaign, IL 61820  
[ian@thelandconnection.org](mailto:ian@thelandconnection.org)

City of Urbana

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party's failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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### Winter Token Match at CU Winter Farmer's Market

The Land Connection seeks to support the Winter Token Match at the Champaign-Urbana Winter Farmers Market; an indoor market held at Lincoln Square Mall from November through April. This program effectively triples the purchasing power of SNAP recipients during the season when food insecurity is most acute. The winter market is in Urbana, making this program directly and immediately accessible to Urbana residents. Because The Land Connection operates a universal benefit system across all our market sites, participants can secure their SNAP benefits at any of our nine locations and spend them at the winter market, and vice versa – but the Winter Tokens are only able to be redeemed at the winter market in Urbana's Lincoln Square Mall. This brings shoppers from across the region into downtown Urbana, benefiting not just program participants but also the broader business community, while ensuring that our locally funded matching program keeps those benefits at our Urbana market. Here is how it works: a shopper brings their Link card to the market and swipes for whatever amount they would like to spend. Through the statewide, state and federally funded Link Match program, they receive dollar-for-dollar matching vouchers for fruits and vegetables, doubling their money. Our Winter Token Match then adds an additional layer of independently funded matching tokens on top of that, bringing, say, a \$25 swipe to \$75 in purchasing power. This additional token program is exclusive to the Champaign-Urbana Winter Farmers Market and funded entirely through local and foundation sources, separate from the Link Up Illinois program. By targeting the winter market, we can address food insecurity when it hits hardest: in the winter heating costs strain already tight budgets, fresh produce becomes scarcer and more expensive at grocery stores, and transportation barriers multiply in cold weather. Both shoppers and food and farm businesses face these difficulties, and a direct economic incentives program like ours simultaneously helps both, giving shoppers the chance to continue shopping their values and procure nutritious, local food, and boosting the sales of our local producers who need to maintain income in the months when production and demand wane. During the 2024-25 winter market season (November – April), we served 444 shoppers and distributed \$10,024 in Winter Tokens. With a month to go in our 2025-26 season, we've already distributed \$16,652 in Winter Tokens and maintained a redemption rate of 91%. When compared with our Link Match data, we can determine that roughly \$3,000 of these tokens were distributed through our SNAP Contingency program which went into place when the federal government stopped SNAP payments in November of 2025 and allowed us to independently fund SNAP shoppers even when they had no benefits to spend. This is to say, not only is our regular Winter Token distribution up by 71% from this time last year (\$13,652 versus \$7978), but this funding was also able to help fuel our emergency response to food insecurity in the wake of the failure of the federal government. The fact that this program is locally funded and beholden only to the needs of our local community means that it can serve our community in ways that work for our community; when layers of protection are compromised at the national and state level, programs like this can step in to ensure our most vulnerable are protected. The Winter Token Match puts fresher, locally grown food on the tables of Urbana families during the months they need it most.

Attachment B  
Program Budget

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**Award amount:        \$5,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency's established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
FM Incentives & Match	Winter Token Match - direct matching tokens distributed to SNAP customers at CU Winter Farmers Market (Nov. 2026-Apr. 2027)	\$5,000.00
<b>Total:</b>		<b>\$5,000.00</b>

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – THE  
LAND CONNECTION – WINTER TOKEN MATCH AT CHAMPAIGN URBANA WINTER  
FARMERS MARKET**

(FY 2026-2027)

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, The Land Connection has heretofore expressed their intent to operate the Winter Token Match at CU Winter Farmers Market utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$5,000.00 in City general funds to The Land Connection so as to operate and administer the Winter Token Match at CU Winter Farmers Market in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **The Land Connection**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 5,000.00**.
  - b) The grant will be used to administer **NeighborFood Bucks** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party's address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

Ian Nutting, Food Access Manager  
206 N. Randolph Street, Suite 400  
Champaign, IL 61820  
[ian@thelandconnection.org](mailto:ian@thelandconnection.org)

City of Urbana

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party's failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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### NeighborFood Bucks

NeighborFood Bucks, a dignity-centered food assistance program that provides immediate purchasing support to anyone who approaches our farmers market information booth indicating they need help accessing food. There is no income verification, no lengthy application, and no qualifying paperwork. Participants complete a brief survey to help us understand community needs and measure impact, then receive \$15 in tokens redeemable with any eligible market vendor. Families are served individually: if a family of five arrives, each member receives their own tokens.

NeighborFood Bucks exists because federal nutrition programs, as essential as they are, leave significant gaps. Refugees navigating a new country may not yet qualify for SNAP. LGBTQ+ individuals may face barriers accessing traditional social services. People experiencing homelessness may lack the documentation required for federal programs. Working families earning just above eligibility thresholds still struggle to afford fresh food. Our program meets all these people where they are, at the market, and connects them with fresh, locally grown produce, meat, eggs, and bread from farmers they can get to know by name.

In 2025, The Land Connection distributed \$9,070 in NeighborFood Bucks across our market sites, with a 91% redemption rate, serving at least 250 unique individuals and families. Of that total, approximately \$7,930 was distributed at Urbana markets (Urbana's Market at the Square and our CU Winter Farmers Market). We work directly with community organizations that intersect with populations most likely to experience food insecurity without federal support, including The Refugee Center, Uniting Pride of Champaign County, and Champaign-Urbana Public Health. These partners refer individuals to our markets, and we have been actively expanding these referral relationships to reach more Urbana residents. We were able to use these tokens to fund our SNAP Contingency program which went into place when the federal government stopped SNAP payments in November of 2025. NeighborFood Bucks, coupled with our Winter Token Match, allowed us to independently fund SNAP shoppers even when they had no benefits to spend. Having a robust suite of food access programming has allowed us to be nimble and dynamic, quickly adapting to the cruelty of our current conditions with care and compassion.

The near-term impact is straightforward: people who need food get food, with dignity and choice, at a community gathering place rather than a charity distribution point. They select what they want from local vendors, building relationships with the people who grow and produce their food. The long-term impact is equally significant. Every NeighborFood Buck spent goes directly to a local farmer or food producer, strengthening the regional food economy.

Attachment B  
Program Budget

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**Award amount:**        **\$5,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency's established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
FM Incentives & Match	direct tokens distributed to individuals needing food assistance at Urbana-area farmers markets (\$15/person)	\$5,000.00
<b>Total:</b>		<b>\$5,000.00</b>

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – THE  
LAND CONNECTION – NEIGHBORFOOD BUCKS**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, The Land Connection has heretofore expressed their intent to operate the NeighborFood Bucks utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$5,000.00 in City general funds to The Land Connection so as to operate and administer the NeighborFood Bucks in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **The Land Connection**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$10,000.00**
  - b) The grant will be used to administer **WIC/Senior FMNP Match at Urbana Farmers Markets** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party's address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

Ian Nutting, Food Access Manager  
206 N. Randolph Street, Suite 400  
Champaign, IL 61820  
[ian@thelandconnection.org](mailto:ian@thelandconnection.org)

City of Urbana

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party's failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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### **WIC/Senior FMNP Match at Urbana Farmers Markets**

The Land Connection seeks to support our matching program for WIC (Women, Infants, and Children) and Senior Farmers Market Nutrition Program (FMNP) participants at Urbana's Market at the Square. This program extends the value of federal nutrition vouchers by providing additional matching funds, making fresh produce significantly more affordable for two of our community's most nutritionally vulnerable populations: young children in low-income families and seniors on fixed incomes. Here is how it works: the federal WIC program and Senior FMNP provide eligible participants with vouchers redeemable at farmers markets for fresh fruits and vegetables. When participants bring these vouchers to Urbana's Market at the Square, The Land Connection matches the value of the WIC and Senior booklets. This means WIC participants walk away with \$60 in purchasing power (if their booklets remain at \$30) and Senior participants with \$100 (if their booklets remain at \$50). The matching funds must be spent on fruits and vegetables, reinforcing the nutritional impact. In 2025, The Land Connection distributed \$10,765 in WIC/Senior FMNP matching across our market sites, with an 87% redemption rate, serving 264 individuals. Most of this distribution, approximately \$8,750, occurred at Urbana's Market at the Square, which is the primary site for this program because it supplies such a large amount and variety of fresh fruits and vegetables. The popularity of Urbana for voucher use is seen in the higher redemption rate of 95%. The populations this program serves face distinct nutritional challenges that this program directly addresses. Seniors on fixed incomes often cannot afford fresh produce, leading to diets heavy in processed foods that exacerbate chronic health conditions. WIC-eligible families are feeding young children during critical developmental windows when nutrition has outsized long-term impacts on health and cognitive development. Both populations benefit disproportionately from increased fruit and vegetable consumption, and the farmers market offers food that is fresher and more nutrient-dense than grocery store equivalents because local farms harvest the day of or just before market. The near-term impact is measurable in dollars and people served: more fresh food on the tables of seniors and young families in Urbana. The long-term impact includes improved health outcomes for populations at highest nutritional risk, sustained revenue for local farmers who participate in these programs, and a deeper connection between vulnerable community members and the local food system that serves them.

Attachment B  
Program Budget

---

**Award amount:**        **\$10,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency's established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
FM Incentives & Match		\$10,000.00
<b>Total:</b>		<b>\$10,000.00</b>

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – THE  
LAND CONNECTION – WIC/SENIOR FARMERS MARKET NUTRITION PROGRAM  
MATCH AT URBANA FARMERS MARKET**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, The Land Connection has heretofore expressed their intent to operate the WIC/Senior FMNP Match at Urbana Farmers Market utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$10,000.00 in City general funds to The Land Connection so as to operate and administer the WIC/Senior FMNP Match at Urbana Farmers Market in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **Habitat for Humanity of Champaign County**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 15,000.00**.
  - b) The grant will be used to administer **Financial Capability & Stability Program** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party's address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

Allison Garrett, Family Services Director  
1914 Glenn Park Drive  
Champaign, IL 61821  
[agarrett@cuhabitat.org](mailto:agarrett@cuhabitat.org)

City of Urbana

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S Vine St.  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party's failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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The Habitat Homebuyer Program serves low to moderate income (ALICE) individuals in our community by providing access to resources and support needed to make informed decisions to achieve and sustain financial security through homeownership while addressing barriers to homeownership that minority and low-income families often face. Our program combines group financial education, individual financial counseling, and mortgage support to help participants achieve and maintain financial stability. We offer a free financial education course to Champaign County residents with topics covering Managing Your Money, Are You Ready to Buy A Home, Understanding Credit, Getting a Mortgage Loan, Shopping For a Home, Protecting Your Investment, Home Maintenance, and Community Involvement, along with free financial planners and resources to participants. Through agency collaboration, we recently launched a Fresh Start program to provide people who are transitioning to stable housing after experiencing homelessness, domestic violence, recovery, or other life altering event with a voucher to purchase essential household furniture and goods for their home that they could otherwise not afford utilizing items available at our ReStore. Vouchers will be distributed on a referral basis in partnership with local organizations providing case management services and redeemed at the Champaign County ReStore, giving participants a fresh, stable start and the freedom and dignity to shop for home essentials.

Attachment B  
Program Budget

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**Award amount:**        **\$15,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency's established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Salaries and Fringe		\$15,000.00
<b>Total:</b>		<b>\$15,000.00</b>

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT –  
HABITAT FOR HUMANITY OF CHAMPAIGN COUNTY – FINANCIAL CAPABILITY AND  
STABILITY PROGRAM**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Habitat for Humanity of Champaign County has heretofore expressed their intent to operate the Financial Capability and Stability Program utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS**, as follows:

Section 1. That the Agreement providing \$15,000.00 in City general funds to Habitat for Humanity of Champaign County so as to operate and administer the Financial Capability and Stability Program in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **Persons Assuming Control of their Environment**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 34,000.00**.
  - b) The grant will be used to administer **PACE Rent & Utility Assistance** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

City of Urbana

Michelle Ingram, Executive Director  
301 S. Vine Street, Suite 211  
Urbana, IL 61801  
[michelle@paceil.org](mailto:michelle@paceil.org)

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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For more than three decades, PACE has delivered programs that support consumers and families in the areas of housing stability, employment and job training, and services for consumers with special needs. Through its longstanding presence in Champaign County and surrounding areas, PACE has developed extensive experience assisting consumers who face barriers to securing and maintaining stable, accessible housing. PACE staff regularly support consumers with navigating the housing search process and overcoming financial barriers that can prevent consumers from obtaining housing. Many consumers face challenges related to rental application fees, administrative fees, security deposits, rental assistance and utility assistance. PACE assists consumers by helping them identify appropriate housing opportunities, complete housing applications, understand eligibility requirements, and communicate with landlords and property managers. A dedicated Housing Specialist at PACE maintains an updated database of available housing options in the local area and works closely with property managers and landlords throughout Champaign County to identify potential vacancies suitable for consumers with disabilities. In addition to housing search assistance, PACE has direct experience administering financial assistance to address housing-related barriers. During the current fiscal year, PACE received funding through the Safe Housing Initiative Grant from the United Way of Champaign County. Through this initiative, PACE provided one-time financial assistance to consumers with disabilities to help cover rental application fees, administrative fees, and security deposits. This support allowed many consumers to secure stable housing who otherwise may not have been able to afford the upfront costs associated with rental housing. PACE also integrates supportive services that promote long-term housing stability and independence. The organization provides Independent Living training sessions at least quarterly, offering both individual and group opportunities for consumers to develop essential life and employment skills. These trainings address practical topics such as budgeting and financial management, transportation options within the community, access to local food pantries, and information about housing assistance programs such as HOPE housing resources. PACE staff also assist consumers with job search support, resume preparation, and employment applications to help improve financial stability and long-term self-sufficiency. A unique strength of PACE is that most of its staff are persons with disabilities. This lived experience provides staff with firsthand knowledge of the challenges consumers face and allows them to provide empathetic, informed, and effective support. Staff members are experienced in independent living services, advocacy, and community resource coordination, which strengthens their ability to guide consumers through housing and employment processes. PACE also maintains partnerships with local organizations, community service providers, business owners, property managers, and landlords that offer related resources such as food assistance, transportation services, and housing support programs. These partnerships enable PACE to connect consumers with a wide range of community resources and services that contribute to housing stability, employment opportunities, and overall independence. Through decades of service, experienced staff, and strong community partnerships, PACE has demonstrated its capacity to successfully provide housing stabilization, employment support, and independent living services to consumers with disabilities and their families.

Attachment B  
Program Budget

**Award amount:        \$34,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency’s established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Part-Time Staff Salary		\$9,000.00
Payroll taxes		\$1,000.00
Rent assistance up to \$500 for 24 consumers		\$12,000.00
Utility assistance up to \$500 for 24 consumers		\$12,000.00
<b>Total:</b>		<b>\$34,000.00</b>

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT (PACE) – PACE’S RENT AND UTILITY ASSISTANCE PROGRAM**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Persons Assuming Control of their Environment, Inc. (PACE) has heretofore expressed their intent to operate the PACE's rent and utility assistance program utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$34,000.00 in City general funds to Persons Assuming Control of their Environment, Inc. (PACE) so as to operate and administer the PACE's rent and utility assistance program in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – CHAMPAIGN COUNTY HEALTH CARE CONSUMERS – PUBLIC BENEFITS NAVIGATION, APPLICATIONS, AND ENROLLMENT SERVICES**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Champaign County Health Care Consumers has heretofore expressed their intent to operate the Public Benefits Navigation, Applications, and Enrollment Services utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$25,000.00 in City general funds to Champaign County Health Care Consumers so as to operate and administer the Public Benefits Navigation, Applications, and Enrollment Services in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **Champaign County Health Care Consumers**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$25,000**.
  - b) The grant will be used to administer **Public Benefits, Navigation, Application & Enrollment** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

<u>Grantee</u>	<u>City of Urbana</u>
Claudia Lennhoff	Chris Kalter, Manager
Champaign County Health Care Consumers	Grants Division
44 E. Main St., Ste 208	City of Urbana
Champaign, IL 61820	400 S. Vine St.
claudia@cchcc-il.org	Urbana, IL 61801
	Chris.Kalter@UrbanaIL.gov

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

---

CCHCC's Public Benefits Navigation, Application, & Enrollment Services Program is our main program for helping community members navigate difficult systems, apply for, and enroll in public benefits to provide health and economic stability. For the purposes of this grant, these grant funded services would be focused on low-income City of Urbana residents. Services will include help accessing timely and affordable healthcare, health insurance enrollment, SNAP enrollment, some housing navigation, applications for hospital financial assistance, applications for Township assistance, applications for LIHEAP, free phones, Disability Benefits, Medicare Savings and Medicare Extra Help. These are all the services and programs that can help stabilize vulnerable low-income residents in the City of Urbana. Eligibility for Medicaid and SNAP is changing because of the federal budget passed in 2025. CCHCC will help Urbana residents navigate these changes to maintain their benefits.

Attachment B  
Program Budget

**Award amount: \$25,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency’s established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Salary & Fringe	Salary & Fringe	\$25,000.00
<b>Total:</b>		<b>\$25,000.00</b>

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **Champaign County Health Care Consumers**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$25,000.00**.
  - b) The grant will be used to administer **Immigrant Population Services** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

<u>Grantee</u>	<u>City of Urbana</u>
Claudia Lennhoff	Chris Kalter, Manager
Champaign County Health Care Consumers	Grants Division
44 E. Main St., Ste 208	City of Urbana
Champaign, IL 61820	400 S Vine St
claudia@cchcc-il.org	Urbana, IL 61801
	Chris.Kalter@UrbanaIL.gov

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

---

CCHCC's Immigrant Population Services provides a wide variety of services geared toward immigrants of varying statuses. This work is becoming increasingly difficult because of the changes to Medicaid, SNAP, Medicare, affordable housing, and even Social Security because of the 2025 federal budget bill that significantly changed immigrants' eligibility for services and benefits depending on immigration status. Our services will help Urbana's immigrant population access vital services and benefits, depending on eligibility based on immigration status, which can vary across family members in a household. For the purposes of this grant, these grant funded services would be focused on low-income City of Urbana immigrant residents. Services will include help accessing timely and affordable healthcare, health insurance enrollment, SNAP enrollment, some housing navigation, applications for hospital financial assistance, applications for Township assistance, applications for LIHEAP, free phones, Disability Benefits, Medicare Savings and Medicare Extra Help. These are all the services and programs that can help stabilize vulnerable low-income immigrant residents in the City of Urbana. The near-term impact will help provide health and economic stabilization and food security. The long-term impact will be the continuation of the near-term impacts, along with reducing the risk of homelessness for economically vulnerable households.

Attachment B  
Program Budget

**Award amount: \$25,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency’s established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Salaries and Fringe	Salaries and Fringe	\$25,000.00
<b>Total:</b>		<b>\$25,000.00</b>

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – CHAMPAIGN COUNTY HEALTH CARE CONSUMERS – IMMIGRANT POPULATION SERVICES**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Champaign County Health Care Consumers has heretofore expressed their intent to operate the Immigrant Population Services utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$25,000.00 in City general funds to Champaign County Health Care Consumers so as to operate and administer the Immigrant Population Services in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **Don Moyer Boys & Girls Club**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 33,000.00**.
  - b) The grant will be used to administer **Reach, Inspire, Develop, Empower & Support Program** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee  
Monica Miles, Chief Operating Officer  
201 E. Park Street  
Champaign, IL 61820  
[mmiles@dmbgc.org](mailto:mmiles@dmbgc.org)

City of Urbana  
Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk  
  
Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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Don Moyer Boys & Girls Club (DMBGC) strives to provide high-quality programming focused on academic enrichment, positive citizenship, and career development in partnership with local school districts and youth-serving institutions to address the ever-changing needs of youth in Champaign County. In alignment with Boys & Girls Clubs of America, DMBGC aims to serve "the youth who needs us most." For DMBGC, this population is Champaign County youth aged 6-18 who need additional academic, emotional, social, and mental support due to the real and perceived barriers they face in achieving their futures. Youth served by DMBGC are largely youth of color from underserved and marginalized neighborhoods: 78% Black or African American, 9% Bi-racial or Multiracial, 7% White, 4% Hispanic or Latino, and 1% or less identifying as Asian, American Indian or Alaska Native, Middle Eastern or North African, or other. 97% of registered youth qualify for Free or Reduced Lunch, and 69% of households report a total household income at or below \$40,000 annually — a clear reflection of the deep economic need present in the communities. Within the City of Urbana, there is a consistent and growing need for programming during non-school hours to support community safety, academic achievement, and workforce development. Through this opportunity, DMBGC seeks to secure funding to sustain the successful transportation and programming services built through the City of Urbana's continued investment in PY24 and PY25, ensuring that Urbana youth aged 6-18 continue to have access to a safe, accessible, and enriching space to participate in high-yield targeted enrichment programming. Between 2023 and 2025, DMBGC identified a steady reduction in the enrollment and engagement of Urbana youth in its academic enrichment after-school program driven by two key barriers. First, due to increased costs associated with operating transportation vans, DMBGC had to reduce the number of Urbana schools from which it could provide after-school pick-ups, leaving families to either arrange their own transportation or forgo services entirely. Second, many families expressed that even when DMBGC could transport youth to our facilities after school, they lacked the means to travel to our sites to pick up their youth safely at the end of the program day. DMBGC has been committed to supporting the "youth who need us most" for over 50 years and has consistently taken the position that any barrier preventing youth and families from accessing the resources and supports they need must be swiftly addressed. With the support of the City of Urbana, DMBGC launched the RIDES (Reach, Inspire, Develop, Empower, Support) Program in PY24 to directly address these barriers — and the results have been clear. Enrollment and engagement of Urbana youth in DMBGC's after-school program has increased meaningfully, demonstrating that when transportation barriers are removed, families show up. The City of Urbana's continued investment through PY24 and PY25 has been foundational to this success, and this PY26 grant request seeks to sustain that progress and ensure the gains made are not lost due to a gap in funding. This grant request seeks to ensure the following critical services remain in place for Urbana youth and families:

- Continued van services accommodating after-school pickups at Urbana School District #116 schools
- Continued van services transporting Urbana youth home safely at the end of the program day
- Up to 50 designated program spaces reserved for Urbana School District #116 youth at no cost to families
- Sustained participation in targeted, high-yield academic enrichment programming with the ultimate goal of increasing the number of youth who graduate from USD #116 schools with a positive plan for their future

Attachment B  
Program Budget

**Award amount:        \$33,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency’s established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Van Driver 1		\$10,148.00
Van Driver 2		\$10,148.00
Youth Development Professional		\$8,813.00
Fall/Winter Van Maintenance		\$1,800.00
Fuel		\$742.00
Data Line		\$1,350.00
<b>Total:</b>		<b>\$33,000.00</b>

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – DON  
MOYER BOYS AND GIRLS CLUB – RIDES PROGRAM**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Don Moyer Boys & Girls Club has heretofore expressed their intent to operate the RIDES Program utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$33,000.00 in City general funds to Don Moyer Boys & Girls Club so as to operate and administer the RIDES Program in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and Urbana Middle School District 116, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 24,000.00**.
  - b) The grant will be used to administer **The SPLASH! On Careers Program** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

City of Urbana

Tonya Dieken  
Director of Grants & Secondary Leadership  
1101 E. University, Suite B  
Urbana, IL 61802  
[tdieken@usd116.org](mailto:tdieken@usd116.org)

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk  
  
Date: \_\_\_\_\_, 2026

## Attachment A

### Program Description

---

Planning and implementation to develop and identify Urbana Middle school as a safe place for students outside of the school day hours. This year's theme will focus on Careers Programming.

We currently use an electronic portfolio program at the middle school to assist students in setting personally challenging goals related to college and careers as an Individual Learning Plan model. Counselors and teachers use this information to develop a plan with students to set goals and prepare them for pathways to their goals in high school as well as set up expectations for high school and transitioning to college or a career as they move into the community as young adults. USD116 also utilized the College and Career Academy at Parkland through the EFE which provides an area vocational center for different careers. We have a mentor match program with our Learning Exchange partners in order to match students with mentors in the field to provide work-based learning experiences; we are also providing work-based experiences through the CTE Executive Internship program within our high school. This task will continue to be ongoing. The College and Career Pathways have been extended to grades 6-8 in alignment with existing high school pathways. By extending our school day program into our after-school program, there will be more flexibility to gaining job shadowing experiences and tours of community career opportunities for our middle school students.

With this program, we will focus on high-needs students, with particular attention to our black and brown students. Time will be allocated for students to build reading and math skills, homework support, and then career exploration, targeting the resources within the Urbana community. Our students need access to understanding that college is not the only option when they graduate high school. This understanding needs to begin development at the middle school level as waiting for high school only provides four years to learn about possibilities for their futures, whereas with exploration beginning at the middle school grade levels, exposure to options can support Career Pathways selection with more focus on the CTE skills that will prepare them for the career they aspire to in the community.

Attachment B  
Program Budget

---

**Award amount:**        **\$24,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency's established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Salary (teacher & support staff)		\$19,622.00
Supplies		\$3,028.00
Transportation (field trip)		\$1,305.00
<b>Total:</b>		<b>\$24,000.00</b>

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT –  
URBANA SCHOOL DISTRICT 116 – URBANA MIDDLE SCHOOL SPLASH! ON CAREERS  
PROGRAM**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Urbana School District 116 has heretofore expressed their intent to operate the Urbana Middle School SPLASH! on Careers Program utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$24,000.00 in City general funds to Urbana School District 116 so as to operate and administer the Urbana Middle School SPLASH! on Careers Program in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **Crisis Nursery**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 37,000.00**.
  - b) The grant will be used to administer **The Safe Children Program** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee  
Stephanie Record, Executive Director  
1309 W. Hill Street  
Urbana, IL 61801-1405  
[srecprd@crisisnursery.net](mailto:srecprd@crisisnursery.net)

City of Urbana  
Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A

### Program Description

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Nursery's Safe Children program provides emergency childcare for children, ages birth through six, whose families are experiencing a crisis. Crisis Nursery is the only 24-hour emergency-based childcare facility open 24 hours, 365 days a year for the entire community to access with no fees or income eligibility. We meet all the child's basic needs during their time at the Nursery and they participate in developmentally appropriate activities, supervised play, positive reinforcement, and positive interaction with trained staff members and volunteers.

Services provided in the Safe Children program include:

- **Crisis Care:** Crisis care services are available to families who are experiencing situations that could potentially endanger their children, including parental stress, homelessness, domestic violence, and medical emergencies. Services are available 24/7 and are offered at no cost. Trained staff members and volunteers provide a nurturing environment where children receive personalized attention and care.
- **Planned Respite Care:** Scheduled respite care offers a temporary break for caregivers, allowing them the essential time to address issues and work towards achieving their goals. This planned respite empowers families to prioritize self-care and seek necessary support without compromising the well-being of their children.
- **Assessments:** Crisis Nursery conducts developmental and socio-emotional assessments for children under our care, providing valuable insights into their growth and development. These assessments not only educate parents on typical child development milestones but also identify potential delays, enabling early intervention and support.
- **Crisis Counseling:** Our experienced staff members offer crisis counseling to families, assisting them in prioritizing needs and problem solving to resolve immediate crises. Through compassionate guidance and support, we empower families to navigate challenging situations and regain stability.
- **Basic Needs Items:** Recognizing the importance of meeting basic needs, the Nursery provides essential items to help parents care for their children effectively. From diapers and formula to clothing and hygiene products, we ensure that families have the necessary resources to provide a safe environment for their children.
- **Follow-Up & Referral to Resources:** After each family's use of our program, we conduct follow-up contacts to ensure continued support and assistance. Additionally, we facilitate linkages to community resources, connecting families with essential services and support networks to address ongoing needs beyond their time at Crisis Nursery.

Attachment B  
Program Budget

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**Award amount:**        **\$37,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency's established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Payroll	Payroll	\$28,000.00
Payroll Taxes		\$2,500.00
Benefits		\$2,500.00
Occupancy		\$2,500.00
Repairs/Maintenance		\$1,500
<b>Total:</b>		<b>\$37,000.00</b>

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – CRISIS  
NURSERY – SAFE CHILDREN PROGRAM**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Crisis Nursery has heretofore expressed their intent to operate the Safe Children Program utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$37,000.00 in City general funds to Crisis Nursery so as to operate and administer the Safe Children Program in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT –  
EASTERN ILLINOIS FOODBANK – CITY OF URBANA FOOD FUND**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Eastern Illinois Foodbank has heretofore expressed their intent to operate the City of Urbana Food Fund utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$50,000.00 in City general funds to Eastern Illinois Foodbank so as to operate and administer the City of Urbana Food Fund in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **Eastern Illinois Foodbank**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 50,000.00**.
  - b) The grant will be used to administer **City of Urbana Food Fund Program** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

City of Urbana

Amanda Borden,  
Vice President of Development  
2405 N. Shore Drive  
Urbana, IL 61802-7221  
[aborden@eifoodbank.org](mailto:aborden@eifoodbank.org)

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street,  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk  
  
Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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Eastern Illinois Foodbank (EIF) is committed to advancing equitable access to nutritious food and strengthening community stability for Urbana residents, particularly those most impacted by rising food insecurity and economic barriers. EIF is seeking support to establish a City of Urbana Food Fund to increase access to nutritious food for Urbana residents experiencing food insecurity. The Food Fund is a locally supported subsidy that reduces the cost for EIF partner agencies, such as food pantries and meal programs, to acquire food through the Foodbank. Participating agencies receive a discount on shared maintenance fees or the purchase price of products ordered from EIF, with the discount applied directly to their invoice after orders are fulfilled. The discount ranges from 50% to 100%, depending on how quickly funds are expended, ensuring equitable distribution among agencies while maximizing the overall impact of available funding.

This program is designed to strengthen the capacity of Urbana-based partner agencies to respond to rising demand. EIF and its network are currently experiencing historic levels of need, driven in part by recent disruptions and changes to the SNAP program that have reduced benefits for many households. As a result, more individuals and families are turning to local food pantries for assistance, often for the first time and more frequently than in previous years. In the most recently completed fiscal year (FY25), EIF's partner agencies served more than 16,000 unique Urbana residents, underscoring both the scale of need and the critical role these agencies play in the community.

In the near term, the Urbana Food Fund will enable partner agencies to stretch limited budgets and purchase greater quantities of food, with a particular emphasis on higher-cost, nutrient-dense items such as fresh produce, dairy, and protein. Based on prior Food Fund implementation in Champaign County, agencies consistently use the subsidy to improve both the quality and variety of food available, directly enhancing the nutritional intake of the neighbors they serve. This increased purchasing power will allow agencies to serve more households and better meet the needs of Urbana residents facing food insecurity.

In the long term, the Food Fund will create a more resilient and responsive local food system. By providing flexible, locally controlled funding, the program helps stabilize partner agencies, reduces gaps in food access, and ensures a consistent supply of nutritious food within the community. By relieving food expenses for Urbana partner agencies at a time of elevated need, the Food Fund will also allow agencies to reallocate their limited resources toward capacity-building efforts, such as improving infrastructure or expanding service hours, to better meet long-term community needs. Additionally, the Food Fund strengthens EIF's broader distribution network by enabling more efficient movement of food and supporting sustained partnerships with agencies serving Urbana.

Ultimately, the City of Urbana Food Fund will not only address immediate food needs but also build lasting capacity within the emergency food network, ensuring that Urbana residents have reliable access to healthy food, even as external factors such as federal policy changes continue to impact household food security.

Attachment B  
Program Budget

**Award amount:        \$50,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency’s established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Food Fund Subsidy	Subsidy Total Discount (50%–100%) applied to partner agency invoices for food purchased through EIF, prioritizing nutritious items such as produce, dairy, and protein	\$50,000.00
<b>Total:</b>		<b>\$50,000.00</b>

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and Angel’s Youth Center, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 25,000.00**.
  - b) The grant will be used to administer Angel’s Youth Center Program (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

City of Urbana

Angelica Johnson, Executive Director  
1509 Rutledge Drive  
Urbana, IL 61802-5505  
[angelsyouthcenter@gmail.com](mailto:angelsyouthcenter@gmail.com)

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

---

Angel's Youth Center (AYC) will implement a comprehensive Violence Prevention and Youth Development Program designed to serve low income youth and families in the Urbana community. This program integrates violence prevention, academic enrichment, mentoring, and family support to address both immediate risks and long-term outcomes for youth. The program will provide structured, year round services that include violence prevention workshops, mentoring, recreational engagement, and a summer enrichment component. AYC provides enrichment programming such as cooking classes, music instruction (including piano), and theater-based activities that promote creativity, life skills, and positive youth engagement. A key feature of the program is AYC's violence prevention strategy, which includes the annual Beat the Streets Teen Summit, where youth engage in open dialogue, conflict resolution activities, and community-led discussions focused on reducing violence and promoting positive decision making.

AYC will implement "The Law and You" curriculum, developed by the National Organization of Black Law Enforcement Executives (NOBLE) and delivered by a certified instructor. This program focuses on improving relationships between youth and law enforcement by increasing understanding of laws, rights, and responsibilities, while fostering trust and communication. Youth will gain practical knowledge and skills that support safe interactions and informed decision making.

AYC's mentoring component pairs participants with both peer and adult mentors who provide guidance in areas such as academic success, goal setting, conflict resolution, and personal development. Mentors reinforce program lessons and serve as consistent, positive role models.

During the summer months, AYC will expand services through a combined Beat the Streets Summer Camp and Summer Literacy Program, designed to address both violence prevention and academic achievement. The 6-week literacy component provides targeted, small group reading instruction, focusing on foundational skills, comprehension, and confidence building. This structured academic support is integrated with youth engagement activities, creating a balanced program that supports both learning and personal growth.

AYC also provides family engagement and support services, working closely with parents and local school districts to address challenges such as school re-entry, academic performance, and behavioral concerns. By serving as a liaison between families and schools, AYC helps ensure youth remain connected to education and supportive resources.

Attachment B  
Program Budget

**Award amount:** \$25,000.00

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency’s established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Personnel & Program Administration	Personnel costs associated with coordinating, implementing, and administering violence prevention and youth development programming, including mentoring, literacy, and community engagement activities, etc.	\$18,000.00
Facility Cost	Rent, utilities, and community space rental, etc.	\$5,000.00
General Program Expenses	Telecommunications, software subscriptions, technology-related services, local travel and transportation costs, educational materials, literacy resources, program supplies, participant refreshments, etc.	\$2,000.00
<b>Total:</b>		\$25,000.00

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – ANGELS  
YOUT CENTER – ANGELS YOUTH CENTER PROGRAM**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Angel Youth Center has heretofore expressed their intent to operate the Angel Youth Center Program utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$25,000.00 in City general funds to Angel Youth Center so as to operate and administer the Angel Youth Center Program in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – THE CENTER FOR YOUTH AND FAMILY SOLUTIONS – COUNSELING PROGRAM**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, The Center For Youth and Family Solutions has heretofore expressed their intent to operate the Counseling Program utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$15,131.14 in City general funds to The Center For Youth and Family Solutions so as to operate and administer the Counseling Program in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **The Center for Youth & Family Solutions**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 15,131.14**.
  - b) The grant will be used to administer **Counseling Program** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

City of Urbana

Renee Demierre, Clinical Supervisor  
1315 A Curt Drive  
Champaign, IL 61784  
[rdemierre@cyfsolutions.org](mailto:rdemierre@cyfsolutions.org)

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

---

The Counseling Program provides professional, affordable, individual, couples and family counseling services to area residents suffering from mental, emotional, and relationship difficulties impacting their functioning in work, school, family or community life. We work closely with multiple child and family serving entities and programs, and most of our clients have experienced some form of trauma or are at significant risk of experiencing trauma. Services are provided by master's level therapists - and supervised by a licensed clinical social worker - who are committed to our strengths-based philosophy, making clients central to services, working with an interdisciplinary team, and verifying effective service delivery.

Our therapists use trauma-informed practice to collaboratively engage clients to tailor realistic alternatives and achievable solutions to their unique situation. During each phase of the treatment the client is involved in defining the problem, the desired change and how to reach their goal. Our therapists are aware of the impact that trauma can have on clients and how it can impact all areas of functioning. Our program utilizes a variety of evidence-based practices including Cognitive Behavioral Therapy, Motivational Interviewing, Mindfulness and Trauma and Attachment-Informed practices, such as Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), TheraPlay, Dialectical Behavioral Therapy (DBT), and Internal Family Systems (IFS).

The focus of the services is to provide strengths-based, trauma-informed, and family-centered counseling services to youth, adults, and families to both ameliorate the impacts of trauma and prevent future trauma and family disruption. We are requesting funding to help increase accessibility of services for individuals and families who are uninsured and/or underinsured by offering services on a sliding fee. When mental health needs go unaddressed, the consequences often extend well beyond the individual. Untreated mental health concerns can interfere with emotional regulation, physical health, educational engagement, employment stability, and healthy relationships. For families, these challenges can strain caregiving systems, disrupt family functioning, and increase the risk of intergenerational trauma, child welfare involvement, and family separation. At the community level, unmet mental health needs are associated with increased use of emergency services, higher rates of school and workplace disruption, and greater strain on public systems.

Despite the clear benefits of early and consistent mental health treatment, many individuals and families face significant barriers to accessing care. Cost remains one of the most common obstacles, particularly for those who are uninsured or underinsured, have high deductibles, or face limited coverage for behavioral health services. These financial barriers often delay or prevent engagement in treatment until concerns have escalated to a crisis point. By offering counseling services on a sliding fee scale, this project will reduce financial barriers, increase timely access to care, and support sustained engagement in treatment—ultimately promoting individual healing, family stability, and stronger, healthier communities.

Attachment B  
Program Budget

**Award amount:        \$15,131.14**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency’s established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Salary and Fringe		\$15,131.14
<b>Total:</b>		<b>\$15,131.14</b>

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **Rape Advocacy, Counseling, & Education Services**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 75,000.00**.
  - b) The grant will be used to administer **The Survivor Services Program** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

City of Urbana

Jaya Kolisetty, Executive Director  
301 S. Vine Street, Suite 103  
Urbana, IL 61801  
[Executive.director@cu-races.org](mailto:Executive.director@cu-races.org)

Chris Kalter, Manager  
Grants Division  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

Grants Division  
City of Urbana  
400 S Vine St  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk  
  
Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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Therapy services at RACES are part of the agency's Survivor Services Program. Master's level clinicians provide trauma-informed, culturally competent therapy through multiple treatment modalities, utilizing approaches that best meet the goals and the needs identified by clients. Therapeutic approaches include cognitive-behavioral therapy, Eye Movement Desensitization and Reprocessing (EMDR), and arts-based therapy. RACES often has a waiting list for therapy services, and funding from the City of Urbana has allowed RACES to hold spots specifically for Urbana residents. The Youth Services Therapist, who has been partially funded by grants from the City of Urbana since FY24, has a strong case load with most of their clients residing in Urbana. The Survivor Services Program also includes the agency's crisis intervention and advocacy services. RACES has trained staff and volunteers available to provide support 24/7 through the agency's sexual assault crisis hotline. Walk-in crisis intervention services are available in-person Monday-Friday 8:30am-5pm at the agency's office. Medical advocacy is also available 24/7. Advocates respond to the emergency department to provide emotional support, explain survivor's rights and options, and provide new clothing and hygiene products, as directed by the survivor. RACES' Legal Advocates provide support to survivors who are navigating the legal system through court accompaniment, support filing for protective orders, and direct intervention to help survivors access victims' services programs.

Attachment B  
Program Budget

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**Award amount:        \$75,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency's established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Personnel (salary and fringe)		\$62,078.00
Contractual Services		\$2,946.00
Occupancy		\$8,508.00
Telecommunications, supplies, and other program expenses		\$1,468.00
<b>Total:</b>		<b>\$75,000.00</b>

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – RAPE ADVOCACY, COUNSELING, AND EDUCATION SERVICES (RACES) – SURVIVOR SERVICES**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Rape Advocacy, Counseling, & Education Services (RACES) has heretofore expressed their intent to operate the Survivor Services utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$75,000.00 in City general funds to Rape Advocacy, Counseling, & Education Services (RACES) so as to operate and administer the Survivor Services in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A  
SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT –  
COURAGE CONNECTION – HOUSING STABILIZATION FOR DOMESTIC VIOLENCE  
SURVIVORS**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Courage Connection has heretofore expressed their intent to operate the Housing Stabilization for Domestic Violence Survivors utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$125,000.00 in City general funds to Courage Connection so as to operate and administer the Housing Stabilization for Domestic Violence Survivors in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **Courage Connection**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants to the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 125,000.00**.
  - b) The grant will be used to administer **The Housing Stabilization for Domestic Violence Survivors Program**(“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee

City of Urbana

Andi France, Director of Grants  
1304 E Main Street  
Urbana, IL 61802  
[afrance@courageconnection.org](mailto:afrance@courageconnection.org)

Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801  
[Chris.Kalter@UrbanaIL.gov](mailto:Chris.Kalter@UrbanaIL.gov)

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary  
  
Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk  
  
Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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The Housing Stabilization for DV Survivors program supports survivors of domestic violence as they transition from crisis to long-term safety and independence. The program addresses housing instability, a well-documented barrier for survivors fleeing abusive relationships, by combining individualized advocacy, financial assistance, and supportive services that promote both immediate safety and long-term housing stability. Participants are survivors who may be living in shelter, living in unsafe or unstable housing, or facing eviction, homelessness, or economic hardship because of abuse. Through the program, survivors receive individualized housing stabilization advocacy tailored to their unique circumstances and goals. Advocate(s) work one-on-one with participants to identify safe housing options, navigate housing applications and landlord communication, access any available rental assistance, utility support or moving services available to them, and address housing-related concerns. Survivors are also supported in developing specific service planning around their situation, and are connected to counseling, legal advocacy, and children's case management as needed to support overall stability. The program prioritizes trauma-informed, survivor-centered practices that empower our clients to make informed choices while rebuilding their lives in safe, stable environments. The near-term impact of the Housing Stabilization Program includes increased access to safe housing for survivors and their children. Clients experience reduced risk of homelessness, eviction, and continued abuse by securing housing that meets them where they are. By addressing financial and logistical barriers to housing, the program allows survivors to focus on safety, healing, and stability. In the long-term, the program hopes survivors are better positioned to maintain permanent housing, build financial security, and pursue long-term personal and family goals. Children benefit from stable living environments that support healthy development and reduce the long-term effects of trauma associated with housing instability and domestic violence. At the community level, the program contributes to a reduction in homelessness related to domestic violence and strengthens the overall community by promoting survivor-centered responses to housing insecurity.

Attachment B  
Program Budget

**Award amount:**        **\$125,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency’s established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Salary		\$57,920.00
Fringe		\$13,080.00
Client Services		\$54,000.00
<b>Total:</b>		<b>\$125,000.00</b>

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A SUBRECIPIENT AGREEMENT COMMUNITY SERVICES GRANT AGREEMENT – EAST CENTRAL ILLINOIS REFUGEE MUTUAL ASSISTANCE CENTER (THE REFUGEE CENTER) – SUPPORTING IMMIGRANT FAMILIES**

**(FY 2026-2027)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, East Central Illinois Refugee Mutual Assistance Center (The Refugee Center) has heretofore expressed their intent to operate the Supporting Immigrant Families utilizing City general funds and in accordance with City regulations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Agreement providing \$75,000.00 in City general funds to East Central Illinois Refugee Mutual Assistance Center (The Refugee Center) so as to operate and administer the Supporting Immigrant Families in substantially the same form of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantially the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**CITY OF URBANA  
COMMUNITY SERVICES GRANT PROGRAM AGREEMENT**

Fiscal Year 2026 - 2027

This Community Services Grant Program Agreement (“Agreement”) is made between the City of Urbana, an Illinois municipal corporation (the “City”), and **East Central Illinois Refugee Mutual Assistance Center (The Refugee Center)**, (the “Grantee”) each a “party” and together the “parties,” and is effective on the last date signed by a party hereto.

1. **Purpose and Scope.** Subject to the terms of this agreement, the parties agree as follows:
  - a) The City hereby grants the Grantee and the Grantee hereby accepts a grant not to exceed **\$ 75,000.00**.
  - b) The grant will be used to administer **Supporting Immigrant Families** (“Program”). The program description can be found in Attachment A.
  - c) The Grantee shall use funds only for approved costs included in the program budget. The program budget can be found in Attachment B.
  
2. **Term.** The Agreement shall commence on July 1, 2026, and shall remain in effect until June 30, 2027. Funds not spent during the term due to a delay in the project, or component thereof, inclusive of unavoidable delays, will be subject to forfeiture upon expiration of this Agreement.
  
3. **Disallowed Costs.** The following costs are unallowable in accordance with the terms and conditions of this Agreement:
  - a) **Capital expenditures.** Meaning expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
  - b) **Equipment.** The purchase of equipment (meaning tangible personal property with a useful life of more than one year) is generally disallowed. The purchase of equipment is only allowable when the following conditions are met:
    - (1) The equipment is materially necessary to carry out the Program.
    - (2) The equipment will be used solely for the authorized purposes of the Program during the grant period.
    - (3) Upon expiration of the Agreement, the Grantee shall maintain ownership of the equipment and shall continue to use the equipment for eligible purposes.
    - (4) The Grantee shall not charge program participants a fee to use the equipment.
    - (5) The Grantee shall not purchase equipment without prior approval of the City.
  - c) **Cash payments.** Meaning cash or other monetary incentives paid directly to program participants, including gift cards.
  - d) **Political activities.** Meaning contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established to influence the outcomes of local, state, or federal elections.
  - e) **Unapproved Costs.** Costs not approved and included in the program budget are unallowable. All costs are subject to review and approval by the City.

4. **Reporting & Disbursement.** The City shall disburse the grant award as a reimbursement for eligible program expenses on a quarterly basis. Along with each quarterly request for reimbursement, the Grantee must submit an accomplishment report along with supporting expenditure documentation in the manner prescribed by the City.

5. **Recordkeeping.** The Grantee shall establish on its financial books and records a separate set of accounts for the funds received under this agreement and shall account for the receipt and expenditure of the funds. The Grantee shall use fiscal, accounting, and audit procedures that conform to generally accepted accounting principles and applicable statutes. The Grantee shall submit to the City such financial statements and other financial records and shall make such reports to the City as the City deems necessary to evaluate the Grantee's compliance with this agreement. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, the Grantee shall maintain all records and documents related to this Agreement for 5 years.

6. **Reimbursement.** The Grantee shall reimburse the City for any funds the Grantee receives under this agreement that it uses in violation of the agreement or in a manner prohibited by law, along with interest on such funds, the city's collection costs, and reasonable attorney's fees.

7. **Nondiscrimination.** No person shall be excluded from participation in programs the City is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this agreement on the ground of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record, source of income, or on any other ground upon which such discrimination is prohibited by law. Programs and services offered under the terms of this Agreement shall not be contingent upon participation in religious events or activities. The Grantee may not use grant funds for explicitly religious activities such as worship, religious instruction, or proselytization.

8. **Availability of Funds.** This Agreement, and payment of all amounts due under this agreement, are subject to the availability of funds. The City reserves the right to alter the grant award based upon the availability of funding upon a written 30-day notice.

9. **Default and Enforcement of Agreement.** A default shall consist of noncompliance with the terms and conditions of the Agreement, any material breach of the Agreement, failure to comply in a timely manner with all reporting requirements, failure to expend grant funds in a timely manner, or a misrepresentation in the application submission which, if known by the City, would have resulted in Community Services grant funds not being provided. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, the City may take one or more of the following actions:

- a) Direct the Grantee to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities.

- b) Direct the Grantee to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions.
- c) Revise the scope of service or budget to remediate the performance deficiency.
- d) Suspend disbursement of Community Services grant funds for affected activities.
- e) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the Agreement and any other available remedies.

For purposes of this Agreement, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by Grantee of the City's written notice of default. Unless the Grantee's default is waived, the City may, upon twenty-four (24) hour written notice, terminate this Agreement for said default. No delay or omission by the City in exercising any right or remedy available to it under the Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Grantee default. Notices required herein, shall be considered received by the Grantee and the City if delivered in the manner specified in section 15 of the Agreement.

10. **Indemnification.** The Grantee shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, or damage, including without limitation reasonable attorney's fees and costs, arising from or in any way related to the Grantee's activities under this agreement, except to the extent caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents. This section will survive the termination of this agreement.

11. **Independent contractors.** The parties are independent contractors with respect to each other, and nothing in this agreement creates any association, partnership, joint venture, or agency relationship between them.

12. **Third party beneficiaries.** This agreement does not and is not intended to confer any enforceable rights or remedies upon any person other than the parties.

13. **Assignment.** The Grantee shall not assign, convey, or otherwise transfer any of its rights, duties, or obligations under this agreement to another person or entity without the City's express written consent.

14. **Entire agreement; amendments in writing.** This agreement constitutes the entire agreement between the parties, supersedes all other agreements or understandings between them pertaining to the matter of this agreement, and may not be amended except in writing signed by both parties.

15. **Notices.** The parties shall give all notices required or permitted by this agreement in writing. All notices will be deemed given when personally delivered; deposited in the U.S. mail, postage prepaid, first class; or delivered to a commercial courier service (e.g., FedEx or UPS). A notice delivered by email will be deemed given when the recipient acknowledges having received the email by email sent to the sender's email address, as stated in this section, or by a notice delivered by another method in accordance with this section. An automatic "read receipt" will not constitute

acknowledgment of an email for purposes of this section. Each party’s address is stated below and may be changed to such other addresses as the party may hereafter designate by notice.

Grantee  
Lisa Wilson, Executive Director  
The Refugee Center  
201 W. Kenyon Rd., Ste 4D  
Champaign, IL 61820  
lisawilson@trc-cu.org

City of Urbana  
Chris Kalter, Manager  
Grants Division  
City of Urbana  
400 S Vine St  
Urbana, IL 61801  
Chris.Kalter@UrbanaIL.gov

16. **Waiver.** Either party’s failure to enforce any provision of this agreement will not be deemed a waiver of future enforcement of that or any other provision. A waiver of any provision of this agreement is valid only if in writing and signed by the parties.

17. **Compliance with law; no use of funds for lobbying.** The Grantee shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, all of which as may be amended from time to time. The Grantee shall not use any funds the Grantee receives under this agreement for lobbying purposes.

18. **Counterparts.** The parties may sign this agreement in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) or by facsimile will be deemed original signatures for all purposes.

19. **Contingences and Special Conditions.** This grant agreement is subject to the following special conditions:

[Signature page follows]

The parties are signing this agreement on the dates indicated below their signatures.

Grantee

City of Urbana, Illinois

By: \_\_\_\_\_  
Name  
Title

By: \_\_\_\_\_  
DeShawn B Williams  
Mayor

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Name  
Secretary

By: \_\_\_\_\_  
Darcy E Sandefur  
City Clerk

Date: \_\_\_\_\_, 2026

Date: \_\_\_\_\_, 2026

## Attachment A Program Description

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The Supporting Immigrant Families program provides immigrant, refugee, asylee, and Limited English Proficiency clients with access to public benefits and other resources, as well as case management and culturally sensitive social support. The Refugee Center assists clients with applying for and navigating public benefits such as SNAP, TANF, WIC, Medicaid, All Kids or childcare. If clients are denied benefits, we advocate for them at IDHS and other agencies and refer them to relevant resources. We also provide translation of documents, interpretation, and culturally and linguistically appropriate educational workshops to raise awareness about the availability of services that support personal and family wellbeing and economic self-sufficiency. We address barriers and lack of information about human services that prevent our clients from securing essential resources, and ensure that the community is informed on policies relevant to their communities. We help resettle refugees, asylees and Special Immigrant Visa holders by providing intensive case management and employment services. While new refugee arrivals have stalled, the termination of programs and funding has increased the needs of refugees and other immigrants eligible for services through the Office of Refugee Resettlement, (ORR), locally. In addition, these clients cannot receive SNAP until they are granted a green card, which will take a minimum of one year after arrival, perhaps months longer due to processing delays.

In addition to broad social support and language services, our agency will provide housing support to immigrants in Urbana through housing and utility payments made on behalf of clients facing financial insecurity. Immigrants are especially vulnerable to issues of housing affordability and stability, facing mounting barriers as they seek to establish themselves in our community and begin contributing in a meaningful way. Providing financial support for immigrants in crises is a valuable service that provides stability and reduces re-traumatization so that clients can focus on navigating other systems and progress towards self-sufficiency. This portion of our program has been developed in consultation with the New American Welcome Center.

Attachment B  
Program Budget

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**Award amount:        \$75,000.00**

*The Grantee shall use funds only for approved costs included in the program budget. All costs incurred by the Grantee for the Program must be allowable, reasonable, and allocable to the grant. All costs are subject to review and approval by the City.*

- **Allowable:**
  - *Costs conform with the requirements of the Agreement.*
  - *Costs are consistent with generally accepted accounting principles.*
  - *Costs are adequately documented.*
- **Reasonable:**
  - *Costs are generally recognized as ordinary and necessary for the operation of the program.*
  - *Costs demonstrate sound and prudent business practices.*
  - *Costs are consistent with market prices for comparable activities in East Central Illinois.*
  - *Costs are consistent with agency’s established written purchasing policies and procedures.*
- **Allocable:**
  - *Costs are incurred specifically for the City-funded program.*

<b>Program Budget</b>		
<i>Item</i>	<i>Description</i>	<i>Amount</i>
Salaries, Fringe, payroll taxes		\$25,892.73
Supplies	PPE, printing, staff appreciation	\$1,917.40
Operating	postage, phone, internet, outsourced printing, subs, GL insurance	\$470.78
Housing Assistance	housing and utility assistance	\$46,719.00
	<b>Total:</b>	<b>\$75,000.00</b>

## Ordinance No. 2024-12-042

**AN ORDINANCE ESTABLISHING APPROVAL, POLICY, AND REPORTING REQUIREMENTS FOR SURVEILLANCE TECHNOLOGY**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, the City of Urbana reaffirmed its commitment as a sanctuary city in Resolution No. 2016-12-070R, stating that “the City Council and the Mayor will join with councils and mayors from other communities around the country to stand with our immigrant residents and defend policies that welcome and protect immigrants...” and that “no city employee or official or department or agency of the City of Urbana shall request information about or otherwise investigate or assist in the investigation of the citizenship or immigration status of any person unless such inquiry or the investigation is required by a court order...”; and

**WHEREAS**, the City of Urbana adopted the Ten Shared Principles on June 22, 2020 in Resolution No. 2020-06-031R which states “We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status;” provides support to “build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles” and advocates for “the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality”; and

**WHEREAS**, it is the Urbana City Council (“Council” or “City Council”) and City's responsibility to legislate matters of public safety and accountability to the public, and any use or expense of surveillance technology require due public process and approval from City Council; and

**WHEREAS**, the Urbana City Council finds that no decision relating to surveillance technology should be made without collaborative community input and consideration of the impact such technologies may have on civil rights and civil liberties, including those rights guaranteed by Article I of the Illinois Constitution and the First, Fourth, and Fourteenth Amendments to the United States Constitution; and

**WHEREAS**, the use of surveillance technologies are known to have had a significant, detrimental impact on civil rights and civil liberties, namely the invasion of an individual's privacy and infringing on their right to be left alone, including those guaranteed by the First, Fourth and Fourteenth Amendments to the United States Constitution, and thus it is incumbent on the police seeking to fund, acquire, or use a surveillance technology to expressly identify the potential adverse impacts the technology may have on civil rights and civil liberties and what specific measures it will undertake to prevent such adverse impacts; and

**WHEREAS**, surveillance technologies can create oppressive, stigmatizing environments when used indiscriminately, continuously, or pervasively, especially for communities that have historically been disproportionately targeted by their use, such as communities of color, low-income communities, and politically active communities; and

**WHEREAS**, the urgency to publicly process the acquisition of surveillance technologies is necessitated by new concerns whether surveillance technologies will be used to apprehend people from out-of-state seeking abortions and other reproductive healthcare in Illinois; people without legal immigration status who seek asylum and would be sought for deportation; peaceful individuals or organizations exercising their rights, including expressing grievances against the government; and people whose race, national origin, ethnic identity, gender identity, sexual orientation, or other protected demographics place them under potential for additional surveillance; and

**WHEREAS**, the need for a public process to acquire surveillance technologies is further required because of the likelihood that federal law enforcement agencies will access any data stored by surveillance technologies; and

**WHEREAS**, as of the passing of this ordinance, there is no current city policy on the use and acquisition of police surveillance technology, and it is therefore necessary to clarify the Council's position on the required processes of public accountability;

**NOW THEREFORE BE IT ORDAINED** by the City Council, of the City of Urbana, Illinois, as follows:

**Section 1. Purpose:**

The purpose of this ordinance is to provide transparency, oversight, and accountability regarding the acquisition and use of surveillance technology and the data it collects by the City of Urbana police department, and to protect privacy, civil rights, and racial and immigrant justice.

## Section 2. Approval Process for Surveillance Technology Acquisition or Use

(a) When the Police Department seeks to acquire or use new surveillance technology or change an existing Use Policy, it shall, prior to such acquisition or use obtain approval by majority vote of the Urbana City Council prior to purchasing, acquiring, or using any new surveillance technology (as defined in Attachment A of this Ordinance), which includes adding data from a new source or new analytic tools in a manner which changes the functionality of the existing data collected by the surveillance technology.

(b) At least thirty (30) days prior to seeking approval of a surveillance technology, the City shall submit to the City Council and make publicly available a written and unredacted surveillance technology “Use Report,” along with a draft of the proposed surveillance technology “Use Policy” (as defined in Attachment A of this Ordinance). During this time, the public will have the opportunity to provide input to the City Council.

(c) Once approved or denied by the City Council, surveillance technology may be reconsidered under the following circumstances and procedures:

(1) Twelve (12) months or more after its most recent vote to approve or reconsider the technology;

(2) At any time, due to a demonstrable material change in circumstances that may affect the City Council’s intent in previously approving or denying the use of a particular technology, including but not limited to the following:

a. evidence showing that the approved use of a technology has led to an outcome indicating a discriminatory impact or some other infringement of individual rights;

b. a change in the law that changes or materially impacts the previously approved or denied use of such technology;

c. the revelation of a previously unknown capability, functionality, or application of the approved technology that is inconsistent with the City Council’s previous intent in approving or denying the technology; or

(3) A request to reconsider a previously approved or denied surveillance technology may be placed on a Committee of the Whole agenda by the Mayor or by council members consistent with City Council rules in effect at the time of the request.

(4) Once a request for reconsideration is placed on a Committee of the Whole agenda, the City Council must then vote on whether to proceed with formal reconsideration of the technology.

(5) Approval of reconsideration under paragraph (c)(1) of this section shall be by a simple council majority. Approval of reconsideration under paragraph (c)(2) of this section shall be by a 2/3 vote of the corporate authorities.

(6) If a request for reconsideration is approved by the City Council, the party requesting reconsideration will present to the City Council the material basis for the reconsideration, if applicable, and any proposed Council action, at a future Committee of the Whole meeting.

### **Section 3. Standard for Approval of Surveillance Technology**

a) When evaluating a request for the use of surveillance technology, the City Council may consider a range of factors, including but not limited to:

- i) The potential public safety benefits and effectiveness of the technology.
- ii) The economic, social, and community costs associated with its implementation and use.
- iii) Any potential impacts on civil liberties and civil rights, including privacy concerns.
- iv) The possibility of disparate impacts on specific communities or groups.
- v) Safeguards or oversight mechanisms that could mitigate risks or unintended consequences.
- vi) Alternative methods or technologies that could achieve similar outcomes with fewer negative effects.

### **Section 4. Reporting and Approval of Existing Surveillance Technologies**

(a) For all existing or hereinafter approved surveillance technology in use, a “Surveillance Technology Annual Report” will be publicly available and presented to City Council each year, which includes a current copy of the “Use Policy” for each technology and other information included in the definitions in Attachment A.

(b) For all surveillance technology referenced here that are already in use at the time this Ordinance is approved:

- (i) The City shall present to City Council a “Use Report” and “Use Policy” for each technology in use, within one hundred twenty (120) days of the passing of this Ordinance, unless otherwise extended with approval by majority vote from City Council. No more than two (2) extensions shall be granted for any individual technology or database in use.

(ii) The existing surveillance technologies shall require a formal approval process (as outlined in Section 2 and 3 of this Ordinance) as soon as the information on each technology is made available.

(iii) If the Council has not approved the continuing use of the surveillance technology, including the Use Report and the Use Policy, within one hundred eighty (180) days of its submission to the Council, unless otherwise extended, the City Department shall cease its use of the surveillance technology and the sharing of surveillance data therefrom until such time as Council approval by majority vote is obtained in accordance with this Ordinance.

(iv) During the period that continued use is not yet approved, the technology or database contract shall not be renewed or extended even if the result would be the termination of availability of the use before one hundred eighty (180) days.

## **Section 5. Contractual Agreements Involving Surveillance Technology**

(a) Except where otherwise allowed under this Ordinance all contracts or agreements for the acquisition or use of surveillance technology, regardless of duration or cost, shall require formal approval by a majority vote of the City Council prior to execution.

(b) Prior to approval, City Departments, through the Mayor's Office, shall provide all members of City Council with a complete copy of any and all contract(s) or other agreement(s) for the purchase, acquisition, or use of any new surveillance technology. Consistent with its obligations under the Illinois Freedom of Information Act (FOIA) and current practice, the City shall not enter into a nondisclosure agreement or contractual confidentiality provision with any surveillance technology vendor or third party provider that limits or purports to limit the disclosure of records or information subject to FOIA..

(c) The City shall not enter into any contract or other agreement that facilitates the sharing of surveillance data in the City's possession with any non-governmental entity or third party in exchange for money or other consideration, whether or not such surveillance data was generated by or is owned by the City. Any such contracts or agreements signed prior to the enactment of this ordinance that are inconsistent with this section shall be terminated as soon as is permissible under the terms of the agreement.

## Section 6. Disaster Circumstances

(a) Notwithstanding the provisions of this ordinance, the Urbana Police Department may temporarily acquire or temporarily use surveillance technology in disaster circumstances for a period not to exceed thirty (30) days, with approval from the Mayor or their designee, without following the provisions of approval stated in this ordinance before that acquisition or use. No more than two (2) consecutive periods of disaster circumstantial use shall be granted for any individual technology or database.

(b) If the Urbana Police Department acquires or uses surveillance technology in disaster circumstances under this section, the Department must:

(i) Report that acquisition or use to the City Council in writing within thirty (30) days following the end of those disaster circumstances and the use of the surveillance technology.

(ii) Submit a Use Report and, if necessary, a technology-specific Use Policy to the City Council regarding that Surveillance Technology within thirty (30) days following the end of those disaster circumstances.

(iii) Include that surveillance technology in the next Surveillance Technology Annual Report to the City Council following the end of those disaster circumstances.

(iv) If the City Department is unable to meet the 30-day timeline to submit a surveillance technology Use Report and, if necessary, a technology-specific Use Policy to the City Council, the City Department must notify the City Council in writing requesting to extend this period. The City Council may grant extensions in 30-day increments beyond the original 30-day timeline to submit a surveillance technology Use Report, and, if necessary, a technology-specific Use Policy.

(v) Any surveillance technology Use Report, and, if necessary, any technology-specific Use Policy submitted to the City Council under this subsection shall be made publicly available on the City's website upon submission to the City Council.

(vi) Any Surveillance Technology Use Report and, if necessary, technology-specific Use Policy submitted to the City Council under this section may be redacted to the extent required to comply with an order by a court of competent jurisdiction, or to exclude information that, in the reasonable discretion of the Urbana Police Department or other City Department, would, if disclosed, materially jeopardize an

ongoing investigation or otherwise represent a significant risk to public safety and security; provided, however, that any information redacted pursuant to this paragraph will be released in the next Surveillance Technology Annual Report following the point at which the reason for such redaction no longer exists.

(c) Departments using approved surveillance technologies or other technologies with unutilized and unapproved surveillance capabilities may apply a technical patch or upgrade that is necessary to maintain essential operations or to mitigate cyber security threats to the City. The department shall not use any unapproved new surveillance capabilities of the technology until the requirements of this ordinance are met or unless the Mayor or the Mayor's designee determines that the use is unavoidable; in that case, the Mayor shall request City Council approval as soon as possible. The request shall include a report to the City Council of how the altered surveillance capabilities were used since the time of the upgrade.

## **Section 7. Destruction of Improperly Collected Data**

### **(a) Prohibition on Use or Disclosure**

Any data collected through the use of surveillance technology in violation of this ordinance, and any data or information derived from such data, shall not:

1. Be knowingly used or introduced as evidence by any City department, agency, employee, or official in any criminal, civil, or administrative proceeding against any member of the public, except in a proceeding alleging a violation of this ordinance; or
2. Be knowingly disclosed or provided by any City department, agency, employee, or official to any other person or entity for the purpose of investigation, enforcement, or evidentiary use.

### **(b) Preservation Pending Review**

Upon discovery that data may have been created or collected in violation of this ordinance, the City department possessing the data shall:

1. Segregate and preserve the data pending review; and
2. Promptly notify the appropriate prosecuting authority if the data relates to a known or reasonably foreseeable criminal investigation or prosecution.

### **(c) Review for Evidentiary and Discovery Obligations**

Before any deletion or destruction of data subject to this section:

1. The appropriate prosecuting authority shall be given a reasonable opportunity to determine whether the data must be preserved to comply with constitutional, statutory, or court-imposed disclosure obligations, including obligations recognized under *Brady v. Maryland* and applicable Illinois discovery rules.

2. If the prosecuting authority determines that the data may be material to the defense in a criminal case, a copy of the potentially material data shall be disclosed to the defendant in accordance with applicable law before any deletion or destruction.

(d) Deletion and Destruction

After completion of the review described above, and once the City determines that retention is not required by law, court order, evidentiary obligations, or pending litigation, the data and any derivatives shall be permanently deleted or destroyed as soon as possible under applicable records retention requirements.

(e) Documentation

The City department or agency responsible for the surveillance technology shall document:

1. The determination that the data was collected in violation of this ordinance;
2. Any review conducted under subsection (c); and
3. The date and method of deletion or destruction.

Such documentation shall be retained in accordance with applicable records retention laws.

## **Section 8. Surveillance Technology Reporting Oversight and Policy Review**

- (a) The Civilian Police Review Board (CPRB) shall review each Surveillance Technology Annual Report, Use Report, and Use Policy of surveillance technology or database subject to this ordinance, with a final vote on the recommendation by CBRP before moving to the Urbana City Council Committee of the Whole. If the CPRB is not able to review the reports and policies in a reasonable time-frame due to logistical factors, the City Department will present the reason for lack of CPRB review to council.
- (b) The CPRB and the Human Rights Commission (HRC) may hear complaints within their existing authority under the City Code that involve the use of surveillance technology or databases.
- (c) Upon request by the CPRB or HRC, City Departments shall provide records relevant to a complaint properly before that body that involves the use of surveillance technology or databases.
- (d) The City Council and CPRB, in its review of Surveillance Technology Annual Reports and Use Reports, may request and shall be entitled to receive and review records related to the use of such technology by City Departments.

**Section 9. Incorporation of State Law; Conflict**

The Protecting Household Privacy Act, 5 Illinois Compiled States 855/1 set seq., the Freedom from Drone Surveillance Act, 725 Illinois Compiled Statutes 167/1 et seq., and the Freedom from Location Surveillance Act, 725 Illinois Compiled Statutes 168/1 et seq., are incorporated herein by reference as part of this article. In the case of a conflict between a provision of state law and a provision of this article, the more stringent provision shall control.

**Section 10. Definitions**

The list of relevant definitions is included in Attachment A as part of this Ordinance.

[The final version will be formatted for city code]

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2026.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sanderfur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2026.

Diane Wolfe Marlin, Mayor



**ATTACHMENT A**  
(Ordinance No. 2024-12-042)

**Definitions:**

1) *Disaster Circumstances* mean occurrences that are determined by the Mayor or their designee to meet the definition of a “disaster” under the Illinois Emergency Management Agency Act (220 ILCS 3305/1 et seq), meaning “an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural, technological, or human cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, public health emergencies, cyber incidents, or acts of domestic terrorism.” The use of surveillance technology in disaster circumstances shall not infringe upon an individual’s right to peacefully protest or exercise other lawful and protected constitutional rights.

2) *Surveillance* means the act of observing or analyzing the movements, behavior, or actions of identifiable individuals.

4) *Surveillance Technology* means any device, hardware, or software that is capable of collecting, capturing, recording, retaining, processing, intercepting, analyzing, monitoring, or sharing audio, visual, digital, location, thermal, biometric, associational, or similar information specifically associated with, or capable of being associated with, any identifiable individual or group; or any system, device, or vehicle that is equipped with an electronic surveillance monitoring device, hardware, or software.

a) Examples of Surveillance Technology include, but are not limited to:

1. International mobile subscriber identity (IMSI) catchers and other cell-site simulators;
2. Automatic license plate readers;
3. Closed-circuit television cameras except as otherwise provided herein;
4. Biometric Surveillance Technology, including facial, voice, iris, and gait-recognition software and databases;
5. Gunshot detection and location hardware and services;
6. GPS tracking systems that monitor an individual’s location without authorization;
7. X-ray vans;
8. Video and audio monitoring and/or recording technology that can be remotely accessed, including privately owned devices such as doorbell or private security cameras;

9. Surveillance enabled or capable light bulbs or light fixtures;
10. Tools, including software and hardware, used to gain unauthorized access to a mobile device, computer, computer service, or computer network;
11. Social media monitoring software;
12. Through-the-wall radar or similar imaging technology;
13. Passive scanners of radio networks;
14. Long-range Bluetooth and other wireless-scanning devices;
15. Thermal imaging or “forward-looking infrared” devices or cameras;
16. Electronic database systems containing or analyzing surveillance data about identifiable individuals;
17. Radio-frequency identification (RFID) scanners; and
18. Use of aerial drones by or on behalf of the City within City limits, in addition to compliance with the Illinois Freedom from Drone Surveillance Act
19. Software designed to integrate or analyze data from surveillance technology, including surveillance target tracking and predictive policing software.

b) Surveillance Technology does not include the following devices, software, or hardware, which are exempt from the requirements of this ordinance, unless the devices, hardware, or software are modified to include additional surveillance capabilities:

1. Routine office hardware, such as televisions, computers, and printers, that are in widespread public use and will not be used for any surveillance or surveillance- related functions;
2. Parking ticket devices (PTDs) and related databases;
3. Manually-operated, non-wearable, handheld digital cameras, audio recorders, and video recorders that are not designed to be used surreptitiously and whose functionality is used for manually capturing and manually downloading video and/or audio recordings;
4. Cameras installed in or on a police vehicle;
5. Body-worn cameras as required by the Illinois Law Enforcement-Worn Body Camera Act, 50 ILCS 706/10-1 *et seq.*, as amended;
6. Cameras installed pursuant to state law authorization in or on any vehicle or along a public right-of-way solely to record traffic violations or traffic patterns, provided that the Surveillance Data gathered is used only for that purpose;
7. Surveillance devices that cannot record or transmit audio or video or be remotely accessed, such as image stabilizing binoculars or night vision goggles;
8. City databases that do not and will not contain any Surveillance Data or other information collected, captured, recorded, retained, processed, intercepted, or analyzed by Surveillance Technology;

9. Manually-operated technological devices that are used primarily for internal City communications and are not designed to surreptitiously collect Surveillance Data, such as radios and email systems;
10. Card readers and key fobs used by City employees and other authorized persons for access to City-owned or controlled buildings and property;
11. Cameras installed on City property solely for security purposes, including closed-circuit television cameras installed by the City to monitor entryways and outdoor areas of City-owned or controlled buildings and property for the purpose of controlling access, maintaining the safety of City employees and visitors to City buildings, and protecting City property;
12. Security cameras including closed-circuit television cameras installed by the City to monitor cashiers' windows and other cash-handling operations on City property and to maintain the safety of City employees and visitors to such areas;
13. Technology that monitors only City employees in response to complaints of wrongdoing or in order to prevent waste, fraud, or abuse of City resources.
14. Personal communication devices that have not been modified beyond stock manufacturer capabilities in a manner described above, provided that any bundled Face Recognition Technology is only used for the sole purpose of user authentication in the regular course of conducting City business.

(c) "Use Report" shall mean a publicly released, legally enforceable written report that includes, at a minimum, the following:

- (i) Information describing the surveillance technology and how it works.
- (ii) Information on the proposed purpose(s) of the surveillance technology.
- (iii) If the surveillance technology will not be uniformly deployed throughout the city, what factors will be used to determine where the technology will be deployed or targeted, and the location(s) where it may be deployed and crime statistics for such location(s).
- (iv) The fiscal impact of the surveillance technology, including initial purchase and other known ongoing costs, including impact on personnel time, along with any current or potential sources of funding.
- (v) An assessment of whether use of the surveillance technology will have an unwarranted disparate impact on protected classes and demographics, as defined in the Illinois Civil Rights Act of 2003, the Urbana Human Rights Ordinance, and other relevant laws and policies.

(vi) An assessment identifying any potential adverse impacts the surveillance technology, if deployed, might have on civil liberties and civil rights, and what specific, affirmative measures will be implemented to safeguard the public from the potential adverse impacts.

(vii) Whether use or maintenance of the surveillance technology will require data gathered by the technology to be handled or stored by a third-party vendor on an ongoing basis.

(d) “Use Policy” shall mean a publicly released, legally enforceable written policy governing the use of the surveillance technology that, at a minimum, includes and addresses the following:

(i) Purpose: What specific purpose(s) the surveillance technology is intended to advance.

(ii) Description of the authorization for use of the surveillance technology: specifically, what legal and procedural rules will govern each authorized use; what potential uses of the surveillance technology will be expressly prohibited such as the warrantless surveillance of public events and gatherings; and how and under what circumstances will surveillance data that was collected, captured, recorded, or intercepted by the police technology be analyzed and reviewed.

(iii) Description of data collection, protection, and retention: specifically, what types of surveillance data will be collected, captured, recorded, intercepted, or retained by the police technology; what safeguards will be used to protect surveillance data from unauthorized access; for what maximum limited time period the surveillance data will be retained; and by what process the surveillance data will be regularly deleted after the retention period.

(iv) Description of data sharing: specifically, which governmental agencies, departments, bureaus, divisions, or units will be approved for data sharing; how such sharing is necessary for the stated purpose and use of the surveillance technology; and what mechanisms will ensure any entity sharing access to the surveillance technology or surveillance data complies with the applicable surveillance use requirements within the Urbana “Use Policy” and does not further disclose the surveillance data to unauthorized persons and entities.

(v) Training: The training required for any individual authorized to use the surveillance technology or to access information collected by the surveillance technology.

(vi) Auditing and Oversight: The mechanisms to ensure that the surveillance use policy is followed, including internal personnel assigned to ensure compliance with the surveillance use policy, internal record keeping of the use of the technology or access to information collected by the technology, technical measures to monitor for misuse, any independent person or entity with oversight authority.

(e) “Surveillance Technology Annual Report” shall mean a written report covering each surveillance technology in use over the past year that is publicly released at least once per year and shall, at a minimum, include the following:

- (i) A summary of how each surveillance technology was used, including locations and neighborhoods where technology or equipment was deployed, and information that may assist the City Council to assess whether the surveillance technology has been effective at achieving its identified purposes.
- (ii) Total annual costs for each surveillance technology and database, including personnel and other ongoing costs, and what source of funding will fund the technology in the coming year.
- (iii) How often and what type of collected surveillance data was shared with and received from any external persons or entities; under what legal standard(s) the information was disclosed; and the justification for the disclosure(s).
- (iv) A summary of complaints or concerns that were received about each surveillance technology.
- (v) The results of any internal audits, any information about violations of the Use Policy, and any actions taken in response to complaints or concerns.
- (vi) Justification for the continued use of each surveillance technology.