
DATE: Monday, April 24, 2023
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
 - 1. 03-27-2023 Minutes
- C. Additions to the Agenda
- D. Presentation and Public Input
 - 1. UFD Promotion
 - 2. BPAC Annual Report - Bill Brown
 - 3. *Examine Urbana Development & Taxes* Chapter - Carol Mitten
- E. Council Input and Communications
- F. Unfinished Business
- G. Reports of Standing Committees
- H. Committee of the Whole (*Council Member James Quisenberry, Ward 7*)
 - 1. Consent Agenda
 - a. **Resolution No. 2023-04-018R:** A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Urbana Free Library) - Exec
 - b. **Resolution No. 2023-04-019R:** A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Eastern Illinois Foodbank) - Exec
 - c. **Resolution No. 2023-04-020R:** A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Red Herring Restaurant) - Exec
 - d. **Resolution No. 2023-04-021R:** A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Common Ground Food Co-op) - Exec
 - e. **Resolution No. 2023-04-022R:** A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Habitat for Humanity of Champaign County) - Exec

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://urbanaininois.us/uptv>

- f. Resolution No. 2023-04-023R:** A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Carle/Hope Village) - Exec
- g. Resolution No. 2023-04-024R:** A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (FirstFollowers) - Exec
- h. Resolution No. 2023-04-025R:** A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Sola Gratia Farm) - Exec
- i. Resolution No. 2023-04-026R:** A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (The Well Experience) - Exec
- j. Resolution No. 2023-04-027R:** A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Urbana Neighborhood Connections Center) - Exec
- k. Resolution No. 2023-04-029R:** CDBG Senior Repair Program Agreement, Between the City of Urbana and Champaign County Regional Planning Commission - CD
- l. Resolution No. 2023-04-030R:** A Resolution Approving the Transfer of Volume Cap in Connection with Private Activity Bond Issues, Single-Family Mortgage Revenue Bonds, and Related Matters (Private Bond Cap Allocation - EIEDA Programs, Series 2023) - CD
- m. Resolution No. 2023-04-031R:** A Resolution Approving the Transfer of Volume Cap in Connection with Private Activity Bond Issues, Single-Family Mortgage Revenue Bonds, and Related Matters (Private Bond Cap Allocation - IHDA, Series 2023) - CD

2. Regular Agenda

- a. Resolution No. 2023-04-028R:** A Resolution Approving an Intergovernmental Agreement Concerning Boneyard Creek Project - PW
- b. Resolution No. 2023-04-032R:** A Resolution Approving The City of Urbana and Urbana Home Consortium (Champaign/Urbana/Champaign County) Annual Action Plan for Fiscal Year 2023-2024 - CD

I. Reports of Special Committees

J. Reports of Officers

K. New Business

L. 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@urbanaininois.us. 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@urbanaininois.us



DEMOND DADE
Fire Chief

**URBANA FIRE DEPARTMENT
GENERAL MEMORANDUM**

**Urbana Fire
Department**

400 South Vine Street
Urbana, Illinois 61801
(217) 384-2420 - Phone

DATE: 4/19/2023

TO: Mayor Marlin and City Council Members

FROM: Chief Dade

RE: Departmental Promotion/Pinning Ceremony

The Urbana Fire Department has a comprehensive promotional process in which our members compete in order to advance their careers. I'm proud to present and recognize the promotion for the following individual:

Engineer Josh Fitzsimmons - effective April 11, 2023

- Josh Fitzsimmons has 7 years of experience with the Urbana Fire Department. Engineer Fitzsimmons is a paramedic, a Hazardous Materials Technician and serves as the Union President for Local 1147 Firefighter's Union.



MEMORANDUM

TO: Mayor Diane Wolfe Marlin and Members of the City Council

FROM: William A. Kolschowsky, Senior Management Analyst / Assistant to the City Administrator

DATE: April 13, 2023

RE: **A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Urbana Free Library)**
A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Eastern Illinois Foodbank)
A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Red Herring Vegetarian Restaurant)
A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Common Ground Food Co-op)
A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Habitat for Humanity of Champaign County)
A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Carle Foundation Hospital/Hope Village)
A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (FirstFollowers)
A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Sola Gratia Farm)
A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (The Well Experience)
A Resolution Approving and Authorizing the Execution of an ARPA Subrecipient Agreement (Urbana Neighborhood Connections Center)

Summary

The Mayor and Urbana City Council approved the ARPA Concept Plan Project List on February 27, 2023 ([Resolution No. 2023-02-013R](#)), allocating \$9,949,343 of funds to 25 projects. As part of the allocation, each project is required to enter into a Subrecipient Agreement that details the project dates, funding distribution timeline, performance standards, reporting requirements and additional terms and conditions applicable to the individual project.

Project List and Funding Amounts

There are 10 Subrecipient Agreements attached, covering \$1,636,796 of ARPA Funds.

Organization & Project	Funding Amount
The Urbana Free Library: Community Connections Youth Programming Specialist	\$173,596
Eastern Illinois Foodbank: Electric Cargo Van & Charging Station	\$79,000
Red Herring Vegetarian Restaurant: Handmade Harvest: Healthy Meals for Families Facing Food Insecurity	\$10,000
Common Ground Food Co-op: Common Ground Food For All Food Accessibility Program	\$10,000
Habitat for Humanity of Champaign County: First-time home ownership counseling	\$25,000
Carle Foundation Hospital: Hope Village: A tiny homes community with intensive case management for chronically homeless and medically fragile homeless individuals	\$850,000
FirstFollowers: Urbana Community Peace Hub	\$79,200
Sola Gratia Farm: Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption	\$150,000
The Well Experience: Well Family Care Program	\$160,000
Urbana Neighborhood Connections Center: Operation UNCC Boost	\$100,000
Total	\$1,636,796

Fiscal Impact

No new impact. The funds for these projects were allocated on April 10, 2023 by [Ordinance No. 2023-04-007](#).

Options

City Council may approve each Subrecipient Agreements as is, or elect to modify the Agreements. Any changes to project scope, timeline, or conditions would also need to be approved by the subrecipient.

Attachments

Each Subrecipient Agreement and resolution is attached. The structure of the contract and order of attachments for each project are listed below. The Subrecipient Agreement has the general terms and conditions applicable to each contract. Attachment A contains project specific information.

1. Subrecipient Agreement
 - a. Attachment A
 - i. Project Executive Summary
 - ii. Submitted Application
 - iii. Presentation Slides
2. Resolution Approving and Authorizing Subrecipient Agreement

**INTERGOVERNMENTAL (SUBRECIPIENT) AGREEMENT
BETWEEN THE CITY OF URBANA AND THE URBANA FREE LIBRARY
FOR COMMUNITY CONNECTIONS YOUTH PROGRAMMING SPECIALIST**

THIS INTERGOVERNMENTAL (SUBRECIPIENT) AGREEMENT (“Agreement”) is made and entered by and among the City of Urbana, Illinois (“City”) and The Urbana Free Library (herein after collectively referred to as “the Parties”), effective on the last date signed by a Party hereto.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the parties to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, The Urbana Free Library is a municipal corporation in Urbana, Illinois; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in the hiring of a Community Connections Youth Programming Specialist.

NOW, THEREFORE, the Parties agree as follows:

Section 1. Purpose and Scope: The Parties agree that improving accessibility of public recreation space and youth programming are important. The purpose of this Agreement is for the

City to provide ARPA Funds to The Urbana Free Library for a Community Connections Youth Programming Specialist.

Section 2. Funding Amount: The City, subject to the terms and conditions of this Agreement, hereby agrees to provide ARPA Funds in amount up to \$173,596 to The Urbana Free Library for Community Connections Youth Programming Specialist.

Section 3. Funding Requirements: Each of the following requirements must be met to utilize ARPA Funds for the purpose specified in this Agreement:

- A. The Urbana Free Library will conduct activities for Community Connections Youth Programming Specialist, as detailed in Attachment A.
- B. The project must occur between April 1st, 2023 and December 31st, 2026.
- C. The maximum amount of assistance from this Agreement shall be \$173,596.
- D. The Urbana Free Library must provide reporting information to the City as required in Section 4.
- E. The City will transfer ARPA Funds to The Urbana Free Library in an amount up to \$173,596 in support of this assistance, available beginning in City fiscal year 2023. The transferred funds shall be provided to The Urbana Free Library on a quarterly reimbursement basis, based on invoice(s) for personnel costs. A Risk Assessment Form, copy of the invoicing and documentation for personnel costs, and Reporting Form shall be submitted by The Urbana Free Library to the City prior to the first payment; followed by invoicing, documentation, and Reporting Form for all subsequent payments. For all subsequent payments, The Urbana Free Library shall submit a copy of invoice and related documentation, along with submission of a Reporting Form by The Urbana Free Library to the City for each additional payment, with a maximum total amount of \$173,596. The City shall provide the Risk Assessment Form and Reporting Form templates to The Urbana Free Library.
- F. Urbana Free Library shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.

Section 4. Roles and Responsibilities of The Urbana Free Library: The Urbana Free Library agrees to adhere to funding requirements and provide information needed that include the following:

- A. The Urbana Free Library shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to the Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- B. The Urbana Free Library shall adhere to all applicable state and federal requirements regarding labor standards for the project(s), including 2 CFR 200, Appendix II; 40 U.S.C. 3702 and 3704; and 29 CFR Part 5.
- C. The Urbana Free Library shall complete the Scope of Services in Attachment A with ARPA Funds in accordance with Section 3.
- D. The Urbana Free Library shall submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include but is not limited to: ARPA Funds spent and obligated (along with documentation of expenses), project status, and Impacted or Disproportionately Impacted Populations (as defined by the Coronavirus State and Local Fiscal Recovery Final Rule) served by the project.
- E. The Urbana Free Library shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of The Urbana Free Library. The Urbana Free Library will make reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement.
- F. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, 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, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. The Urbana Free Library understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of ARPA Funds.
- G. The Urbana Free Library shall comply with all applicable statutes, ordinances, and regulations. The Urbana Free Library shall not use any of these ARPA Funds for lobbying purposes. If it is determined by the City that any expenditure made with ARPA Funds

provided under this Agreement is prohibited by law, The Urbana Free Library shall reimburse the City any amount that is determined to have been spent in violation.

Section 5. Roles and Responsibilities of the City:

- A. The City shall provide ARPA Funds to The Urbana Free Library in an amount up to \$173,596 in support of the Scope of Services. The transferred funds shall be provided to The Urbana Free Library in quarterly reimbursements. A Risk Assessment Form, copy of the invoicing and documentation for Community Connections Youth Programming Specialist, and Reporting Form shall be submitted by The Urbana Free Library to the City prior to the first payment; followed by invoicing, documentation, and Reporting Form for all subsequent payments. The City shall provide the Risk Assessment Form and Reporting Form templates to The Urbana Free Library. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.
- B. The City shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.

Section 6. Primary Contact: The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA Reports and regulations. The RPC shall also serve as the City's primary contact with The Urbana Free Library unless the City directs otherwise in a writing.

Section 7. Term and Termination: This Agreement shall commence upon its execution between the Parties. This Agreement may be terminated by either Party upon a 30-day notice in writing to the other Party. Upon termination, The Urbana Free Library shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if The Urbana Free Library does not spend the ARPA Funds in accordance with the regulations and requirements specified in this Agreement, The Urbana Free Library shall be required to repay the City in the amount of ARPA Funds that were utilized incorrectly.

Section 8. Timeliness. Time is essential to the performance of this project. Funds not spent during the anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture. Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25 percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and The Urbana Free Library. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion of the terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

Section 9. Amendments: This Agreement may be amended only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

Section 10. Limitation of Liability: Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery, that are not related to or the direct result of a Party's negligence or breach.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

**THE CITY OF URBANA,
ILLINOIS**

The Urbana Free Library

By: _____

By: _____

Date: _____

Date: _____

ATTEST: _____

ATTEST: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Attachment A
Scope of Services

Section 1. Summary

Project Summary

The Urbana Free Library provides outreach and programming to support literacy, personal growth, and community and cultural engagement, which support lifelong success. The Library requests ARPA funds to hire a full-time bilingual programming specialist who will focus on youth programming and community outreach to provide long-term benefits, especially for youth who have been impacted by the pandemic. The specialist will be responsible for three to four youth programs or outreach events a week, totaling 150-200 events a year. Grant funds will pay wages and benefits. The impacted and disproportionately-impacted groups that will benefit from this project are youth (birth-18), those living in areas identified as socially vulnerable, and immigrant youth who speak the same languages as the programming specialist. The programming specialist will increase the accessibility of youth programming by:

- Increasing the number of accessible youth programs. All of the Library’s programs are free and open to the public, and free programs are more accessible to the community.
- Seeking out programming and outreach opportunities in areas the City identified as socially vulnerable.
- Speaking English and either Spanish, French, or Chinese — three languages that are commonly spoken in this area. This will increase the accessibility of youth programs to non-English speakers by offering more programs in multiple languages.

Key Objectives and Measurable Outcomes

- Number of programs and events run or assisted by position
- Attendance at events and programs
- Number of community partners involved in programming
- Number of programs held in areas of social vulnerability
- Attendee satisfaction

Project Start Date: April 1, 2023

Project Completion Date: December 31, 2026

ARPA Funding

\$173,596

Changes from submitted application, and project specific conditions, if any.

The award provided is approximately 47% of the amount requested in the application. This difference will be accounted for by reducing the expected amount of time for which the position can be funded and adjusting the wage rate. The staff person’s experience will affect their starting pay, and at the highest starting wage the recipient anticipates paying, \$173,596 will cover at least 2.5 years

**Attachment A
Scope of Services**

Item a.

of the position as listed in the amended project budget and timeline below. The project budget and anticipated timeline will change depending upon the person’s starting rate of pay.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement
2023 Q2 (April-June)	\$ -	\$ -	\$ -	-	\$ -
2023 Q3 (July-Sept)	\$ 14,663.82 - Personnel	\$ 14,663.82 - Personnel	\$ 14,663.82	Reimbursement	\$ 14,663.82
2023 Q4 (Oct-Dec)	\$ 14,663.82 - Personnel	\$ 14,663.82 - Personnel	\$ 14,663.82	Reimbursement	\$ 29,327.64
2024 Q1 (Jan-Mar)	\$ 15,976.19 - Personnel	\$ 15,976.19 - Personnel	\$ 15,976.19	Reimbursement	\$ 45,303.82
2024 Q2 (April-June)	\$ 15,976.19 - Personnel	\$ 15,976.19 - Personnel	\$ 15,976.19	Reimbursement	\$ 61,280.01
2024 Q3 (July-Sept)	\$ 17,330.78 - Personnel	\$ 17,330.78 - Personnel	\$ 17,330.78	Reimbursement	\$ 78,610.79
2024 Q4 (Oct-Dec)	\$ 17,330.78 - Personnel	\$ 17,330.78 - Personnel	\$ 17,330.78	Reimbursement	\$ 95,941.58
2025 Q1 (Jan-Mar)	\$ 17,162.03 - Personnel	\$ 17,162.03 - Personnel	\$ 17,162.03	Reimbursement	\$ 113,103.61
2025 Q2 (April-June)	\$ 17,162.03 - Personnel	\$ 17,162.03 - Personnel	\$ 17,162.03	Reimbursement	\$ 130,265.64
2025 Q3 (July-Sept)	\$ 18,625.00 - Personnel	\$ 18,625.00 - Personnel	\$ 18,625.00	Reimbursement	\$ 151,852.88
2025 Q4 (Oct-Dec)	\$ 18,625.00 - Personnel	\$ 18,625.00 - Personnel	\$ 18,625.00	Reimbursement	\$ 170,477.87
2026 Q1 (Jan-Mar)	\$ 3,118.13 - Personnel	\$ 3,118.13 - Personnel	\$ 3,118.13	Reimbursement	\$ 173,596.00

Attachment A
Scope of Services

Item a.

2026 Q2 (April-June)	\$ -	\$ -	\$ -	Reimbursement	\$ 173,596.00
2026 Q3 (July-Sept)	\$ -	\$ -	\$ -	Reimbursement	\$ 173,596.00
2026 Q4 (Oct- Dec)	\$ -	\$ -	\$ -	Reimbursement	\$ 173,596.00

Section 2. Additional Project Information

1. Executive Summary, attached hereto
2. Submitted Application, attached hereto
3. City Council Presentation, 12/15/22 #37 [\[Link\]](#) and slides, attached hereto



THE URBANA FREE LIBRARY Community Connections Youth Programming Specialist Executive Summary

Project Summary and Benefits:

The Urbana Free Library provides outreach and programming to support literacy, personal growth, and community and cultural engagement, which support lifelong success. The Library requests \$370,733 in ARPA grant funds to hire a full-time bilingual programming specialist through 2026 who will focus on youth programming and community outreach to provide long-term benefits, especially for youth who have been impacted by the pandemic. The specialist will be responsible for three to four youth programs or outreach events a week, totaling 150-200 events a year. Grant funds will pay wages and benefits. The impacted and disproportionately impacted groups that will benefit from this project are youth (birth-18), those living in areas identified as socially vulnerable, and immigrant youth who speak the same languages as the programming specialist. The programming specialist will increase the accessibility of youth programming by:

- Increasing the number of accessible youth programs. All of the Library's programs are free and open to the public, and free programs are more accessible to the community.
- Seeking out programming and outreach opportunities in areas the City identified as socially vulnerable.
- Speaking English and either Spanish, French, or Chinese — three languages that are commonly spoken in this area. This will increase the accessibility of youth programs to non-English speakers by offering more programs in multiple languages.

Ability to Complete Project:

The Urbana Free Library has existed for almost 150 years and has provided youth programming for decades. Every year, the Library holds hundreds of programs on a wide variety of subjects attended by thousands of children, teens, and their caregivers. The Library has existing infrastructure in place to successfully create and promote youth programming, and has the ability to increase the accessibility of youth programming and outreach in multiple languages in Urbana with this project.

Measuring Success:

The project will follow federal guidelines and evaluate the project's success by collecting data on:

- How many programs and outreach events the programming specialist runs or assists, breaking out the number held in socially vulnerable areas of Urbana.
- Event and outreach attendance.
- The number of community partners involved in those programs and outreach events.
- Satisfaction and feedback by asking attendees to fill out a program survey at least twice a year.
- The number of impacted and disproportionately impacted people reached. Attendees will be asked to fill out a self-reporting demographic survey with categories based on who the City and federal guidelines identified as impacted.

Continuing the Project After the ARPA Grant Ends:

The Library is committed to serving our community with this position. By the end of 2026, the Library will either reallocate the funds in its operating budget or obtain grants from The Foundation and/or The Friends of The Urbana Free Library to continue to fund the specialist position. The Library will also seek out grants from other sources to ensure that the position will be funded. The Library will continue to find additional funding sources until the position can be fully covered by the Library's operating budget.

A. Organization Information

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

Completed by jchambers@urbanafree.org on 11/16/2022 11:24 PM

A. Organization Information

Please provide the following information.

A.1. Organization Name

The Urbana Free Library



A.2. Organization Type

Public Agency



A.3. Applicant Name/Point of Contact

First Name

Lauren

Last Name

Chambers

A.4. Mailing Address

210 W. Green St. Urbana, IL 61801

A.5. Phone Number

(217) 367-4057

A.6. Email Address

jchambers@urbanafree.org

B. Project Details

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

Completed by *jchambers@urbanafree.org* on 11/16/2022 11:25 PM

B. Project Details

Please provide the following information.

B.1. Project Name

Community Connections Youth Programming Specialist

B.2. Requested Funding Amount

\$370,733.00

B.3. Project Start Date

01/01/2023

B.4. Project Completion Date

12/31/2026

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

The funds will be used to hire a full-time programming specialist who will focus on creating and running youth programming and community outreach. Once hired and fully trained, the specialist will be responsible for three to four youth programs or outreach events a week, totaling 150-200 events a year. Funding the new position will accomplish the Urbana ARPA Funding Goal of improving the accessibility of youth programming through several methods.

All of the Library's programs are free and open to the public. Free programs are more accessible to the community. By funding the new position, the project will increase the amount of accessible youth programs the Library can offer.

Printed By: James Mclanahan on 2/8/2023

One of the goals of the specialist will be to seek out programming and outreach opportunities in areas of Urbana identified as vulnerable on the City’s Block Group-Level Social Vulnerability Chart. This will increase accessibility by allowing the Library to remove transportation barriers and bring youth programs to organizations that are closer to where people live. Currently, the Library has more requests for community partnerships than it’s able to fulfil with its current staffing and this position will increase the Library’s capacity. Partnering with other organizations also allows the Library to increase the diversity of the kinds of programs offered by working with groups who have areas of expertise that the Library doesn’t have.

One of the requirements for the programming specialist will be to speak English and either Spanish, French, or Chinese — three non-English languages that are commonly spoken in this area. USD #116 currently translates its materials for families into two of these languages. The language requirement will increase the accessibility of youth programs to non-English speakers by allowing the Library to offer more programs in multiple languages. It will also increase effective communication when visiting areas where English is not the first language.

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. “Community Violence Interventions - 1.11”)

Community Violence Interventions

B.8. How does this project address needs that are not already met by existing local services?

While there are a number of local organizations that offer youth programming, few offer programs that are always free and do not require a membership. The Urbana Free Library provides weekly free, high-quality programs for youth that cover a variety of topics from art, to science, to general entertainment for youth of all ages. This project will expand the Library’s ability to offer youth programs and meet youth and their caregivers where they are, rather than always requiring travel to the Library. Since the staff member will speak at least two languages, programming and outreach will be available in multiple languages. The Library currently only has the capacity to offer bilingual story times a couple of times a month with partner organizations, but no bilingual programs are currently available for older children or teens. "Youth programs between the ages of 12-18 years receive the least financial support from the government and nonprofits even though, according to the Young Adult Library Service Association, over 14 million teens are on their own after school and that time frame (3-6pm) is “the peak for juvenile crime and experimentation with drugs, alcohol, and cigarettes.” [3]” Offering bilingual programming some times after school will be an addition to what the Library offers.

C. Project Information

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

*Completed by jchambers@urbanafree.org on 11/16/2022 11:46 PM***C. Project Information**

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

The Urbana Free Library has a history of creating quality youth programming. Over the past three years, the Library averaged over 400 programs a year for youth from birth through age 18 with a median attendance of almost 8,000 youth and caregivers per year. Program topics ranged from celebrating diverse cultures to exploring music, art, and science.

The specialist will increase the accessibility of youth programming, running three to four youth programs or outreach events a week, or 150-200 events a year. The specialist will attend outreach events for youth and seek partner organizations that will allow the Library to bring programs to youth and their caregivers. This position will pay particular attention to reaching neighborhoods identified as socially vulnerable by the City of Urbana.

The article "Violence Prevention is Social Justice" highlights how public libraries are safe zones where all people are welcome and included and help prevent gun violence in communities. In its 2016 Comprehensive Technical Package for the Prevention of Youth Violence and associated Risk Behaviors, the CDC recommends a multiprong strategy to reduce youth violence. Two of the prevention strategies mentioned are "connect youth to caring adults and activities" and "create protective community environments." While other strategies focus on addressing the social and economic factors that can contribute to youth violence, creating safe spaces where youth can connect with an adult who models nonviolent behavior and that promote the growth of social skills or allow teens to explore their passions also contributes to a reduction in youth violence. Since 2013, the Library created a teen after-school program to address teen behavioral issues in the Library and the Teen Open Lab has successfully created positive relationships between teens and the Library, with a lifetime attendance of over 25,000. The program is held year-round, including during school breaks, with over 200 sessions a year.

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

The specialist's efforts will focus on areas of Urbana identified as vulnerable on the City's Block Group-Level Social Vulnerability Chart: Lierman, Silverwood, North and East of Carle Hospital, and University/ Cunningham Ave. The specialist will seek out community partners serving those areas to bring additional free, quality, youth programming directly into those neighborhoods.

The Urbana Free Library's service area is the entire taxing district of the City of Urbana. The Illinois State Board of Education stated that in 2020, over 80% of students enrolled at the USD #116 high school, middle school, and all

elementary schools qualified for the National School Lunch Program. Four elementary schools reported that 100% their enrollment qualified. The SLFRF Final Rule Overview states that these households are considered disproportionately impacted by the pandemic. With such a high percentage of students fitting into that category, most youth in Urbana (and in the Library's service area) can be considered particularly impacted by the pandemic.

Census.gov states that the population of the City of Urbana is 18.3% foreign-born, and the Champaign Regional Planning Commission reports that nearly a fourth of households in Urbana speak a language other than English at home. Of those foreign-born residents, the Champaign County Welcome Plan reported that 33% live below the poverty line. The Plan was created to make recommendations to improve the lives of local immigrants and one of the recommendations was to "strengthen language acquisition opportunities for learners of all ages." The specialist's bilingual requirement will increase the opportunities for youth and their caregivers to practice language acquisition by allowing the Library to hold more multilingual programs. The bilingual requirement will also make it easier for the Library's youth outreach efforts to connect with community members for whom English isn't their first language.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

For the last three years, the Library was awarded Urbana Arts Grants for various projects. The Library was awarded \$520 for a 2020 Arts Grant that created StoryWalks featuring stories created by the community, \$2,500 for a grant in 2021 that created a mural on the Cunningham Township building which included the community in designing and painting the mural, and \$985 for 2022 for a project that taught community members how to write short poems and then displayed community poems on signs throughout the City.

The Library regularly receives funding from Champaign County and the Champaign County Circuit Court for the Champaign County Historical Archives. In addition, the Library receives funds from the Urbana School District #116 as a pass-through from UIUC for student support. This fiscal year, the Library is budgeted to receive \$45,920 from these institutions due to our work in the community. Last fiscal year the Library received \$41,220 and in fiscal year 2021, it received \$45,920. As a government institution, the Library also receives local property taxes, and the City of Urbana funds the Library's Illinois Municipal Retirement Fund and part of the Library's FICA expenses.

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

The only cost for this project is the estimated wages and benefits for the new specialist position. Library positions receive a cost-of-living increase, and in some years, a step increase. The wages for this position were calculated with a 3% cost-of-living increase added each year from 2023 to 2026 and two step increases, following the wage chart. The Library will request funds for the programs led by the specialist from The Friends of The Urbana Free Library and The Urbana Free Library Foundation.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

The Urbana Free Library Foundation received a generous donation to create the Margaret Frampton Urbana Library Fund in support of outreach and programming efforts. The \$12,150 allocated from the Frampton fund for additional community outreach through June 2025 will be used to support the specialist position. The ARPA funding will fully fund the rest of the programming specialist position through 2026. In addition, the Foundation put forward this specialist position as an option for the Common Ground's Round Up for Good grant. Unfortunately, the Foundation was not chosen as a recipient this year, but it intends to reapply in future years. The Library will request funding for the programs led by the specialist from The Friends of The Urbana Free Library and The Urbana Free Library

Foundation.

To further the Library's outreach efforts, the Margaret Frampton Urbana Library Fund is also funding GIS mapping and evaluation of where library cardholders live so this data can be combined with the City's Block Group-Level Social Vulnerability Chart to determine where outreach efforts could have the greatest immediate impact. Thanks to the Margaret Frampton Urbana Library Fund, the Library will also begin to leverage Patron Point, a community engagement tool which brings together library usage data and communications software. Patron Point will allow the Library to individualize communication with patrons to better provide services and information.

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

The Library Board crafted the Library's mission statement that We encourage learning and enrich lives by providing access to diverse resources and programs. With this Mission as our guide and the ARPA grant funding to initiate this project, by the end of 2026, the Library will have had time to reallocate the funds in its operating budget or obtain grants from The Foundation and/or The Friends of The Urbana Free Library to continue to fund the specialist position. The Library will also seek out grants from other sources to ensure that the position will be funded and that Urbana continues to receive the benefits from this project past 2026. The Library will continue to find additional funding sources until the position can be fully covered by the Library's operating budget.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

Annually, the Library typically partners with around 50 community groups on over 100 programs, and currently does not have the capacity to work with all of the groups which have expressed an interest in partnering with the Library. With the creation of this position, that number of partners will grow and our work with existing partners will expand.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

The Library has successfully managed and participated in multiple local, state, and national grants, including Urbana Arts Grants, a grant from the Illinois Arts Council Agency, and a grant for the Community Webs: Empowering Public Libraries to Create Community History Web Archives. The projects for all of those grants were completed with all reporting conditions met.

The Urbana Free Library has existed for almost 150 years and has provided youth programming for decades. Every year, the Library holds hundreds of programs on a wide variety of subjects attended by thousands of children, teens, and their caregivers. The Library has existing infrastructure in place to successfully create and promote youth programming, and has the ability to increase the accessibility of youth programming and outreach in multiple languages in Urbana with this project.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

The Library is committed to using metrics to comply with ongoing federal reporting requirements, as well as for evaluation as a way to assess impact in our community. The Library currently reports on specific statistics, including programming metrics, to the City of Urbana and the State of Illinois. The Library will use several metrics to measure success and highlight areas for growth. These include how many programs and outreach events the programming specialist runs or assists, as well as the attendance of those events. The Library will also measure how many of those events involve community partners and are held in areas of Urbana that have been identified as socially vulnerable. At

Attachment A - Section 2.2

Item a.

least twice a year, the Library will solicit written feedback about programs by asking attendees to fill out a satisfaction and feedback survey. This is a new, key piece in engagement.

According to the “Exploring a Program Co-design Approach to Better Serve and Engage Low-income, Latinx Communities” project, “Only 20% of survey respondents reported their libraries actively involve families in the planning and delivery of programs.” Part of program development and measuring success will be working with families for their feedback in various ways, no matter what languages the specialist speaks.

The Library anticipates that, once fully trained, the new specialist will run 150-200 programs or outreach events a year. They will actively seek out opportunities to bring programs to areas identified by the City as socially vulnerable and will increase the number of programs the Library offers in those areas.

C.10. Please describe any other COVID relief funding that your organization has received.

In 2021, The Urbana Free Library received a \$500 grant for PPE from the Illinois State Library.

D. Project Budget

Case Id: 30382
Name: The Urbana Free Library - 2022
Address: 210 W. Green St.

Completed by jchambers@urbanafree.org on 11/16/2022 11:41 PM

D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Personnel - Salary and benefits for personnel delivering the services	\$370,733.00
	\$370,733.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	0
2023	85512
2024	88084
2025	94762
2026	102375

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

Yes

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

E. Optional Attachments

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

Completed by jchambers@urbanafree.org on 11/16/2022 11:46 PM

E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation



Additional Documentation

ARPA grant Urbana Free Library Resources.pdf

Attachment A - Section 2.2

Item a.

Submit

Case Id: 30382

Name: The Urbana Free Library - 2022

Address: 210 W. Green St.

Completed by jchambers@urbanafree.org on 11/16/2022 11:50 PM

Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature

Lauren Chambers

Electronically signed by jchambers@urbanafree.org on 11/16/2022 11:47 PM

Today's Date

11/16/2022



ARPA Grant Resources:

CDC. National Center for Injury Prevention and Control, Division of Violence Prevention. A Comprehensive Technical Package for the Prevention of Youth Violence and Associated Risk Behaviors. <https://www.cdc.gov/violenceprevention/pdf/yv-technicalpackage.pdf>

Champaign County Regional Planning Commission. Language Spoken at Home (Population 5 Years and Over): Champaign County Municipalities <https://data.ccrpc.org/dataset/language-spoken-at-home-municipalities>.

Civitello, Amanda. Violence Prevention is Social Justice. *Public Libraries*. 2018;57(1):7-8.

Illinois State Board of Education. Child Nutrition Data Analytics and Mapping Tools: <https://www.isbe.net/Pages/Nutrition-Data-Analytics-Maps.aspx>.

Knox, Katherine. Changing Expectations: New Ways to Entice the Public. *Public Libraries Online*. September 7, 2022. <https://publiclibrariesonline.org/2022/09/changing-expectations-new-ways-to-entice-the-public/>

New American Welcome Center at the YMCA of the University of Illinois. Champaign County Welcoming Plan. 2021. <https://universityymca.org/wp-content/uploads/2021/09/CCWP.pdf>

The Urbana Free Library. The Urbana Free Library FY20-FY23 Strategic Plan. 2019. https://urbanafreelibrary.org/sites/default/files/planning-documents/FINAL%20UFL%20Strategic%20Plan%202020-2023%2012-11-19_0.pdf

Wilhelms, Nicole; Elena Cabodevilla; Kathleen Robertson; Wendee Mullikin; and Emily Sedgwick. Using Co-Design as an Approach to Better Serve and Engage Low-Income, Latinx Communities. July 18, 2022. <https://publiclibrariesonline.org/2022/07/using-co-design-as-an-approach-to-better-serve-and-engage-low-income-latinx-communities/>



THE URBANA FREE LIBRARY



LONG-TERM IMPACT

Item a.





VALUE TO THE URBANA COMMUNITY

ACHIEVING RESULTS



RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUB RECIPIENT AGREEMENT
(THE URBANA FREE LIBRARY)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana allocated \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the U.S. Treasury’s *Final Rule* for the purpose of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects ; and

WHEREAS, each sub-recipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *Community Connections Youth Programming Specialist* by The Urbana Free Library was allocated \$173,596 as part of the ARPA Concept Plan Project List.

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

Section 1. That an Agreement providing \$173,596 in ARPA SLFRF funds, for the purpose of *Community Connections Youth Programming Specialist*, performed by The Urbana Free Library, in substantially the form of the copy 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 said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

**SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF URBANA AND EASTERN ILLINOIS FOODBANK
FOR ELECTRIC CARGO VAN AND CHARGING STATION**

This Subrecipient Agreement (“Agreement”) is entered as of [DATE], by and between the Eastern Illinois Foodbank, with an address of 2405 North Shore Drive, Urbana, IL 61802, and the City of Urbana, Illinois (“City”), with an address of 400 S. Vine Street, Urbana, IL 61801, collectively “the Parties.”

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, Eastern Illinois Foodbank is a 501(c)3 Non-Profit Organization providing a food bank in Champaign County, Illinois; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in providing an electric cargo van and charging infrastructure.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this Agreement to provide the foundation and structure for Electric Cargo Van and Charging Station costs through the following understanding:
 - a. **Electric Cargo Van and Charging Station:** Funding from this grant will allow Eastern Illinois Foodbank to improve its local delivery and food rescue pickup model by adding one electric cargo van to its fleet of vehicles, along with an on-site electric vehicle (“EV”) charger, increasing both efficiency and sustainability.
 - b. **Project Scope:** Eastern Illinois Foodbank shall perform the Scope of Services as defined in Attachment A.
 - c. **Funding:** The City will transfer ARPA Funds to Eastern Illinois Foodbank in an amount up to \$79,000 in support of this Scope of Services beginning in City fiscal year 2023, according to the projected budget in Attachment A. The transfer of funds shall be made in the form of quarterly reimbursements, unless otherwise noted. In order for funds to be released, Eastern Illinois Foodbank must submit a Risk Assessment Form as provided by the City alongside this signed contract. Each release of funds must be preceded by Eastern Illinois Foodbank’s submission of a quarterly Reporting Form, along with any required documentation, as provided by the City. The Risk Assessment Form and Reporting Form shall be made available by the City to Eastern Illinois Foodbank in a fillable format.

2. Roles and Responsibilities of Eastern Illinois Foodbank.

- a. Eastern Illinois Foodbank agrees to cooperate with meetings conducted by Urbana City Council members and/or City staff, as requested, to review programs in progress.
- b. Eastern Illinois Foodbank shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- c. Eastern Illinois Foodbank shall be required to repay the City in the amount of ARPA Funds that are not spent in accordance with the regulations and requirements specified in Federal regulations and this Agreement.
- d. Eastern Illinois Foodbank shall submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include, but is not limited to: quarterly updates on program details, program timeline and status, program impact, and expenditure information and status. Additional reporting that may be required as applicable to Electric Cargo Van and Charging Station may also include: ARPA Funds spent and obligated (along with documentation of expenses), project status, and Impacted or Disproportionately Impacted Populations (as defined by the Coronavirus State and Local Fiscal Recovery Funds Final Rule) served by the project. Reporting requirements will be specified by the City.
- e. Eastern Illinois Foodbank shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of Eastern Illinois Foodbank and will make such reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement and the Federal regulations and requirements for the expenditure of ARPA Funds. All reports and records related to the project must be maintained for the required period of time, according to applicable Federal and State laws, rules, or regulations (typically 5 years). If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the required period, whichever is later.
- f. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, 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, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. Eastern Illinois Foodbank understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of ARPA Funds.
- g. Eastern Illinois Foodbank shall comply with all applicable Federal, State or local statutes, ordinances, and regulations.

- h. Eastern Illinois Foodbank shall not use any of these ARPA Funds for lobbying purposes. ARPA Funds shall not be used to influence an officer or employee of any agency, including the City, in connection with any Federal, State, or local contract, grant, loan, or cooperative agreement. If it is determined by the City that any expenditure made with the ARPA Funds provided under this Agreement is prohibited by law, Eastern Illinois Foodbank shall reimburse the City any amount that is determined to have been spent in violation of the law.
- i. Eastern Illinois Foodbank shall enforce all applicable terms and requirements of this Agreement with any subgrantees or partners of this program and is liable for all subgrantee and partner activity related to this the expenditure of ARPA Funds and this Agreement.
- j. Eastern Illinois Foodbank shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

3. Electric Cargo Van and Charging Station.

- a. Services: Eastern Illinois Foodbank shall undertake activities toward Electric Cargo Van and Charging Station under the following requirements:
 - i. Eastern Illinois Foodbank shall undertake costs in accordance with the proposed budget and details provided in Attachment A.
 - ii. Electric Cargo Van and Charging Station shall start on project start date provided in Attachment A.
 - iii. Electric Cargo Van and Charging Station shall comply with all additional terms and conditions provided in Attachment A.
 - iv. Eastern Illinois Foodbank shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.
- b. Governance: The Electric Cargo Van and Charging Station activities shall be overseen by the President and CEO *and include the following responsibilities*:
 - i. Duly adopt or pass as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and direct and designate the authorized representative of Eastern Illinois Foodbank to act in connection with this Agreement and to provide such additional information as may be required.
 - ii. Review reports and program adherence.
 - iii. Review significant changes in programs and discuss with the City prior to request for approval and implementation.

4. Roles and Responsibilities of the City.

- a. The City shall provide ARPA Funds to Eastern Illinois Foodbank in the amount up to \$79,000, in the form of quarterly reimbursements, available beginning in 2023. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.

- b. The City shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.
- c. The City is not responsible in any way for the operations of Eastern Illinois Foodbank.

5. Primary Contacts.

- a. The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA reports and regulations. The RPC shall also serve as the City's primary contact with Eastern Illinois Foodbank unless the City directs otherwise in a writing.

Name: J.D. McClanahan

Title: Planner II, Champaign County Regional Planning Commission

Telephone: 217-328-3313, ext. 196

Email: jmclanahan@ccrpc.org

- b. The following individual shall serve as the Subrecipient's primary contact with the City unless that individual directs otherwise in writing:

Name: Amanda Borden

Title: Vice President of Development

Telephone: 217-328-3663 ext. 232

Email: aborden@eifoodbank.org

- 6. **Term.** This Agreement shall commence upon its execution between the Parties and shall remain in effect until December 31, 2026. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, Eastern Illinois Foodbank shall maintain all records and documents related to this Agreement for such period as may be required by ARPA rules and regulations and any other applicable federal or state law (typically 5 years).
- 7. **Timeliness.** Time is essential to the performance of this project. Funds not spent during the anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture.

Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25 percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and Eastern Illinois Foodbank. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion of the terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

- 8. **Termination.** The Agreement may be terminated by either party upon a 30-day notice in writing to the other Party. Upon termination, Eastern Illinois Foodbank shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if Eastern Illinois Foodbank does not spend the ARPA Funds in accordance

with the Federal regulations and requirements concerning ARPA Funds, as well as the requirements specified in this Agreement, Eastern Illinois Foodbank shall be required to repay the City in the amount of ARPA Funds that were utilized incorrectly. The requirement to repay misused funds shall remain in effect for the entire original term, even after the early termination by either Party.

9. **Amendments.** This Agreement may be amended only by an agreement of the parties executed in the same manner in which this Agreement is executed.
10. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this Agreement. The performance and obligations of either Party will not violate or infringe upon the rights of any third-party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
11. **Indemnity.** Eastern Illinois Foodbank agrees to indemnify and hold harmless the City, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the negligence of or breach of this Agreement by Eastern Illinois Foodbank, its respective successors and assigns that occurs in connection with this Agreement. This includes, but is not limited to:
 - a. The loss of any monies paid to Eastern Illinois Foodbank.
 - b. Fraud, defalcation, or dishonesty on the part of any person representing, employed by, contracted, or subtracted by Eastern Illinois Foodbank.
 - c. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence or default on the part of Eastern Illinois Foodbank or any of its contractors, subcontractors, suppliers, and laborers etc. in the execution or performance of this Agreement.

This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either Party. In the event that any actions, suit, or proceeding is brought against the City upon any liability arising out of the Agreement, or any other matter indemnified against, the City at once shall give notice in writing thereof to Eastern Illinois Foodbank by registered or certified mail. Upon receipt of such notice, Eastern Illinois Foodbank, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the City.

12. **Limitation of Liability.** Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery that are not related to or the direct result of a Party's negligence or breach.
13. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions shall continue in full force and effect as valid and enforceable.
14. **Waiver.** The failure by either Party to exercise any right, power, or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or further exercise of that right, power, or privilege or the exercise of any other right, power, or privilege.
15. **Conflicts.** In the event of an unresolvable dispute, both Parties agree to participate in a mediation process and to split equally any costs associated with such. Any outcomes of

mediation shall be in writing and binding on the Parties.

- 16. **Assignment:** Eastern Illinois Foodbank shall not assign this Agreement, nor any part thereof, without the prior written approval of the City.
- 17. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. The Parties each represent that they have the authority to enter into this Agreement.
- 18. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

THE CITY OF URBANA

Eastern Illinois Foodbank

Diane Wolfe Marlin, Mayor

Kelly W. Daly, President & CEO

City Clerk

Attest

**Attachment A
Scope of Services**

Section 1. Summary

Project Summary

Eastern Illinois Foodbank (EIF) acquires and distributes eight million pounds of food each year in 18 counties through their network of 160 partner agencies such as food pantries, soup kitchens, and shelters. In the past four decades, EIF has grown into a dynamic organization serving more than 118,000 individuals last year alone, 25,000 of whom were Urbana residents.

In recent months, EIF has experienced a 30% increase in the number of people seeking charitable food assistance. Funding from this grant will allow EIF to add one electric cargo vans to its fleet of vehicles and an on-site EV charger, increasing both efficiency and sustainability.

Key Objectives and Measurable Outcomes

- Purchase of van and charging station
- Increased pick up and delivery events
 - Number of pickups
 - Number of deliveries
 - Pounds of food picked up and delivered

Project Start Date: 4/1/23

Project Completion Date: 6/30/2023

ARPA Funding

\$79,000

Changes from submitted application, and project specific conditions, if any.

The award provided is approximately 59% of the amount requested in the application. This difference will be accounted for by purchasing one electric van and charging station.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement
2023 Q2 (April, May, June)	\$79,000 – Electric van and charging station	\$79,000 — Electric van and charging station	\$79,000	Reimbursement	\$79,000
2023 Q3					
2023 Q4					

**Attachment A
Scope of Services**

Item b.

2024 Q1					
2024 Q2					
2024 Q3					
2024 Q4					
2025 Q1					
2025 Q2					
2025 Q3					
2025 Q4					
2026 Q1					
2026 Q2					
2026 Q3					
2026 Q4					

Section 2. Additional Project Information

1. Executive Summary, attached hereto
2. Submitted Application, attached hereto
3. City Council Presentation, 12/14/22 #17 [\[Link\]](#) and slides, attached hereto



GRANT PROPOSAL EXECUTIVE SUMMARY

Proposed Initiative: Electric cargo vans and electric charging station

Statement of Need: According to Feeding America's *Map the Meal Gap* study, at any given time, more than 100,000 people in eastern Illinois face food insecurity. Last year Eastern Illinois Foodbank (EIF) served nearly 25,000 people in Urbana alone. Overall, EIF distributed nearly 8 million pounds of food to more than 118,000 individual people serve last year to our entire service area, but we have experienced a 30% increase in the number of people seeking our services in recent months. It is imperative that we seek additional ways to meet the increased need, while also reducing our carbon footprint.

Goal: Funding from this grant would allow EIF to make transformational change to our local delivery and food rescue pickup model by adding two electric cargo vans to our fleet of vehicles, and an on-site EV charger, increasing both efficiency and sustainability.

Measurable Objectives: Two electric cargo vehicles would increase our food deliveries and pickups by 80 per week by operating in addition to our regular fleet schedule. More food being rescued and delivered to our partner agencies means more vulnerable populations in our community are getting the nutritious food they need.

Impact: Eastern Illinois Foodbank continues to strategically evolve to serve our community as efficiently as possible. The addition of two electric cargo vans to our fleet will have an immediate impact on our ability to pick up and deliver food resourcefully. As EIF strives to increase our fresh produce distribution, efficiency is critical to ensure that nutritious, perishable food does not go to waste.

Last year, EIF served 25,000 people in the City of Urbana, which represents 21% of all individuals served throughout our entire 18-county service area. The electric cargo vans will have a larger impact on our local pickup and deliveries, increasing our ability to travel into congested areas that are inaccessible by our large box trucks.

The electric cargo vans will also provide us energy independence at a time when fuel costs are high. One of our box trucks travels an average of 400 miles each week, resulting in more than \$300 in fuel expenses. Electric vehicles and an on-site electric charging station allow us to stay agile and respond to the needs of our neighbors resourcefully.

A. Organization Information

Case Id: 30277

Name: Eastern Illinois Foodbank - 2022

Address: 2405 North Shore Drive

Completed by aborden@eifoodbank.org on 11/7/2022 11:02 AM

A. Organization Information

Please provide the following information.

A.1. Organization Name

Eastern Illinois Foodbank



A.2. Organization Type

501(c) Non-Profit Organization



A.3. Applicant Name/Point of Contact

First Name

Amanda

Last Name

Borden

A.4. Mailing Address

2405 North Shore Drive Urbana, IL 61802-7221

A.5. Phone Number

(217) 328-3663

A.6. Email Address

aborden@eifoodbank.org

B. Project Details

Case Id: 30277
Name: Eastern Illinois Foodbank - 2022
Address: 2405 North Shore Drive

Completed by aborden@eifoodbank.org on 11/14/2022 3:33 PM

B. Project Details

Please provide the following information.

B.1. Project Name

Electric Cargo Vans & Charging Station

B.2. Requested Funding Amount

\$133,000.00

B.3. Project Start Date

03/01/2023

B.4. Project Completion Date

03/01/2024

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

Eastern Illinois Foodbank (EIF) acquires and distributes 8 million pounds of food each year in 18 counties through our network of 160 partner agencies such as food pantries, soup kitchens and shelters. In the past 4 decades, EIF has grown into a dynamic organization serving more than 118,000 individuals last year alone, 25,000 of which were Urbana residents.

The rising need for food continues to outpace our capacity. In recent months, we have experienced a 30% increase in the number of people seeking charitable food assistance. Meeting this increased demand requires us to stay nimble as we ensure that underserved populations have access to nutritious food. This fiscal year, which began July 1, we have distributed on average 19% more pounds of food per month than the previous year.

Funding from this grant would allow EIF to make transformational change to our delivery and food rescue pickup

Printed By: James Mclanahan on 2/8/2023

Attachment A - Section 2.2

Item b.

model by adding two electric cargo vans to our fleet of vehicles, and an on-site EV charger. We currently utilize a fleet of seven box trucks to deliver pallets of food to our partner agencies, in addition to picking up food donations from retail, wholesale, and manufacturing partners. At times we are only delivering a pallet of food to a local partner agency, and the use of large trucks is not efficient.

Two vehicles would increase our food deliveries and pickups by 80 per week by operating in addition to our regular fleet schedule. More food being rescued and delivered to our partner agencies means more vulnerable populations in our community are getting the nutritious food they need.

EIF has strategically evolved to serve our community as efficiently as possible. Two electric vans will provide us energy independence. One of our trucks travels 400 miles each week, resulting in more than \$300 in fuel expenses. Electric vehicles and an on-site electric charging station allow us to stay agile and respond to the needs of our neighbors resourcefully.

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. “Community Violence Interventions - 1.11”)

Household Assistance: Food Programs - 2.1

B.8. How does this project address needs that are not already met by existing local services?

Eastern Illinois Foodbank is the largest emergency food organization in our 14,500 square mile service area. Locally, we currently partner with 23 food pantries, soup kitchens and shelters that provide charitable food assistance to residents of Urbana, in addition to the Urbana High School pantry, pantries at Parkland College and the University of Illinois, and a Backpack partner that provides bags full of nutritious food to students at 10 Urbana schools.

The addition of two electric cargo vans to our fleet will address needs that are not currently being met by existing services by increasing the amount of food EIF is able to rescue and distribute to ensure we have enough food to meet the need of the rising number of people who are seeking charitable food assistance. The more efficiently we are able to pick up food donations and make deliveries to our partner food pantries, particularly perishable items such as produce or bread, the more nutritious food we can distribute to the families and individuals we serve. Instead of being wasted, more rescued food will end up in the hands of those in our community facing food insecurity. With an estimated 80 more deliveries and pickups each week, we can increase the amount of food accessible to our neighbors.

C. Project Information

Case Id: 30277

Name: Eastern Illinois Foodbank - 2022

Address: 2405 North Shore Drive

Completed by aborden@eifoodbank.org on 11/11/2022 11:52 AM**C. Project Information**

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

One of our box trucks is currently making 40 pickup and delivery events per week. Two electric cargo vans and a charging station will allow EIF to add 80 pickup and/or delivery events to our schedule each week. Our estimate is based on the number of pickups and deliveries one of our trucks is currently making. Once we eliminate the use of the large trucks for these smaller events, our box trucks will be able to make more large-load pick ups and deliveries each day, leaving the small-load events to the electric cargo vans. This will position us to increase food access to vulnerable populations in our community.

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

Food insecurity exists whenever the availability of nutritionally adequate food or the ability to acquire acceptable food is limited or uncertain. According to Feeding America's Map the Meal Gap study, which provides county-level data on food insecurity, 10.8% of people in our service area are facing hunger, including 10.5% in Champaign County. Drilling even deeper, per the City of Urbana's data, the individual poverty level for Urbana is 29.8%. Urbana residents made up more than 21% of the 118,000 unduplicated individuals EIF served last year throughout our 18-county service area.

EIF follows the Emergency Food Assistance Program (TEFAP) income eligibility guidelines to determine income guidelines for clients, which is currently 200% of federal poverty guidelines, although we do not ask clients to provide financial information to receive services. In order to acknowledge and respect the dignity of the people we serve, EIF chooses to take any individual requesting food assistance at their word.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

In 2019 and 2022, EIF received \$10,000 and \$7,500 from the City of Urbana/Cunningham Township Social Service Fund, respectively, to support Urbana food distribution.

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

The stated cost for the electric vehicles and EV charger was determined by vehicle and EV charger pricing research at a local car dealership. The stated cost includes 5% for potential price increases. Any remaining funds that resulted

from less than a 5% cost increase would be transferred to the salary of the drivers or maintenance on the vehicles. The required minimum number of quotes for federal funded projects would be obtained.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

The requested funding will be sufficient to fully administer the proposed project. No other funds are being pursued or have been secured to pursue this project.

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

The ARPA funding will provide one-time funding for expenses that are not recurring. Once the vehicles and charging station have been purchased, any ongoing costs associated with the program (such as staff salary and maintenance) would be covered in our annual budget.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

No other organizations are partnering to execute this project.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

Eastern Illinois Foodbank is a nonprofit in good standing and has been securing and managing funds for decades. Last fiscal year, we obtained and managed more than \$712,000 in grant funding. Our Operations staff are experienced with coordinating drop-off and deliveries and the proposed project will flow seamlessly into their existing work.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

EIF plans to measure the success of the funded program by analyzing the increased number of pick ups and delivery events that were added to our schedule over the course of a year from the date the vehicles are put into use. Metrics will include incremental # of deliveries, # of pickups, and pounds of food picked up and/or delivered. The anticipated outcome of the program is the addition of 80 food delivery and pickup events each week.

C.10. Please describe any other COVID relief funding that your organization has received.

EIF received the following COVID-related funding:

- 2020 – Illinois Children's Healthcare Foundation – COVID support for Child Nutrition Grant (\$162,500)
- 2020 – Feeding America – COVID Relief grants (\$517,663)
- 2020 – Feeding America – State-level funding (\$1,128.50)

D. Project Budget

Case Id: 30277
Name: Eastern Illinois Foodbank - 2022
Address: 2405 North Shore Drive

Completed by aborden@eifoodbank.org on 11/11/2022 12:01 PM

D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Supplies - Supplies necessary to deliver the services performed	\$133,000.00
	\$133,000.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	0
2023	133000
2024	0
2025	0
2026	0

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

Yes

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

E. Optional Attachments

Case Id: 30277

Name: Eastern Illinois Foodbank - 2022

Address: 2405 North Shore Drive

Completed by aborden@eifoodbank.org on 11/11/2022 12:04 PM

E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation

Additional Documentation

***No files uploaded*

Submit

Case Id: 30277

Name: Eastern Illinois Foodbank - 2022

Address: 2405 North Shore Drive

Completed by aborden@eifoodbank.org on 11/15/2022 11:52 AM

Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature

Amanda Borden

Electronically signed by aborden@eifoodbank.org on 11/15/2022 11:48 AM

Today's Date

11/15/2022

RANDY STONE

VP of Operations

AMANDA BORDEN

VP of Development



Eastern Illinois
FOODBANK

**EASTERN ILLINOIS
FOODBANK**

EIF'S COMMUNITY IMPACT



EIF distributed nearly 8 million pounds of food last year, including more than 1 million pounds of produce. That's the equivalent of 6.5 million meals for our neighbors facing hunger.



At any given time, there are more than 100,000 people facing food insecurity in eastern Illinois. EIF served 25,000 people from Urbana alone last year.



Last year, our vehicles traveled over 180,000 miles—equivalent of going around the world more than seven times – picking up and distributing food.



LASTING IMPACT



Funding from this grant will allow EIF to make transformational change to our delivery & food rescue pickup model.

With two electric cargo vans and an electric charging station, we will add an additional 80 pickup or delivery events a week, which means more food being distributed to our neighbors.

It also means reducing our carbon footprint and serving our community in a sustainable way.



A GOOD FIT

This project is a good fit for the City of Urbana's ARPA funds because it would allow Eastern Illinois Foodbank to make transformational change to our pick-up and delivery system, increasing the amount of food we distribute to our neighbors while reducing our carbon footprint, at a time when both are critically important.

NEED

Urbana residents make up 21% of EIF's overall clients. The individual poverty level for Urbana is nearly 30%.

INCREASED FOOD AVAILABILITY

By adding 80 additional pick-ups and deliveries to our schedule, we are providing our community with access to more food and reducing food waste.

SUSTAINABILITY

The electric vans reduce our dependence on fuel and provide a more sustainable way to serve our community.



FEDERAL GUIDELINES

- Funds will be used to purchase the vans and charging station as soon as they are received
- Vans will be added to our regular pick-up and delivery rotation immediately
- Because each of our existing vehicles makes 40 pick-up and delivery events per week, the vans will provide instant impact with the addition of 80 events per week



RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUBRECIPIENT AGREEMENT
(EASTERN ILLINOIS FOODBANK)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana allocated \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the U.S. Treasury’s *Final Rule* for the purpose of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects; and

WHEREAS, each subrecipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *Electric Cargo Vans & Charging Stations* by Eastern Illinois Foodbank was allocated \$79,000 as part of the ARPA Concept Plan Project List.

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

Section 1. That an Agreement providing \$79,000 in ARPA SLFRF funds, for the purpose of *Electric Cargo Vans & Charging Stations*, performed by Eastern Illinois Foodbank, in substantially the form of the copy 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 said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

**SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF URBANA AND RED HERRING VEGETARIAN RESTAURANT
FOR HANDMADE HARVEST: HEALTHY MEALS FOR FAMILIES FACING
FOOD INSECURITY**

This Subrecipient Agreement (“Agreement”) is entered as of [DATE], by and between the Red Herring Vegetarian Restaurant, with an address of 1209 W. Oregon Street, Urbana, IL 61801, and the City of Urbana, Illinois (“City”), with an address of 400 S. Vine Street, Urbana, IL 61801, collectively “the Parties.”

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, Red Herring Vegetarian Restaurant is a 501(c)3 Non-Profit Organization providing fresh, locally grown food to food insecure families;

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in expanding existing programs to provide prepared meals to food-insecure residents.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this Agreement to provide the foundation and structure for Handmade Harvest: Healthy Meals for Families Facing Food Insecurity costs through the following understanding:
 - a. **Handmade Harvest: Healthy Meals for Families Facing Food Insecurity:** This program will focus on increasing the availability of food in Urbana. With these funds, Red Herring would grow its existing program, the Bucket Brigade, a delivery food pantry (which currently delivers shelf staples and hygiene supplies to extremely low-income residents), by adding a ready-to-eat healthy meal to every person served. Beyond expanding its own food pantry effort, Red Herring plans to partner with the Mobile Market (CU City Farms) and the Little Free Market (Sola Gratia Farm) to add prepared meals alongside their free produce at their weekly distributions..
 - b. **Project Scope:** Red Herring Vegetarian Restaurant shall perform the Scope of Services as defined in Attachment A.
 - c. **Funding:** The City will transfer ARPA Funds to Red Herring Vegetarian Restaurant in an amount up to \$10,000 in support of this Scope of Services beginning in City fiscal year 2023, according to the projected budget in Attachment A. The transfer of funds shall be made in the form of quarterly reimbursements, unless otherwise noted. In order for funds to be released, Red Herring Vegetarian Restaurant must submit a Risk Assessment Form as provided by the City alongside this signed contract. Each release of funds must be preceded by Red Herring Vegetarian Restaurant’s submission of a

quarterly Reporting Form, along with any required documentation, as provided by the City. The Risk Assessment Form and Reporting Form shall be made available by the City to Red Herring Vegetarian Restaurant in a fillable format.

2. Roles and Responsibilities of Red Herring Vegetarian Restaurant.

- a. Red Herring Vegetarian Restaurant agrees to cooperate with meetings conducted by Urbana City Council members and/or City staff, as requested, to review programs in progress.
- b. Red Herring Vegetarian Restaurant shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- c. Red Herring Vegetarian Restaurant shall be required to repay the City in the amount of ARPA Funds that are not spent in accordance with the regulations and requirements specified in Federal regulations and this Agreement.
- d. Red Herring Vegetarian Restaurant shall submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include, but is not limited to: quarterly updates on program details, program timeline and status, program impact, and expenditure information and status. Additional reporting that may be required as applicable to Handmade Harvest: Healthy Meals for Families Facing Food Insecurity may also include: ARPA Funds spent and obligated (along with documentation of expenses), project status, number of households served, and Impacted or Disproportionately Impacted Populations (as defined by the Coronavirus State and Local Fiscal Recovery Funds Final Rule) served by the project. Reporting requirements will be specified by the City.
- e. Red Herring Vegetarian Restaurant shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of Red Herring Vegetarian Restaurant and will make such reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement and the Federal regulations and requirements for the expenditure of ARPA Funds. All reports and records related to the project must be maintained for the required period of time, according to applicable Federal and State laws, rules, or regulations (typically 5 years). If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the required period, whichever is later.
- f. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, 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, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. Red Herring Vegetarian Restaurant understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of ARPA Funds.

- g. Red Herring Vegetarian Restaurant shall comply with all applicable Federal, State or local statutes, ordinances, and regulations.
 - h. Red Herring Vegetarian Restaurant shall not use any of these ARPA Funds for lobbying purposes. ARPA Funds shall not be used to influence an officer or employee of any agency, including the City, in connection with any Federal, State, or local contract, grant, loan, or cooperative agreement. If it is determined by the City that any expenditure made with the ARPA Funds provided under this Agreement is prohibited by law, Red Herring Vegetarian Restaurant shall reimburse the City any amount that is determined to have been spent in violation of the law.
 - i. Red Herring Vegetarian Restaurant shall enforce all applicable terms and requirements of this Agreement with any subgrantees or partners of this program and is liable for all subgrantee and partner activity related to this the expenditure of ARPA Funds and this Agreement.
 - j. Red Herring Vegetarian Restaurant shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- 3. Handmade Harvest: Healthy Meals for Families Facing Food Insecurity.**
- a. Services: Red Herring Vegetarian Restaurant shall undertake activities toward Handmade Harvest; Healthy Meals for Families Facing Food Insecurity under the following requirements:
 - i. Red Herring Vegetarian Restaurant shall undertake costs in accordance with the proposed budget and details provided in Attachment A.
 - ii. Handmade Harvest: Healthy Meals for Families Facing Food Insecurity shall start on project start date provided in Attachment A.
 - iii. Handmade Harvest: Healthy Meals for Families Facing Food Insecurity shall comply with all additional terms and conditions provided in Attachment A.
 - iv. Red Herring Vegetarian Restaurant shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.
 - b. Governance: The Handmade Harvest; Healthy Meals for Families Facing Food Insecurity activities shall be overseen by the Executive Director of the Channing Murray Foundation *and include the following responsibilities*:
 - i. Duly adopt or pass as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and direct and designate the authorized representative of Red Herring Vegetarian Restaurant to act in connection with this Agreement and to provide such additional information as may be required.
 - ii. Review reports and program adherence.
 - iii. Review significant changes in programs and discuss with the City prior to request for approval and implementation.

4. Roles and Responsibilities of the City.

- a. The City shall provide ARPA Funds to Red Herring Vegetarian Restaurant in the amount up to \$10,000, in the form of quarterly reimbursements, available beginning in 2023. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.
- b. The City shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.
- c. The City is not responsible in any way for the operations of Red Herring Vegetarian Restaurant.

5. Primary Contacts.

- a. The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA reports and regulations. The RPC shall also serve as the City's primary contact with Red Herring Vegetarian Restaurant unless the City directs otherwise in a writing.

Name: J.D. McClanahan

Title: Planner II, Champaign County Regional Planning Commission

Telephone: 217-328-3313, ext. 196

Email: jmccclanahan@ccrpc.org

- b. The following individual shall serve as the Subrecipient's primary contact with the City unless that individual directs otherwise in writing:

Name: Megan Herakovich

Title: Red Herring Operations Manager

Telephone: 217-493-4904

Email: redherringrestaurant@gmail.com

6. **Term.** This Agreement shall commence upon its execution between the Parties and shall remain in effect until December 31, 2026. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, Red Herring Vegetarian Restaurant shall maintain all records and documents related to this Agreement for such period as may be required by ARPA rules and regulations and any other applicable federal or state law (typically 5 years).
7. **Timeliness.** Time is essential to the performance of this project. Funds not spent during the anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture.

Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25 percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and Red Herring Vegetarian Restaurant. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion of the

terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

8. **Termination.** The Agreement may be terminated by either party upon a 30-day notice in writing to the other Party. Upon termination, Red Herring Vegetarian Restaurant shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if Red Herring Vegetarian Restaurant does not spend the ARPA Funds in accordance with the Federal regulations and requirements concerning ARPA Funds as well as the requirements specified in this Agreement, Red Herring Vegetarian Restaurant will be required to repay the City in the amount of ARPA Funds that were utilized incorrectly. The requirement to repay misused funds shall remain in effect for the entire original term, even after the early termination by either Party.
9. **Amendments.** This Agreement may be amended only by an agreement of the Parties executed in the same manner in which this Agreement is executed.
10. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this Agreement. The performance and obligations of either Party will not violate or infringe upon the rights of any third-party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
11. **Indemnity.** Red Herring Vegetarian Restaurant agrees to indemnify and hold harmless the City, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the negligence of or breach of this Agreement by Red Herring Vegetarian Restaurant, its respective successors and assigns that occurs in connection with this Agreement. This includes, but is not limited to:
 - a. The loss of any monies paid to Red Herring Vegetarian Restaurant.
 - b. Fraud, defalcation, or dishonesty on the part of any person representing, employed by, contracted, or subtracted by Red Herring Vegetarian Restaurant.
 - c. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence, or default on the part of Red Herring Vegetarian Restaurant or any of its contractors, subcontractors, suppliers, and laborers etc. in the execution or performance of this Agreement.

This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either Party. In the event that any actions, suit, or proceeding is brought against the City upon any liability arising out of the Agreement, or any other matter indemnified against, the City at once shall give notice in writing thereof to Red Herring Vegetarian Restaurant by registered or certified mail. Upon receipt of such notice, Red Herring Vegetarian Restaurant, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the City.

12. **Limitation of Liability.** Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery that are not related to or the direct result of a Party's negligence or breach.

- 13. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions shall continue in full force and effect as valid and enforceable.
- 14. **Waiver.** The failure by either Party to exercise any right, power, or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or further exercise of that right, power, or privilege or the exercise of any other right, power, or privilege.
- 15. **Conflicts.** In the event of an unresolvable dispute, both Parties agree to participate in a mediation process and to split equally any costs associated with such. Any outcomes of mediation shall be in writing and binding on the Parties.
- 16. **Assignment:** Red Herring Vegetarian Restaurant shall not assign this Agreement, nor any part thereof, without the prior written approval of the City.
- 17. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. The Parties each represent that they have the authority to enter into this Agreement.
- 18. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

THE CITY OF URBANA

Red Herring Vegetarian Restaurant

Diane Wolfe Marlin, Mayor

Megan Herakovich
Operations Manager

City Clerk

Attest

**Attachment A
Scope of Services**

Section 1. Summary

Project Summary

The Red Herring Vegetarian Restaurant, which is the food justice-education program of Channing-Murray Foundation, has requested grant funds to grow existing programs in Urbana serving food insecure families by providing fresh, locally grown, prepared meals at no cost to the low-income residents during harvest season.

This program will focus on increasing the availability of food in Urbana. With these funds, Red Herring will grow its existing program, the Bucket Brigade, a delivery food pantry (which currently delivers shelf staples and hygiene supplies to extremely low-income residents), by adding a ready-to-eat healthy meal to every person served. Beyond expanding its own food pantry effort, Red Herring plans to partner with the Mobile Market (CU City Farms) and the Little Free Market (Sola Gratia Farm) to add prepared meals alongside their free produce at their weekly distributions.

Key Objectives and Measurable Outcomes

- Number of prepared meals provided
- Number of households assisted
- Attendance at markets
- Increase in donations
 - Monetary donations
 - Weight of produce donations

Project Start Date: 06/20/2023

Project Completion Date: 10/11/2023

ARPA Funding

\$10,000

Changes from submitted application, and project specific conditions, if any.

The award provided is approximately 40% of the amount requested in the application. This difference will be accounted for by fundraising, events, and market dinners for the community over the summer.

Recipient has requested that funds be provided in an alternate structure to quarterly reimbursements, with the following rationale –

The Red Herring Vegetarian Restaurant and Channing-Murray Foundation are long-standing community organizations that have engaged in a variety of community support efforts over the years. Handmade Harvest follows the very successful community collaboration with Cunningham Township, Sola Gratia, Solidarity Gardens, UPHD, the Bucket Brigade, which

**Attachment A
Scope of Services**

served over five thousand community members facing food insecurity over the three years that program has been running.

As a campus-based vegan food service program, the Red Herring Vegetarian Restaurant will end food service for the summer just as it ramps up efforts for Handmade Harvest. With little to no income coming in during the summer, the Handmade Harvest program managers will be working with an already extremely tight budget. Upfront allotments versus quarterly reimbursements would enable a more robust start to this program that is expected will have a welcome impact on our community.

These funds may be provided as a quarterly advance. Contingent upon the recipient meeting the following criteria, these advance payments will be made according to the schedule outlined in the Project Budget and Anticipated Timeline table. Recipient must –

- Demonstrate the capacity to provide the project being funded (including project staffing secured, quotes secured for goods and services, or other documentation as specified by the City of Urbana),
- Have submitted all relevant reporting information to date, and
- Demonstrate that it has spent no less than 75% of the ARPA funds it has received thus far.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement
2023 Q2 (April, May, June)	\$8,560 – Staffing, food supplies, packaging, transportation	\$2,400 – staffing, supplies	\$2,400	Upfront if able	\$2,400
2023 Q3	\$13,960 – Staffing, food supplies, packaging, transportation	\$7,600 Staffing, food supplies, packaging	\$7,600	Upfront if able	\$10,000
2023 Q4					
2024 Q1					

**Attachment A
Scope of Services**

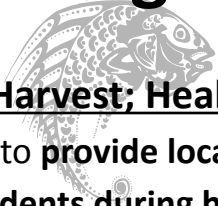
Item c.

2024 Q2					
2024 Q3					
2024 Q4					
2025 Q1					
2025 Q2					
2025 Q3					
2025 Q4					
2026 Q1					
2026 Q2					
2026 Q3					
2026 Q4					

Section 2. Additional Project Information

1. Executive Summary, attached hereto
2. Submitted Application, attached hereto
3. City Council Presentation, 12/14/22 #20 [\[Link\]](#) and slides, attached hereto

Red Herring Vegetarian Restaurant



A food-justice program of the Channing-Murray Foundation

Handmade Harvest; Healthy Meals for Families Facing Food Insecurity

A proposal to **provide locally grown and prepared meals at no cost to food insecure residents during harvest season (summer 2023) via established food pantries and free produce markets.**

ARPA FUNDING GOALS: Increase availability and affordability of food Provide relief and support for local businesses Invest in infrastructure to increase community health, safety, and future resilience

Partnering with 3 well-established food distribution networks:

- **Friday Free Market** - Sola Gratia Farm & CUPHD
- **Mobile Market** - CU City Farms, Carle, Sola Gratia Farm, Prosperity Gardens, & CUPHD
- **Bucket Brigade Food Pantry Delivery** - Channing-Murray Foundation, Red Herring & Cunningham Township Supervisor’s Office

Knowing the Need

1. **Markets:** These free produce markets (Mobile and Free Friday), distributing in low-income neighborhoods, have specifically requested ready-to-eat items to distribute alongside their free produce (thus providing food education & meal service)
2. **Food Pantry:** After running Bucket Brigade for 3 years and serving 4,677 extremely low-income recipients, 81% of families have indicated that they would like to receive fresh produce/prepared meals.

Deliverables/Metrics *Distributing 3 days a week, expecting an average of 60 meals each day, 12 weeks:*

- | | |
|------------------------------------|--|
| ● # of Meals Distributed | ● Demographics of individuals served (Bucket Brigade) & neighborhoods served (Markets) |
| ● # of People Served | |
| ● Pounds of local produce utilized | |

Budget - Total Request \$21,985 **~\$10 per meal**

- **61% Labor- \$15,360** (purchasing, preparing, and distributing)
- **32% Cost of Goods - \$8,100** (focusing on local wholesalers like Sola Gratia Farm)

Future Funding/Sustainability

ARPA funding will lay the groundwork for Red Herring to launch a pay-it-forward meal program year round; with every meal customers buy, they can buy one for their food insecure neighbor for the following summer.

A. Organization Information

Case Id: 30307
Name: Channing-Murray - 2022
Address: 1209 W OREGON ST

Completed by channingmurraydirector@gmail.com on 11/16/2022
1:46 PM

A. Organization Information

Please provide the following information.

A.1. Organization Name

Red Herring Vegetarian Restaurant



A.2. Organization Type

501(c) Non-Profit Organization



A.3. Applicant Name/Point of Contact

First Name

Megan

Last Name

Herakovich

A.4. Mailing Address

1209 W OREGON ST URBANA, IL 61801-3716

A.5. Phone Number

(217) 344-1176

A.6. Email Address

redherringrestaurant@gmail.com

B. Project Details**Case Id:** 30307**Name:** Channing-Murray - 2022**Address:** 1209 W OREGON ST*Completed by channingmurraydirector@gmail.com on 11/16/2022
2:01 PM*

B. Project Details

Please provide the following information.

B.1. Project Name

Handmade Harvest; Healthy Meals for Families Facing Food Insecurity

B.2. Requested Funding Amount

\$24,985.00

B.3. Project Start Date

06/14/2023

B.4. Project Completion Date

10/11/2023

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

The Red Herring Restaurant, which is the food justice-education program of Channing-Murray Foundation (501c3), requests grant funds to grow existing programs in Urbana serving food insecure families by providing fresh, locally grown, prepared meals at no cost to the low-income residents during harvest season.

Our program will focus on increasing the availability of food in Urbana. With these funds, we would grow our existing program, the Bucket Brigade, a delivery food pantry (which currently delivers shelf staples and hygiene supplies to extremely low-income residents), by adding a ready-to-eat healthy meal to every person served. Beyond expanding our own food pantry effort, we plan to partner with the Mobile Market (CU City Farms) and the Little Free Market

Printed By: James Mclanahan on 2/9/2023

1 of 2

(Sola Gratia Farm) to add prepared meals alongside their free produce at their weekly distributions.

To aid in economic recovery and development, we plan to prioritize grant money spent on cost of goods to local, small businesses to help stimulate our local economy, especially at local farms; while calling upon our customer base and donors to financially support any supplemental ingredients we cannot purchase locally.

In an effort to build sustainable infrastructure in Urbana, multilaterally, the Red Herring staff would spend the grant period building a pay-it-forward meal program. We would call upon customers and our wide network of partners to do outreach and find the financial support to fund this program for many seasons to come.

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. “Community Violence Interventions - 1.11”)

Household Assistance - Food Programs: 2.1

B.8. How does this project address needs that are not already met by existing local services?

It is very rare for ready-to-eat meals to be included in food pantry distributions. What’s more, very few food pantries in Champaign-Urbana deliver, and Bucket Brigade prioritizes serving people who are unable to leave their homes or have no means of transportation to access any of the local food pantries. 81% of our families served have specifically requested additional fresh produce and prepared meals if available. The creation of this project is a direct request from our recipients.

Our mobile food market partners, who operate and target low-income Urbana neighborhoods, have informed us that fresh prepared foods would better serve their recipients. Many of these clients are without access to a kitchen, or funds for healthy foods that are not pre-packaged and commercially produced like those at convenience stores and supermarkets.

There are many barriers low-income families face in acquiring healthy meals, one of these barriers being food education. Food pantry and food justice efforts like these free produce markets, have the first step in providing access to produce, but oftentimes, recipients don’t have the education and/or experience to know how to prepare produce. Offering prepared meals alongside the featured ingredient for families to take home from market would aid in this education effort. The Red Herring staff would also create recipe, idea, and nutrition cards to be handed out alongside meals and produce to educate and provide people with creative and accessible ways for items to be prepared.

C. Project Information

Case Id: 30307
Name: Channing-Murray - 2022
Address: 1209 W OREGON ST

Completed by channingmurraydirector@gmail.com on 11/16/2022
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C. Project Information

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

Our mission, to nourish community through locally grown food, combined with our history in the community provides us with a unique opportunity to not only provide meals and educate clients, it also gives the Red Herring an already existing customer and partner base to grow from.

In March 2020, Red Herring snapped into action to address food insecurity in Champaign-Urbana building a food pantry, the Bucket Brigade, and gathered with partners across the community (namely, Sola Gratia, Cunningham Township Supervisor's Office, Urbana Free Library, and Urbana Park District) to form what is now a community-wide collaborative, Solidarity Gardens, designed to feed food insecure neighbors through community gardens.

Bucket Brigade continues weekly, delivering shelf stable goods and household/hygiene essentials to extremely low-income folks in Urbana (households are referred and certified low-income by Cunningham Township). In its nearly three year run, Bucket Brigade has made 1,694 deliveries feeding over 4,677 people. With feedback from recipients requesting more fresh and prepared foods, this ARPA funding will help us better serve the needs of our recipients while simultaneously meeting ARPA's funding goals to increase availability and affordability of food.

Our involvement with Solidarity Gardens provides the network to expand our impact, by providing prepared meals for the preexisting free produce markets serving low-income residents in Urbana. CU City Farms mobile market (operating year-round twice a week) and Sola Gratia's Friday Free Market (operating once a week during harvest season) continue to serve 30-50 people per market day, and they all predict demand and interest in markets would grow with prepared meals available.

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

The Red Herring will send out freshly assembled meals once a week to The Little Free Market, located in Cornerstone Fellowship on Colorado Ave in Urbana. The census has noted the surrounding neighborhoods as rating high on the social vulnerability index (75.) We would also provide meals twice a week to the Mobile Market, who in turn distribute to low-income neighborhoods that all score high on the SVI and qualify as food deserts.

Furthermore, we would endeavor to grow our own client base for the Bucket Brigade program, where 100% of people served live in Urbana. Since its conception we have fed 4,677 people, 22% of them did not have access to a kitchen to prepare food, 24% were living in a hotel or experiencing housing insecurity. Our data shows that we overwhelmingly

deliver to people over the age of seventy and to people born after 1985, 72% were single parent homes, 37% of people served were African-American, 31% caucasian, and 63% were women.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

Yes, the Bucket Brigade thus far has been majorly funded by the Cunningham Township Supervisor's Office (CTSO). We have renewed a Memorandum of Understanding approved by the Township board for the last three years. This has been a very effective partnership, improving upon program efficiency, priorities, and spending with each renewal. Township has agreed to cover costs of groceries and household goods to Urbana families they refer, and our organization has committed to gathering inventory, coordinating delivery logistics, and recording/sharing spending. We have closely worked together with CTSO to develop systems to track numbers served, demographics, and feedback from recipients and volunteers.

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

The majority of the requested funds would go towards the time (labor \$15,360) it takes to prepare and distribute local harvest. These grant funds will cover the cost of two full time staff at the Red Herring to not only supervise the grant, but to execute the program as well. Staff would organize local food purchases/garden donations, cook meals, prepare education materials for the markets and Bucket Brigade, collaborate with partners on meal logistics, data collection, and build a pay-it-forward program to fund its future.

A priority in the budget is cost of goods (\$8100), focusing on sourcing from local farms like Sola Gratia (at wholesale prices) and local markets. A small amount of grant funds will go towards supplies, such as the packaging for the meals, note cards, and paper goods for printing recipes and educational material. An even smaller amount (\$1525 total) will go toward administrative costs and travel reimbursements.

These numbers were compiled directly from previous years cost of goods and labor reports for our on campus restaurant.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

Yes, the requested amount will absolutely be sufficient to fully administer the project. Other funds are secured for the continued operations of the food pantries/markets as they are, via our funding networks through Township, Sola Gratia, and CU City Farms, but this ARPA funding will allow all these programs to grow, meet the request of program recipients, and build healthy food distribution networks for Urbana, which will sustain our community well into the future.

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

This ARPA funded project will lay the groundwork for The Red Herring to launch a pay-it-forward meal program, soliciting financial support from customers and organizational partners, to continue this program for many harvest seasons to come. The Red Herring focuses on campus restaurant sales during the academic year, and food justice/education during the summer. After receiving this ARPA funding for summer 2023, Red Herring will have the platform to ask community partners and customers alike to 'match' the support of the city for summer 2024; with every meal they buy, they can buy one for their food-insecure neighbor. From there, this will be a really meaningful year-round schedule; fundraising and pulling on grassroots support through University customers during the academic year, and serving the low-income community through the summer when local harvests are most available.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

The Red Herring would actively partner with the Mobile Market, composed of Champaign-Urbana City Farms, Carle Health, Sola Gratia and Prosperity Gardens. As well as the Little Free Market, run by Sola Gratia Farm and Champaign Urbana Public Health District. Additional support comes from Solidarity gardens, a collaborative effort between Sola Gratia, Cunningham Township Supervisor's Office, and Urbana Park District. The Student Sustainability Farm at the UIUC has also committed to supporting the project donating in-kind produce as available.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

In the last three years alone, beyond the CTSO funding for Bucket Brigade, we have received more than \$75,000 worth of grant funding for our organization, from over 10 different grantors, both local organizations like Community Foundation as well as national funders like the Unitarian Universalist Association. We have full confidence that our previous experience in building Bucket Brigade, implementing, and reporting to previous grantors gives us the experience to execute the expansion of this program, and we will be able to track and share data to illustrate our community impact and meet ARPA funding goals.

Beyond grants management, as a vegan restaurant, Red Herring is specifically well equipped to prepare locally grown produce which has been requested explicitly from our food pantry recipients and our mobile market partners. Red Herring has focused on plant-based recipe creation, alongside creative menu planning (based on what is seasonally/locally available) for over 20 years.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

Our best metric for success will be in the number of prepared meals put out into the community via markets and the Bucket Brigade. Secondly, the market organizers predict an increase in attendance/participation with prepared meals available (currently serving 30-50 people per day), so an increase in attendance will be another metric for success. We will work closely with food pantry drivers and market volunteers to solicit feedback from recipients, and collaborate with them to build efficient and convenient forms for cataloging success stories, recipient preferences, and more. A final metric of success would be in the amount of donations; in dollars and cents from supporting community members and in pounds of produce donated by local gardens and farms.

With these metrics, our ultimate goal is to build a sustainable, community funded program to increase access to healthy food for low-income urbana residents that will continue to operate with our partners for years to come.

C.10. Please describe any other COVID relief funding that your organization has received.

Our organization received \$28,000 in the first round of the Paycheck Protection Program, which was a forgiven loan (100%) from the Small Business Administration to help cover costs of maintaining to pay a majority of our staff while we were closed for business during shelter in place.

D. Project Budget

Case Id: 30307
Name: Channing-Murray - 2022
Address: 1209 W OREGON ST

Completed by channingmurraydirector@gmail.com on 11/16/2022
 1:42 PM

D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Personnel - Salary and benefits for personnel delivering the services	\$15,360.00
Supplies - Supplies necessary to deliver the services performed	\$8,100.00
Travel - Travel costs incurred during service delivery	\$180.00
Administration - ARPA Administrative Costs	\$1,345.00
	\$24,985.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	
2023	24985
2024	
2025	
2026	

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

Yes

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

E. Optional Attachments

Case Id: 30307

Name: Channing-Murray - 2022

Address: 1209 W OREGON ST

Completed by channingmurraydirector@gmail.com on 11/16/2022
5:29 PM

E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation

Additional Documentation

***No files uploaded*

Attachment A - Section 2.2

Item c.

Submit

Case Id: 30307
Name: Channing-Murray - 2022
Address: 1209 W OREGON ST

Completed by channingmurraydirector@gmail.com on 11/16/2022
5:31 PM

Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

Printed By: James Mclanahan on 2/9/2023

As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature

Emily A McKown

Electronically signed by channingmurraydirector@gmail.com on 11/16/2022 5:31 PM

Today's Date

11/16/2022

Food justice program of Channing-Murray Foundation

Red Herring Vegetarian Restaurant

Handmade Harvest;

Healthy Meals for
Families Facing Food
Insecurity

A proposal to provide locally grown and prepared meals at no cost to food insecure residents during harvest season



Attachment A - Section 2.3
Distributing 3 days a week via pre existing free produce markets and our food pantry delivery program



Mobile Market
Carle, CU City Farms, Sola
Gratia Farm, Prosperity
Gardens, CUPHD



Bucket Brigade

Channing-Murray Foundation,
Red Herring, and Cunningham
Township Supervisor's Office



Item c.

Friday Free Market
Sola Gratia Farm and
CUPHD



community partners

Knowing the Need

11%

Food insecure

county-wide

**75 Social
Vulnerability
Index**

The free produce markets target low-income neighborhoods which have a high SVI

25%

No kitchen access

In its 3 year run, BB has served over 4K extremely low and no income folks-many housing insecure

**81% Request fresh
Produce & meals**

Of the families served through bucket brigade, 81% have requested fresh produce/prepared meals

Item c.

Metrics - Deliverables

- ARPA FUNDING GOALS: Increase availability and affordability of food
- Provide relief and support for local Businesses
- Invest in infrastructure to increase community health, safety, and future resilience

# of Meals Distributed	~\$10 a meal - 3 days a week - an average of 60 meals a day
# of People Served	Markets serve between 30-50 per day, BB serves 20
Pounds of local produce utilized	Sourcing from local farms, like Sola Gratia, and soliciting produce donations
Demographics of individuals served (Bucket Brigade)	Tracking race, ethnicity, gender, housing status, age, etc.
Demographics of neighborhoods served	Tracking which neighborhoods we serve and how often
Amount of educational materials created/distributed	Compiling any recipes and/or education materials and tracking amounts

**Total Request \$21,985
target is 2K+ meals**



RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUBRECIPIENT AGREEMENT
(RED HERRING VEGETARIAN RESTAURANT)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana allocated \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the U.S. Treasury’s *Final Rule* for the purpose of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects; and

WHEREAS, each subrecipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *Handmade Harvest: Health Meals for Families Facing Food Insecurity* by Red Herring Vegetarian Restaurant was allocated \$10,000 as part of the ARPA Concept Plan Project List.

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

Section 1. That an Agreement providing \$10,000 in ARPA SLFRF funds, for the purpose of *Handmade Harvest; Health Meals for Families Facing Food Insecurity*, performed by Red Herring Vegetarian Restaurant, in substantially the form of the copy 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 said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

**SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF URBANA AND COMMON GROUND FOOD CO-OP
FOR COMMON GROUND FOOD FOR ALL FOOD ACCESSIBILITY
PROGRAM**

This Subrecipient Agreement (“Agreement”) is entered as of [DATE], by and between the Common Ground Food Co-op, with an address of 300 S. Broadway Avenue, Suite 166, Urbana, IL 61801, and the City of Urbana, Illinois (“City”), with an address of 400 S. Vine Street, Urbana, IL 61801, collectively “the Parties.”

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, Common Ground Food Co-op is a cooperative providing access to groceries for local residents; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in increasing the cooperative’s discount program for low-income households.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this Agreement to provide the foundation and structure for Common Ground Food For All Food Accessibility Program costs through the following understanding:
 - a. **Common Ground Food For All Food Accessibility Program:** Common Ground is requesting ARPA funds to support its existing food accessibility and food discount program, Food For All, which provides a 10% discount on its entire produce section and grocery pantry staples to hundreds of local neighbors who are low-income and experiencing food insecurity. Common Ground also covers the full equity grant - a one-time \$60 investment - for Food For All members so they can receive all the additional benefits of Co-op ownership.
 - b. **Project Scope:** Common Ground Food Co-op shall perform the Scope of Services as defined in Attachment A.
 - c. **Funding:** The City will transfer ARPA Funds to Common Ground Food Co-op in an amount up to \$10,000 in support of this Scope of Services beginning in City fiscal year 2023, according to the projected budget in Attachment A. The transfer of funds shall be made in the form of quarterly reimbursements, unless otherwise noted. In order for funds to be released, Common Ground Food Co-op must submit a Risk Assessment Form as provided by the City alongside this signed contract. Each release of funds must be preceded by Common Ground Food Co-op’s submission of a quarterly Reporting Form, along with any required documentation, as provided by the City. The Risk

Assessment Form and Reporting Form shall be made available by the City to Common Ground Food Co-op in a fillable format.

2. Roles and Responsibilities of Common Ground Food Co-op.

- a. Common Ground Food Co-op agrees to cooperate with meetings conducted by Urbana City Council members and/or City staff, as requested, to review programs in progress.
- b. Common Ground Food Co-op shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- c. Common Ground Food Co-op shall be required to repay the City in the amount of ARPA Funds that are not spent in accordance with the regulations and requirements specified in Federal regulations and this Agreement.
- d. Common Ground Food Co-op shall submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include, but is not limited to: quarterly updates on program details, program timeline and status, program impact, and expenditure information and status. Additional reporting that may be required as applicable to Common Ground Food For All Food Accessibility Program may also include: ARPA Funds spent and obligated (along with documentation of expenses), project status, number of households served, and Impacted or Disproportionately Impacted Populations (as defined by the Coronavirus State and Local Fiscal Recovery Funds Final Rule) served by the project. Reporting requirements will be specified by the City.
- e. Common Ground Food Co-op shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of Common Ground Food Co-op and will make such reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement and the Federal regulations and requirements for the expenditure of ARPA Funds. All reports and records related to the project must be maintained for the required period of time, according to applicable Federal and State laws, rules, or regulations (typically 5 years). If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the required period, whichever is later.
- f. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, 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, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. Common Ground Food Co-op understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of ARPA Funds.

- g. Common Ground Food Co-op shall comply with all applicable Federal, State or local statutes, ordinances, and regulations.
- h. Common Ground Food Co-op shall not use any of these ARPA Funds for lobbying purposes. ARPA Funds shall not be used to influence an officer or employee of any agency, including the City, in connection with any Federal, State, or local contract, grant, loan, or cooperative agreement. If it is determined by the City that any expenditure made with the ARPA Funds provided under this Agreement is prohibited by law, Common Ground Food Co-op shall reimburse the City any amount that is determined to have been spent in violation of the law.
- i. Common Ground Food Co-op shall enforce all applicable terms and requirements of this Agreement with any subgrantees or partners of this program and is liable for all subgrantee and partner activity related to this the expenditure of ARPA Funds and this Agreement.
- j. Common Ground Food Co-op shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

3. Common Ground Food For All Food Accessibility Program

- a. Services: Common Ground Food Co-op shall undertake activities toward Common Ground Food For All Food Accessibility Program under the following requirements:
 - i. Common Ground Food Co-op shall undertake costs in accordance with the proposed budget and details provided in Attachment A.
 - ii. Common Ground Food For All Food Accessibility Program shall start on project start date provided in Attachment A.
 - iii. Common Ground Food For All Food Accessibility Program shall comply with all additional terms and conditions provided in Attachment A.
 - iv. Common Ground Food Co-op shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.
- b. Governance: The Common Ground Food For All Food Accessibility Program activities shall be overseen by the General Manager, Gary Taylor *and include the following responsibilities*:
 - i. Duly adopt or pass as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and direct and designate the authorized representative of Common Ground Food Co-op to act in connection with this Agreement and to provide such additional information as may be required.
 - ii. Review reports and program adherence.
 - iii. Review significant changes in programs and discuss with the City prior to request for approval and implementation.

4. Roles and Responsibilities of the City.

- a. The City shall provide ARPA Funds to Common Ground Food Co-op in the amount

of up to \$10,000, in the form of quarterly reimbursements, available beginning in 2023. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.

- b. The City shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.
- c. The City is not responsible in any way for the operations of Common Ground Food Co-op.

5. Primary Contacts.

- a. The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA reports and regulations. The RPC shall also serve as the City's primary contact with Common Ground Food Co-op unless the City directs otherwise in a writing.

Name: J.D. McClanahan

Title: Planner II, Champaign County Regional Planning Commission

Telephone: 217-328-3313, ext. 196

Email: jmccclanahan@ccrpc.org

- b. The following individual shall serve as the Subrecipient's primary contact with the City unless that individual directs otherwise in writing:

Name: Liz Sands

Title: Outreach Coordinator

Telephone: 217-352-3347

Email: liz.sands@commonground.coop

6. **Term.** This Agreement shall commence upon its execution between the Parties and shall remain in effect until December 31, 2026. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, Common Ground Food Co-op shall maintain all records and documents related to this Agreement for such period as may be required by ARPA rules and regulations and any other applicable federal or state law (typically 5 years).
7. **Timeliness.** Time is essential to the performance of this project. Funds not spent during the anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture.

Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25 percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and Common Ground Food Co-op. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion of the terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

8. **Termination.** The Agreement may be terminated by either party upon a 30-day notice in writing to the other Party. Upon termination, Common Ground Food Co-op shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if Common Ground Food Co-op does not spend the ARPA Funds in accordance with the Federal regulations and requirements concerning ARPA Funds, as well as the requirements specified in this Agreement, Common Ground Food Co-op will be required to repay the City in the amount of ARPA Funds that were utilized incorrectly. The requirement to repay misused funds shall remain in effect for the entire original term, even after the early termination by either Party.
9. **Amendments.** This Agreement may be amended only by an agreement of the Parties executed in the same manner in which this Agreement is executed.
10. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this Agreement. The performance and obligations of either Party will not violate or infringe upon the rights of any third-party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
11. **Indemnity.** Common Ground Food Co-op agrees to indemnify and hold harmless the City, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the negligence of or breach of this Agreement by Common Ground Food Co-op, its respective successors and assigns that occurs in connection with this Agreement. This includes, but is not limited to:
- a. The loss of any monies paid to Common Ground Food Co-op.
 - b. Fraud, defalcation, or dishonesty on the part of any person representing, employed by, contracted, or subtracted by Common Ground Food Co-op.
 - c. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence, or default on the part of Common Ground Food Co-op or any of its contractors, subcontractors, suppliers, and laborers etc. in the execution or performance of this Agreement.

This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either Party. In the event that any actions, suit, or proceeding is brought against the City upon any liability arising out of the Agreement, or any other matter indemnified against, the City at once shall give notice in writing thereof to Common Ground Food Co-op by registered or certified mail. Upon receipt of such notice, Common Ground Food Co-op, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the City.

12. **Limitation of Liability.** Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery that are not related to or the direct result of a Party's negligence or breach.
13. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the

Agreement and all other provisions shall continue in full force and effect as valid and enforceable.

- 14. **Waiver.** The failure by either Party to exercise any right, power, or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or further exercise of that right, power, or privilege or the exercise of any other right, power, or privilege.
- 15. **Conflicts.** In the event of an unresolvable dispute, both Parties agree to participate in a mediation process and to split equally any costs associated with such. Any outcomes of mediation shall be in writing and binding on the Parties.
- 16. **Assignment:** Common Ground Food Co-op shall not assign this Agreement, nor any part thereof, without the prior written approval of the City.
- 17. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. The Parties each represent that they have the authority to enter into this Agreement.
- 18. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

THE CITY OF URBANA

Common Ground Food Co-op

Diane Wolfe Marlin, Mayor

Gary Taylor, General Manager

City Clerk

Attest

Attachment A
Scope of Services

Section 1. Summary

Project Summary

Common Ground Food Co-op is a cooperatively-run grocery store owned by over 9,000 Champaign-Urbana neighbors. It focuses on supporting the local food system, fostering conscious consumerism, and building a vibrant community. Common Ground is requesting ARPA funds to support its existing food accessibility and food discount program, Food For All, which provides a 10% discount on its entire produce section and grocery pantry staples to hundreds of local neighbors who are low-income and experiencing food insecurity. Common Ground also covers the full equity grant - a one-time \$60 investment - for Food For All members so they can receive all the additional benefits of Co-op ownership. In keeping with its mission, Common Ground wants all of its customers to be able to access healthy and local food at an affordable price. It is invested in the future of the local food system and prioritizes supporting regenerative agriculture practices, local farm infrastructure, and marketing local farms and businesses to the Champaign-Urbana community.

Key Objectives and Measurable Outcomes

- Number of new Food for All members
- Increase in Food For All discount usage

Project Start Date: 4/1/23

Project Completion Date: 12/31/23

ARPA Funding

\$10,000

Changes from submitted application, and project specific conditions, if any.

The award provided is approximately 40% of the amount requested in the application. This difference will be accounted for by Common Ground’s existing fundraising efforts and additional funding from the store budget.

City Council has also directed that Food For All membership discounts be taken from the existing program budget first, before ARPA funds are utilized, and that ARPA funds be reserved specifically for Urbana residents.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement
--------------------	-------------------------	-------------------------------	---------------------------------	--	---------------------------------

**Attachment A
Scope of Services**

Item d.

2023 Q2 (April, May, June)	\$5,000	\$3,376	\$3,333.33	Reimbursement	\$3,333.33
2023 Q3	\$5,000	\$3,376	\$3,333.33	Reimbursement	\$6,666.66
2023 Q4	\$5,000	\$3,376	\$3,333.34	Reimbursement	\$10,000.00
2024 Q1					
2024 Q2					
2024 Q3					
2024 Q4					
2025 Q1					
2025 Q2					
2025 Q3					
2025 Q4					
2026 Q1					
2026 Q2					
2026 Q3					
2026 Q4					

Section 2. Additional Project Information

1. Executive Summary, attached hereto
2. Submitted Application, attached hereto
3. City Council Presentation, 12/14/22 #19 [[Link](#)] and slides, attached hereto

Common Ground Food Co-op Food For All Food Accessibility Program City of Urbana ARPA Grant Application Executive Summary

Common Ground Food Co-op is a cooperatively-run grocery store owned by over 9,000 Champaign-Urbana neighbors. We focus on supporting the local food system, fostering conscious consumerism, and building a vibrant community. We are requesting ARPA funds to support our existing food accessibility and food discount program, Food For All, which provides a 10% discount on our entire produce section and grocery pantry staples to hundreds of local neighbors who are low-income and experiencing food insecurity. Common Ground also covers the full equity grant - a one-time \$60 investment - for Food For All members so they can receive all the additional benefits of Co-op ownership. In keeping with our mission, we want all of our customers to be able to access healthy and local food at an affordable price. We are invested in the future of our local food system and prioritize supporting regenerative agriculture practices, local farm infrastructure, and marketing local farms and businesses to our community.

We strongly believe that Food For All addresses two of the Urbana ARPA goals - to increase availability and affordability of food, and to provide relief and support for local businesses. In 2021, Common Ground sold over \$996,964 in local products which provided economic support to many small local businesses. By providing a reliable outlet for farmers to sell their produce and products, Common Ground is helping build infrastructure and increasing the availability of food grown locally, while our Food For All program increases the affordability and accessibility of this food.

In the past five years, we have seen significant increases in both the amount of new Food For All members, and the total dollar amount in discounts being used by those members. Both the equity component and the discount on produce and staple items allow individuals with limited food dollars to extend their budget and support our local food economy. The last few years have brought unprecedented challenges for both us and our customers. Climate change, supply chain disruption, and inflation have all impacted our sales. Additional funding would allow us to continue supporting and expanding Food For All without having to pull funds away from other important store needs (staffing, purchasing, maintenance, etc).

In addition to increases in Food For All membership, we have also seen a massive increase in the amount of EBT dollars being used at Common Ground. EBT usage grew 150% from 2020-2021. Many of our EBT users are already Food For All members, but additional funding would allow us to reach more people, stretching their food budget even further and encouraging them to shop with us rather than a larger chain, which in turn supports the local food economy.

Food For All is primarily supported through our Round Up For Good Program, but the money raised is not enough to keep up with the steady increase of members and discounts used in the program. We are requesting a total of \$45,000 in ARPA funding to be used over the next three years, 2023-2025. We would like to have the funds cushion the discount program because we know the need for food discounts will continue to grow, as proven by the 51.7% increase in Food For All Discount redemption in 2021 compared to 2020.

Common Ground has been an important institution in our local food economy for almost 50 years. Focusing on local and organic foods are very important facets of our mission and identity, and we want everyone to be able to afford them and experience their benefits. Food For All is the first step in that direction, and we are hopeful that we will be able to continue this program and help our neighbors purchase healthy food while keeping their dollars local.

A. Organization Information

Case Id: 30363
Name: Common Ground Food Co-op - 2022
Address: 300 S Broadway Ave

Completed by marketing@commonground.coop on 11/16/2022
1:44 PM

A. Organization Information

Please provide the following information.

A.1. Organization Name

Common Ground Food Co-op



A.2. Organization Type

For-Profit Business



A.3. Applicant Name/Point of Contact

First Name

Liz

Last Name

Sands

A.4. Mailing Address

300 S Broadway Ave Suite 166 Urbana, IL 61801

A.5. Phone Number

(217) 352-3347

A.6. Email Address

marketing@commonground.coop

B. Project Details

Case Id: 30363

Name: Common Ground Food Co-op - 2022

Address: 300 S Broadway Ave

Completed by marketing@commonground.coop on 11/16/2022
1:51 PM

B. Project Details

Please provide the following information.

B.1. Project Name

Common Ground Food For All Food Accessibility Program

B.2. Requested Funding Amount

\$45,000.00

B.3. Project Start Date

01/01/2023

B.4. Project Completion Date

12/31/2025

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

Common Ground Food Co-op is requesting ARPA funds to strengthen our existing food accessibility and food discount program, Food For All, which provides a 10% discount on our entire produce section and grocery pantry staples to hundreds of local neighbors who are low-income and experiencing food insecurity. Common Ground also covers the full equity grant - a one-time \$60 investment - for all Food For All members so they can receive all the benefits of Co-op ownership. Any ARPA funds received will go directly towards the discount program, with Common Ground continuing to fund ownership equity grants.

Common Ground has grown to be one of the largest grocery retailers of food produced locally in Central Illinois,

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sourcing from more than 70 small family farms and businesses within 100 miles of Urbana. In 2021, Common Ground sold over \$996,964 in local products which provided economic support to many small local businesses. By providing a reliable outlet for farmers to sell their produce and product, Common Ground is helping build infrastructure and increasing the availability of food grown, while our Food For All program increases the affordability and access of this local produce and food staples. The last few years have been very challenging for our store due to food storages, inflation, crop failures, and nationwide distribution out-of-stocks, leading us to look for supplemental funding to defray costs and allow this program to continue to scale up based on community need.

Since the pandemic, our store has witnessed the alarming need for our food access program with significant increases in applicants and discount usage. We budget \$8,000 a year for the discount program but since the pandemic, our costs for providing this discount are ballooning beyond our projected budget to the point where we are worried that we cannot afford to continue to provide this necessary program at this capacity and we are asking for funding to increase our discount budget.

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. “Community Violence Interventions - 1.11”)

Household Assistance: Food Programs - 2.1

B.8. How does this project address needs that are not already met by existing local services?

Common Ground Food Co-op is the only community-owned food cooperative in the area and we are collectively owned by over 9,000 households. Our central missions are to be a center of a vibrant inclusive community, serve as an educational resource on food issues, and ensure that our local food system is equitable, robust and environmentally sound. We want all of our customers and neighbors to be able to access healthy and local food at an affordable price. We are invested in the future of our global food system and prioritize supporting regenerative agriculture practices, local farm infrastructure, and marketing local farms and businesses to our community.

We have noticed a devastating change in our food system in the last few years. Inflation and increased gas prices drive up harvesting costs, fertilizer costs, packaging supply costs, transportation costs, and overall food prices. Many of our local and regional farmer partners have had significant labor shortages which creates new challenges and strains their workforce. There have also been increased weather irregularities that shorten seasons, reduce yields, and damage crops. With all of these food production challenges on a nationwide scale, we anticipate even more food shortages and food price inflation that will consequently create even more food insecurity in our community. Even with the existing services of SNAP and the farmers market, it is essential that we continue to build a stronger safety net for low-income neighbors so they can still have access to healthy, affordable food.

We are centrally located in Downtown Urbana, open everyday from 7:30 am - 9:00 pm which makes our grocery store available for all shoppers. Our store is handicap accessible, and close to most bus routes. We have the systems in place to process EBT, SNAP match coupons, and other food access incentive coupons.

C. Project Information**Case Id:** 30363**Name:** Common Ground Food Co-op - 2022**Address:** 300 S Broadway Ave*Completed by marketing@commonground.coop on 11/16/2022
2:06 PM*

C. Project Information

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

Common Ground's Food For All Program has proven to be successful in addressing the funding goal to "increase availability and affordability of food". We have seen significant increases in both the amount of new Food For All Members, and the total dollar amount in discounts being used by those members. We have data from the last five years that strongly support the need for increased funding for this program.

Food For All Discount - Total \$ amount

2018: \$5,361

2019: \$7,773

2020: \$11,196

2021: \$16,979

Year to Date 2022 (Jan - Nov 15): \$16,831

Total Food For All Members

2018: 103

2019: 213

2020: 322

2021: 396

Year to Date 2022 (Jan - Nov 15): 545

Both the equity component and the discount on produce and staple items allow individuals with limited food dollars to extend their budget and support our local food economy. The equity grant allows members all of the benefits of traditional ownership, including additional discounts throughout the year. It also allows them to be a part of the cooperative community, strengthening their relationship with food and the local food economy, which in turn benefits the local farmers and producers.

The last few years have brought unprecedented challenges for both us and our customers. Local farms are closing, climate change is destroying crop patterns, and inflation is affecting every facet of daily life. Additional funding would allow us to continue supporting & expanding Food For All which aims to provide both accessibility and affordability to our food, without having to pull funds away from other important store needs (staffing, purchasing, maintenance, etc.).

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the

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Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

All individuals who apply for Food For All and meet one of the following criteria are automatically accepted:

- SNAP Food Stamp Program
- Medicaid
- Section 8 Housing
- WIC Women Infant & Children
- General Assistance
- School breakfast/lunch Program
- Veteran Disability

In addition to increases in Food For All membership, we have also seen a significant increase in the amount of EBT dollars being used at Common Ground. Many of our EBT users are already Food For All members, but additional funding would allow us to reach more people, stretching their food budget even further and encouraging them to shop with us rather than a larger chain, which in turn supports our local food economy. The following data shows the increase in EBT dollars spent over the last five years:

- 2018: \$103,624
- 2019: \$93,155
- 2020: \$131,607
- 2021: \$338,972
- Year to Date 2022 (Jan - Nov 15): \$308,613

According to the City of Urbana Data and Demographics page, Common Ground is very close to many of the areas where families are considered low-income or in poverty. While there are many other grocery stores in the area that are easy to get to with a vehicle, we are quite close to these neighborhoods and are accessible by walking or a quick bus ride. Our proximity to the main Urbana MTD hub at Lincoln Square puts us in a great position to allow individuals who utilize public transit to access our food and store as a part of their daily routine.

Because we sell primarily local and organic products, it is difficult to compete with the prices of corporate grocery retail chains. Focusing on local and organic are very important facets of our mission and identity, and we want everyone to be able to afford them and experience their benefits. Food For All is the first step in that direction, allowing an introduction to the Co-op through an equity grant, as well as continuous discounts on produce, staples, and all current owner benefits including owner deals, bulk discounts, and owner only promotions and coupons.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

In 2021 we received a \$3,130 Tier II grant from The City of Urbana Arts & Culture program to commission a local artist to design and paint a mural on the planters in front of our store.

In 2021 we also received \$10,000 from the Urbana Economic Support Grant to purchase a new cooler in the store to allow us to sell more in-house made food that followed Covid-19 safety protocol, as well as to purchase additional PPE equipment and sanitizing stations.

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

We are requesting a total of \$45,000 in ARPA funding to be used over the next three years, 2023-2025. We would like

to have the funds cushion the discount program by allocating \$10,000 for 2023, \$15,000 for 2024, and \$20,000 for 2025 because we know the need for food discounts will continue to grow. We saw a 157.6% increase in EBT / Illinois Link transactions usage in 2021 in comparison to 2020. This increase also connects with the 51.7% increase that we saw in Food For All Discount redemption in 2021 in comparison to 2020. EBT and discount redemption have steadily increased, local foodbanks and soup kitchens are seeing unprecedented food insecurity and drastic increases in the number of people they serve, and according to Feeding America, Champaign County's food insecurity rate is 15% and rising. Taking all these factors into consideration, we want to ensure that we have sufficient funds to handle yearly increases in our program.

For the past three years, we have exceeded our \$8,000 annual budget taking on a deficit of over \$21,000 because we saw how important food accessibility was during such a volatile global crisis. We are projecting that food prices will continue to increase which will create more need for a food discount program because shopping budgets will be even more limited. If we make a modest estimate, our projection is that discounts will reach \$18,000 in 2023, \$23,000 in 2024, \$28,000 in 2025. The more we offer the discount program and increase its visibility, the more people will look to participate in the Food For All program. If there happened to be funds remaining beyond the three year period, we would apply it to the 2026 Food For All discount budget.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

Food For All is primarily supported through our Round Up For Good Program, in which customers round up their change at the register to support a local organization. In the past, one month of Round Up Funds as well as a spring plant sale fundraiser have been the only means of bringing in money for the program. All additional costs are covered by Common Ground. In 2021, \$21,179 was spent on equity grants and discounts for the program, but only \$7,653 was raised. Beginning in 2023, Food For All will have two designated Round Up For Good months to raise more money for the program. We are hoping with those additional funds, as well as ARPA grant funds, we will be able to fully fund the program, allowing us to stay within our budget so we can support both the Food For All program and other fiscal priorities such as store maintenance, staff wages, and community programming.

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

Money from the ARPA will serve as supplemental funding for our existing program. Our goal is to use the funds over a three year period, allowing us to continue to expand the program rather than potentially have to scale it back. We intend to continue the program in its current form after the funds have been exhausted. Any additional costs will be covered by Common Ground or additional funding we may be able to secure.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

Food For All is singularly managed and executed by Common Ground Food Co-op. It is primarily funded by Common Ground, with supplemental funding coming from our owners and customers via our designated Round Up For Good month. That is the extent of involvement from other organizations or individuals.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

Food For All was developed in 2012 and has been a core facet of Common Ground's mission since then. Our organization is already set up to handle the mechanics of the program including promotion, management, and

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implementation. If granted, our Finance, Administration, and Marketing Departments will handle the grant reimbursement and reporting. Common Ground has received several grants in the past and multiple involved staff members are familiar with that process. We will continue to promote Food For All and provide information to individuals who are interested in applying. We do this by providing written information in the store and online, as well as sharing this information with a number of organizations and attending various community events. We have worked with university groups, local non-profits, farmers markets, food access organizations, and many other organizations to educate and encourage them to spread the word about Food For All.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

We have already seen great success in our Food For All program, based on the increase in both members and discount totals. Our ultimate goal is to see this growth continue and be able to keep up with it. We would like to see an increase in Food For All members each year and a gradual increase in discount usage, while maintaining our forecasted and projected budget for three years.

We will utilize our internal inventory and customer database that collects and runs various reports including customer transaction details, shopping frequency, discount usage, membership contacts, and email lists which will help us measure the success for the program. We would use these reports to primarily track membership growth and discount usage.

Our anticipated outcome for this funded program is that we will supply a 10% discount on produce and grocery staples through our Food For All Program for anyone that applies or qualifies.

C.10. Please describe any other COVID relief funding that your organization has received.

In 2020, Common Ground received a PPP loan in association with Payroll Protection and FFCRA for \$356,975.97.

D. Project Budget

Case Id: 30363
Name: Common Ground Food Co-op - 2022
Address: 300 S Broadway Ave

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D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Direct Financial Assistance – Direct monetary assistance to community members (Example: rent assistance or small business grants)	\$45,000.00
	\$45,000.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	0
2023	10000
2024	15000
2025	20000
2026	

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

Yes

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

E. Optional Attachments

Case Id: 30363

Name: Common Ground Food Co-op - 2022

Address: 300 S Broadway Ave

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E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation

Additional Documentation

***No files uploaded*

Attachment A - Section 2.2

Item d.

Submit

Case Id: 30363

Name: Common Ground Food Co-op - 2022

Address: 300 S Broadway Ave

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Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

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As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature

Liz Sands

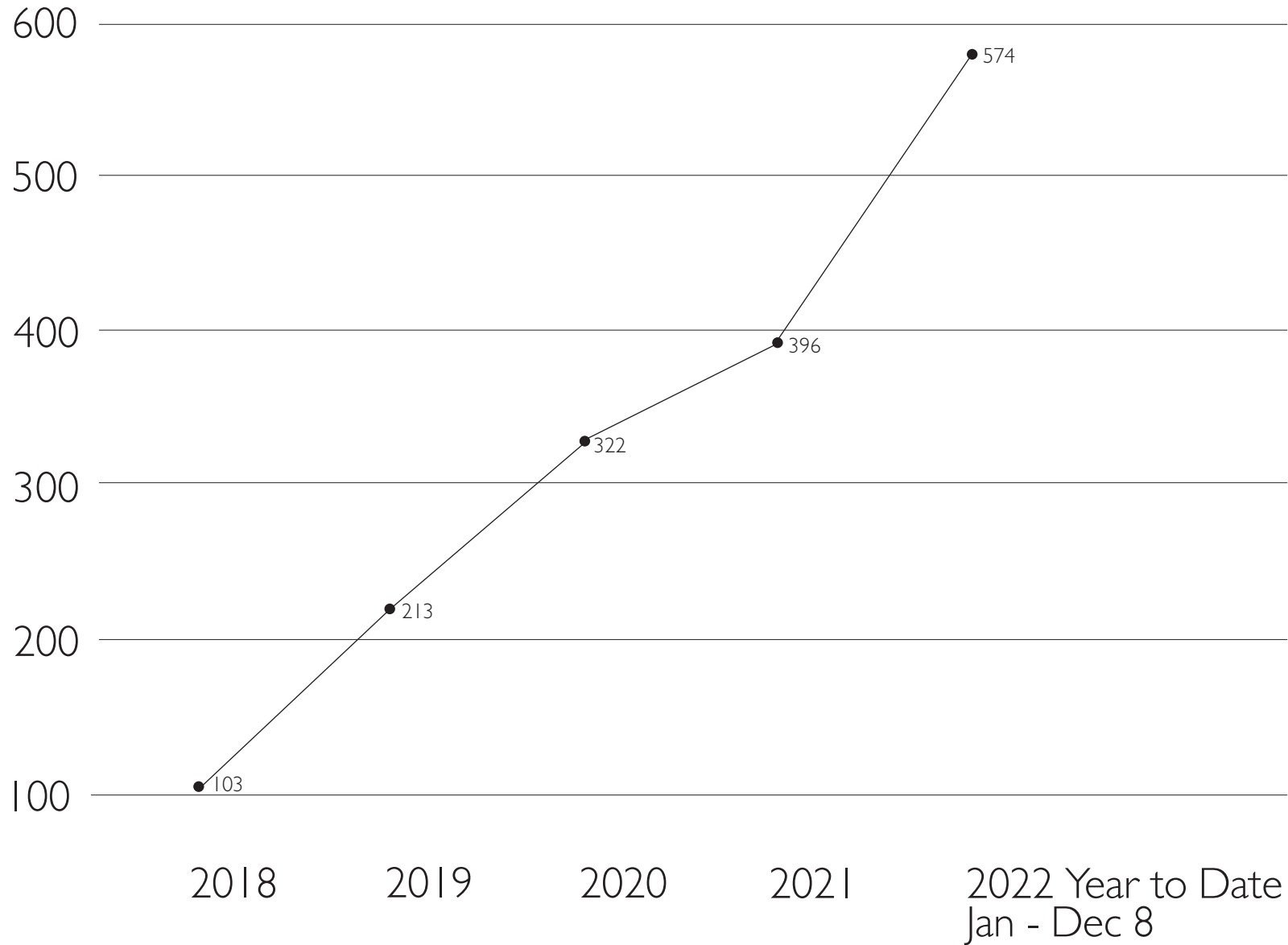
Electronically signed by marketing@commonground.coop on 11/16/2022 2:08 PM

Today's Date

11/16/2022

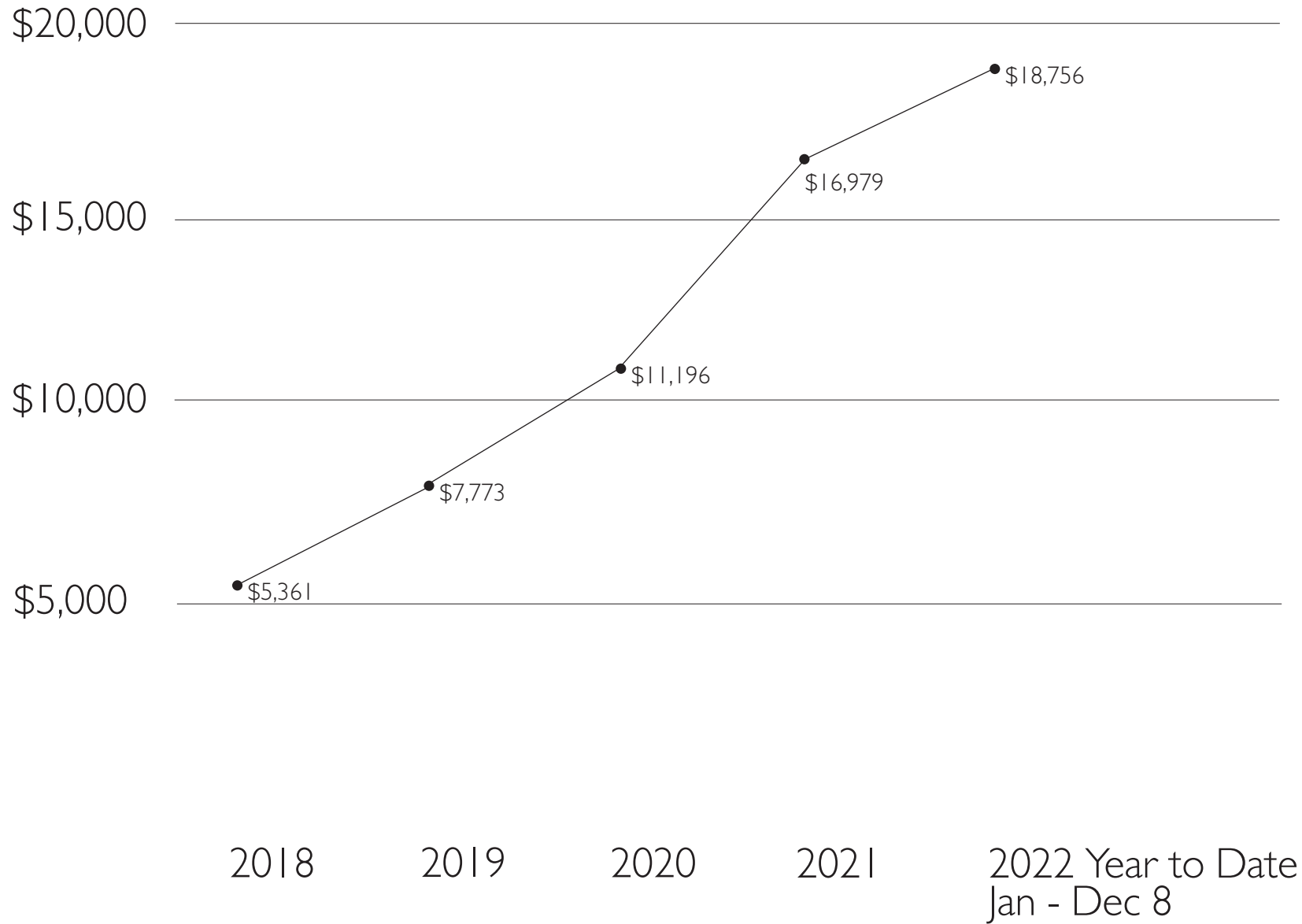


Total Food For All Members



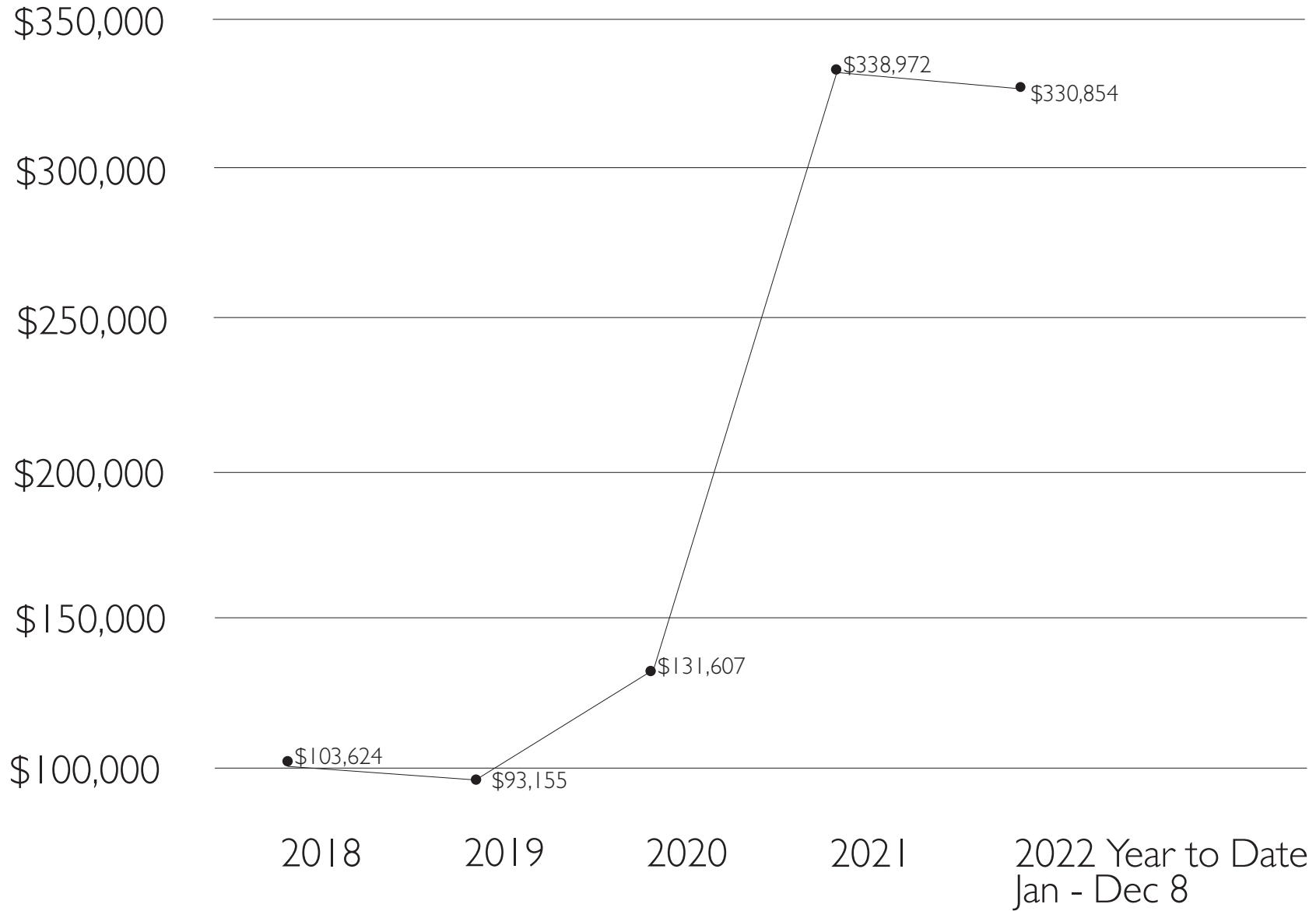


Food For All Discount Redemption





Total EBT Dollars Spent





End #4

The local food system is equitable, robust, and environmentally sound

\$996,964

invested in local foods (\$150,000 increase from 2020!)

69

local producers, located within 100 miles

8

new local vendors

\$77,776

spent on local supplies & services



Projected Money Raised
through Round Up For Good

ARPA Funds Requested

2023

~\$12,000

\$10,000

2024

~\$12,000

\$15,000

2025

~\$12,000

\$20,000

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUBRECIPIENT AGREEMENT
(COMMON GROUND FOOD CO-OP)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana allocated \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the U.S. Treasury’s *Final Rule* for the purpose of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects; and

WHEREAS, each subrecipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *Common Ground Food For All Accessibility Program* by Common Ground Food Co-op was allocated \$10,000 as part of the ARPA Concept Plan Project List.

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

Section 1. That an Agreement providing \$10,000 in ARPA SLFRF funds, for the purpose of *Common Ground Food For All Accessibility Program*, performed by Common Ground Food Co-op, in substantially the form of the copy 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 said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

**SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF URBANA AND HABITAT FOR HUMANITY OF CHAMPAIGN
COUNTY
FOR FIRST-TIME HOME OWNERSHIP COUNSELING**

This Subrecipient Agreement (“Agreement”) is entered as of [DATE], by and between Habitat for Humanity of Champaign County, with an address of 1914 Glenn Park Champaign, IL 61821 and the City of Urbana, Illinois (“City”), with an address of 400 S. Vine Street, Urbana, IL 61801, collectively “the Parties.”

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, Habitat for Humanity of Champaign County is a 501(c)3 Non-Profit Organization providing homeownership opportunities to low-income households; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in conducting first-time homeownership counseling classes.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this Agreement to provide the foundation and structure for First-Time Home Ownership Counseling costs through the following understanding:
 - a. **First-Time Home Ownership Counseling:** Habitat for Humanity offers free financial education programs focused on low-income, first-time homeownership to anyone living in Champaign County. This program gives individuals access to resources including down payment assistance and the support needed to make sound decisions so they can achieve and sustain financial security. Urbana ARPA Funds support Pre- and Post-Purchase Housing Counseling and Affordable Home Ownership Workshops. This includes a series of six Pre-Purchase workshops, three Post-Purchase Workshops, and bi-monthly Affordable Home Ownership Workshops.
 - b. **Project Scope:** Habitat for Humanity of Champaign County shall perform the Scope of Services as defined in Attachment A.
 - c. **Funding:** The City will transfer ARPA Funds to Habitat for Humanity of Champaign County in an amount up to \$25,000 in support of this Scope of Services beginning in City fiscal year 2023, according to the projected budget in Attachment A. The transfer of funds shall be made in the form of quarterly reimbursements, unless otherwise noted. In order for funds to be released, Habitat for Humanity of Champaign County must submit a Risk Assessment Form as provided by the City alongside this signed contract.

Each release of funds must be preceded by Habitat for Humanity of Champaign County's submission of a quarterly Reporting Form, along with any required documentation, as provided by the City. The Risk Assessment Form and Reporting Form shall be made available by the City to Habitat for Humanity of Champaign County in a fillable format.

2. Roles and Responsibilities of Habitat for Humanity of Champaign County.

- a. Habitat for Humanity of Champaign County agrees to cooperate with meetings conducted by Urbana City Council members and/or City staff, as requested, to review programs in progress.
- b. Habitat for Humanity of Champaign County shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- c. Habitat for Humanity of Champaign County shall be required to repay the City in the amount of ARPA Funds that are not spent in accordance with the regulations and requirements specified in Federal regulations and this Agreement.
- d. Habitat for Humanity of Champaign County shall submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include, but is not limited to: quarterly updates on program details, program timeline and status, program impact, and expenditure information and status. Additional reporting that may be required as applicable to First-Time Home Ownership Counseling may also include: ARPA Funds spent and obligated (along with documentation of expenses), project status, number of households served, and Impacted or Disproportionately Impacted Populations (as defined by the Coronavirus State and Local Fiscal Recovery Funds Final Rule) served by the project. Reporting requirements will be specified by the City.
- e. Habitat for Humanity of Champaign County shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of Habitat for Humanity of Champaign County and will make such reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement and the Federal regulations and requirements for the expenditure of ARPA Funds. All reports and records related to the project must be maintained for the required period of time, according to applicable Federal and State laws, rules, or regulations (typically 5 years). If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the required period, whichever is later.
- f. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, 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, ethnicity, color, national origin, sex, sexual

orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. Habitat for Humanity of Champaign County understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of ARPA Funds.

- g. Habitat for Humanity of Champaign County shall comply with all applicable Federal, State or local statutes, ordinances, and regulations.
- h. Habitat for Humanity of Champaign County shall not use any of these ARPA Funds for lobbying purposes. ARPA Funds shall not be used to influence an officer or employee of any agency, including the City, in connection with any Federal, State, or local contract, grant, loan, or cooperative agreement. If it is determined by the City that any expenditure made with the ARPA Funds provided under this Agreement is prohibited by law, Habitat for Humanity of Champaign County shall reimburse the City any amount that is determined to have been spent in violation of the law.
- i. Habitat for Humanity of Champaign County shall enforce all applicable terms and requirements of this Agreement with any subgrantees or partners of this program and is liable for all subgrantee and partner activity related to this the expenditure of ARPA Funds and this Agreement.
- j. Habitat for Humanity of Champaign County shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

3. **First-Time Home Ownership Counseling.**

- a. Services: Habitat for Humanity of Champaign County shall undertake activities toward First-Time Home Ownership Counseling under the following requirements:
 - i. Habitat for Humanity of Champaign County shall undertake costs in accordance with the proposed budget and details provided in Attachment A.
 - ii. First-Time Home Ownership Counseling shall start on project start date provided in Attachment A.
 - iii. First-Time Home Ownership Counseling shall comply with all additional terms and conditions provided in Attachment A.
 - iv. Habitat for Humanity of Champaign County shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.
- b. Governance: The First-Time Home Ownership Counseling activities shall be overseen by Habitat for Humanity's Family Services Manager and supported by the Executive Director *and include the following responsibilities*:
 - i. Duly adopt or pass as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and direct and designate the authorized representative of Habitat for Humanity of Champaign County to act in connection with this Agreement and to provide such additional information as

may be required.

- ii. Review reports and program adherence.
- iii. Review significant changes in programs and discuss with the City prior to request for approval and implementation.

4. Roles and Responsibilities of the City.

- a. The City shall provide ARPA Funds to Habitat for Humanity of Champaign County in the amount of up to \$25,000, in the form of quarterly reimbursements, available beginning in 2023. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.
- b. The City shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.
- c. The City is not responsible in any way for the operations of Habitat for Humanity of Champaign County.

5. Primary Contacts.

- a. The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA reports and regulations. The RPC shall also serve as the City's primary contact with Habitat for Humanity of Champaign County unless the City directs otherwise in a writing.

Name: J.D. McClanahan

Title: Planner II, Champaign County Regional Planning Commission

Telephone: 217-328-3313, ext. 196

Email: jmccclanahan@ccrpc.org

- b. The following individual shall serve as the Subrecipient's primary contact with the City unless that individual directs otherwise in writing:

Name: Chad Hoffman

Title: Executive Director

Telephone: 217-819-5111

Email: Director@cuhabitat.org

- 6. **Term.** This Agreement shall commence upon its execution between the Parties and shall remain in effect until December 31, 2026. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, Habitat for Humanity of Champaign County shall maintain all records and documents related to this Agreement for such period as may be required by ARPA rules and regulations and any other applicable federal or state law (typically 5 years).

- 7. **Timeliness.** Time is essential to the performance of this project. Funds not spent during the anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture.

Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25

percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and Habitat for Humanity of Champaign County. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion of the terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

8. **Termination.** The Agreement may be terminated by either party upon a 30-day notice in writing to the other Party. Upon termination, Habitat for Humanity of Champaign County shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if Habitat for Humanity of Champaign County does not spend the ARPA Funds in accordance with the Federal regulations and requirements concerning ARPA Funds, as well as the requirements specified in this Agreement, Habitat for Humanity of Champaign County will be required to repay the City in the amount of ARPA Funds that were utilized incorrectly. The requirement to repay misused funds shall remain in effect for the entire original term, even after the early termination by either Party.
9. **Amendments.** This Agreement may be amended only by an agreement of the Parties executed in the same manner in which this Agreement is executed.
10. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this Agreement. The performance and obligations of either Party will not violate or infringe upon the rights of any third-party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
11. **Indemnity.** Habitat for Humanity of Champaign County agrees to indemnify and hold harmless the City, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the negligence of or breach of this Agreement by Habitat for Humanity of Champaign County, its respective successors and assigns that occurs in connection with this Agreement. This includes, but is not limited to:
 - a. The loss of any monies paid to Habitat for Humanity of Champaign County.
 - b. Fraud, defalcation, or dishonesty on the part of any person representing, employed by, contracted, or subtracted by Habitat for Humanity of Champaign County.
 - c. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence, or default on the part of Habitat for Humanity of Champaign County or any of its contractors, subcontractors, suppliers, and laborers etc. in the execution or performance of this Agreement.

This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either Party. In the event that any actions, suit, or proceeding is brought against the City upon any liability arising out of the Agreement, or any other matter indemnified against, the City at once shall give notice in writing thereof to Habitat for Humanity of Champaign County by registered or certified mail. Upon receipt of such notice, Habitat for Humanity of Champaign County, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the City.

- 12. **Limitation of Liability.** Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery that are not related to or the direct result of a Party’s negligence or breach.
- 13. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions shall continue in full force and effect as valid and enforceable.
- 14. **Waiver.** The failure by either Party to exercise any right, power, or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or further exercise of that right, power, or privilege or the exercise of any other right, power, or privilege.
- 15. **Conflicts.** In the event of an unresolvable dispute, both Parties agree to participate in a mediation process and to split equally any costs associated with such. Any outcomes of mediation shall be in writing and binding on the Parties.
- 16. **Assignment:** Habitat for Humanity of Champaign County shall not assign this Agreement, nor any part thereof, without the prior written approval of the City.
- 17. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. The Parties each represent that they have the authority to enter into this Agreement.
- 18. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

THE CITY OF URBANA

Habitat for Humanity of Champaign County

Diane Wolfe Marlin, Mayor

Chad Hoffman, Executive Director

City Clerk

Attest

**Attachment A
Scope of Services**

Section 1. Summary

Project Summary

Since 2006, Habitat for Humanity of Champaign County has offered a free financial education program focused on low-income, first-time homeownership to anyone living in Champaign County. The program gives individuals access to resources including down payment assistance and the support needed to make sound decisions so they can achieve and sustain financial security. Financial capability is about reaching financial goals to build financial health, build wealth, and ensure permanent housing stability. This program will help individuals be financially stable by combining financial education, counseling, and coaching. Habitat anticipates serving 100 families a year through the program, which is free to anyone living in Champaign County. Habitat is requesting funds for the Pre- and Post-Purchase Housing Counseling and Affordable Home Ownership Workshops. This includes a series of six Pre-Purchase workshops, three Post-Purchase Workshops, and bi-monthly Affordable Home Ownership Workshops.

Key Objectives and Measurable Outcomes

- Number of class participants
 - Demographics of participants
- Participant completion of class content
 - Budgets
 - Action Plans
- Number of participants purchasing a home within a year

Project Start Date: 4/1/23

Project Completion Date: 12/31/23

ARPA Funding

\$25,000

Changes from submitted application, and project specific conditions, if any.

The award provided is approximately 50% of the amount requested in the application. This difference will be accounted for by specifically focusing this funding on the Urbana participants in Habitat’s program. Habitat will utilize other funding sources to cover the eligible Champaign expenses.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses (Urbana)	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement

**Attachment A
Scope of Services**

Item e.

2023 Q2 (April, May, June)	\$20,000	\$10,000	\$6,250	Reimbursement	\$6,250
2023 Q3	\$20,000	\$10,000	\$6,250	Reimbursement	\$12,500
2023 Q4	\$20,000	\$10,000	\$6,250	Reimbursement	\$18,750
2024 Q1	\$20,000	\$10,000	\$6,250	Reimbursement	\$25,000
2024 Q2					
2024 Q3					
2024 Q4					
2025 Q1					
2025 Q2					
2025 Q3					
2025 Q4					
2026 Q1					
2026 Q2					
2026 Q3					
2026 Q4					

Section 2. Additional Project Information

1. Executive Summary, attached hereto
2. Submitted Application, attached hereto
3. City Council Presentation, 12/13/22 #5 [[Link](#)] and slides, attached hereto

Executive Summary

Introduction

Rent payments overburden those living in Champaign County with over 50% of renters paying rent so high that they cannot afford other necessities. Homeownership helps reduce this burden for low-income families and creates an environment for increased success in school, better health outcomes, less reliance on public assistance, and increased community involvement.

Issue

For many potential low-income homeowners, the dream of homeownership is out of reach. Homeownership, more specifically homeownership counseling, provides the vital piece for low-income individuals to develop the skills and knowledge needed to transform their lives through housing. Habitat focuses on individuals below 60% of the area median income with a specific emphasis on closing the racial ownership gap. In Champaign County, 62% of white families own homes but only 28% of black families own homes.

Solution

As the only HUD-certified housing counseling agency in the county, the Habitat counseling program allows us to assist low-income Urbana residents that are interested in becoming first time homebuyers. The HUD housing counseling session provided will help qualify the potential homeowner for down payment assistance that would not be available otherwise. In addition, the HUD certification that Habitat for Humanity of Champaign County maintains has allowed us to assist numerous Urbana residents who needed rental and mortgage assistance over the last year. We were able to serve over 200 residents in Champaign County that had the potential for eviction or foreclosure--demonstrating that counseling serves a preventative measure as well.

Evidence

Since 2006, Habitat has built 124 homes with two homes under construction in Urbana currently. A component of the home building program is a free financial education program focused on low-income, first-time homeownership in Champaign County. The program gives individuals access to resources like down payment assistance, and the support needed to make sound decisions to achieve and sustain financial security. It is about reaching financial goals to build financial health, build wealth, and ensure permanent housing stability. Habitat serves over one hundred families a year through the program; it is free to anyone living in Champaign County.

Cost

- We are requesting funds for the Pre and Post Purchase Housing Counseling and Affordable Home Ownership Workshops. This includes a series of ten group courses and one-on-one counseling when warranted.
- Our request does consider the partial funding for the program that we receive from the United Way, PNC foundation, and the CRG banking consortium.
- In total, we would need an additional \$50,000 to fund the program for one year. If funds are not awarded to Habitat, we would have to use private donations to fund the program, taking away from our house builds and low-income homeownership in Urbana.

A. Organization Information

Case Id: 30328

Name: Habitat for Humanity of Champaign County -

Address: 1914 Glenn Park

Completed by choffman@cuhabitat.org on 11/1/2022 4:15 PM

A. Organization Information

Please provide the following information.

A.1. Organization Name

Habitat for Humanity of Champaign County



A.2. Organization Type

501(c) Non-Profit Organization



A.3. Applicant Name/Point of Contact

First Name

Chad

Last Name

Hoffman

A.4. Mailing Address

1914 Glenn Park Champaign, IL 61821

A.5. Phone Number

(217) 359-0507

A.6. Email Address

choffman@cuhabitat.org

B. Project Details

Case Id: 30328

Name: Habitat for Humanity of Champaign County -

Address: 1914 Glenn Park

Completed by choffman@cuhabitat.org on 11/16/2022 4:04 PM

B. Project Details

Please provide the following information.

B.1. Project Name

First-time home ownership counseling

B.2. Requested Funding Amount

\$50,000.00

B.3. Project Start Date

01/01/2023

B.4. Project Completion Date

12/31/2023

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

Since 2006 Habitat for Humanity has offered a free financial education program focused on low-income, first-time homeownership to anyone living in Champaign County. The Program gives individuals access to resources including down payment assistance, and the support needed to make sound decisions so they can achieve and sustain financial security. Financial Capability is about reaching financial goals to build financial health, build wealth, and ensure permanent housing stability. Our program will help individuals be financially stable by combining financial education, counseling, and coaching. Habitat anticipates serving one hundred families a year through the program which is free to anyone living in Champaign County. We are requesting funds for the Pre and Post Purchase Housing Counseling and Affordable Home Ownership Workshops. This includes six Pre-Purchase workshops, three Post Purchase Workshops,

bi-monthly Affordable Home Ownership Workshops, and a series of financial education classes.

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. “Community Violence Interventions - 1.11”)

2.15

B.8. How does this project address needs that are not already met by existing local services?

We are the only HUD Certified Housing Agency in Champaign County, and we are anticipating that we will be able to counsel at least a dozen residents in the next year that go on to become first time homebuyers. The HUD counseling session will help qualify the potential homeowner for down payment assistance that would not be available without the counseling certificate. In addition, the HUD Certification that Habitat for Humanity of Champaign County has been able to maintain as an organization has allowed us to provide assistance to numerous Urbana residents who needed rental and mortgage assistance through the Illinois Housing Development Authority assistance programs over the last year. In total, we were able to serve over 200 residents in Champaign County that wouldn't haven't been able to access programs for rent and mortgage assistance without our support.

C. Project Information

Case Id: 30328

Name: Habitat for Humanity of Champaign County -

Address: 1914 Glenn Park

Completed by choffman@cuhabitat.org on 11/16/2022 4:08 PM

C. Project Information

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

During our 31-year history, Habitat for Humanity of Champaign County has built 124 homes for local residents. The equity built in these homes is an important way to address the wealth gap in our community. These homes have provided safe and sustainable shelter for the community, while also adding to the property tax base in Champaign and Urbana.

In addition, we provide HUD-approved housing counseling for traditional mortgage loan products. We help each client develop an individual plan for homeownership based on their current readiness. The classes allow our clients to learn in both group settings and with individual counseling to follow coursework as needed.

During the fiscal year ending 6/30/2022, Habitat provided pre-purchase housing counseling and education for 150 families. We also completed 4 home builds for families residing in Champaign County. Three of those residents were in Urbana last fiscal year, and three of our four house builds for the current fiscal year are also in Urbana.

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

Habitat homeownership guidelines requires that potential homeowners be below 60% AMI in our community when selected into our program. Building houses for low-income individuals that can't qualify for traditional bank financing is part of what we do, but the counseling sessions and trainings serve an even broader audience of individuals that are trying to reach their goal of homeownership to help address the wealth gap in the community. It has been shown that home ownership reduces crime, positively impacts racial disparities, increases health outcomes, and improves educational results. These are all goals of our organization but the community as a whole as well.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

Habitat receives funding through the HOME Consortium via our CHDO designation for home builds. Part of the CHDO designation requires that 1/3 of our board is low income or lives in designated low-income neighborhoods. We have maintained that standard.

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

The cost of the project is based on personnel costs and direct supplies to run the housing counseling program. The ARPA funded portion would be covering costs that are not being covered by other organizations or grants currently.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

Yes, the funds provided would allow us to fully administer this program. We did take into consideration the partial funding from United Way, PNC Foundation, and the CRG group that supports this program already. \$27,000 of the yearly costs are already being provided by other grant sources and partners.

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

We would have to use private donations to continue funding for the program taking away from our house builds and low-income housing work elsewhere.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

We do take referrals from Housing Authority, CRG partner banks, and neighborhood organizations for entry into our counseling and home ownership program.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

Since 2006 Habitat for Humanity has offered a free financial education program focused on low-income, first-time homeownership to anyone living in Champaign County. The program gives individuals access to resources including down payment assistance, and the support needed to make sound decisions so they can achieve and sustain financial security. Financial Capability is about reaching financial goals to build financial health, build wealth, and ensure permanent housing stability.

We are a HUD certified agency, CHDO organization, and grant awardee for local, state, and federal funds previously. Generally, one third of our funding as an organization comes through grants, and we have the capability to manage additional awards.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

We are using mPactPro, a HUD-approved Client Management System to track our counseling results. This allows us to track budgets, action plans, class attendance, group classwork, and client demographics. At the very least, we ensure that clients complete a budget and action plan, and that helps them establish the foundation for future success. That would occur for over 100 clients per year. We hope that at least 12 of those clients will go on to purchase a home within a year.

C.10. Please describe any other COVID relief funding that your organization has received.

Our organization has received PPP funds. This was mainly focused on the losses our organization realized due to the closing of our ReStore during COVID. We are in the process of finalizing a contract with Champaign County for future home builds. Habitat has not received any COVID funding for our counseling program.

D. Project Budget

Case Id: 30328

Name: Habitat for Humanity of Champaign County -

Address: 1914 Glenn Park

Completed by choffman@cuhabitat.org on 11/16/2022 1:15 PM

D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Personnel - Salary and benefits for personnel delivering the services	\$45,175.00
Supplies - Supplies necessary to deliver the services performed	\$3,900.00
Training - Training costs associated with service delivery	\$925.00
	\$50,000.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	
2023	50000
2024	
2025	
2026	

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

Yes

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

E. Optional Attachments

Case Id: 30328

Name: Habitat for Humanity of Champaign County -

Address: 1914 Glenn Park

Completed by choffman@cuhabitat.org on 11/16/2022 12:20 PM

E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation

Additional Documentation

***No files uploaded*

Attachment A - Section 2.2

Item e.

Submit

Case Id: 30328

Name: Habitat for Humanity of Champaign County -

Address: 1914 Glenn Park

Completed by choffman@cuhabitat.org on 11/16/2022 4:09 PM

Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature

Chad Hoffman

Electronically signed by choffman@cuhabitat.org on 11/16/2022 4:09 PM

Today's Date

11/16/2022

IMPORTANCE OF SHELTER

CHAD HOFFMAN – EXECUTIVE DIRECTOR

HABITAT FOR HUMANITY OF CHAMPAIGN COUNTY

WE ARE IN THE MIDDLE OF A HOUSING CRISIS. AFFORDABLE HOMEOWNERSHIP HELPS CREATE THE CONDITIONS THAT FREE FAMILIES FROM INSTABILITY, STRESS, AND FEAR. DECENT, AFFORDABLE SHELTER PROVIDES FAMILIES WITH A PLACE TO GATHER AND GROW.



Everyone who gets sleepy at night should have a simple decent place to lay their head, on terms they can afford to pay.

-Millard Fuller
Founder of Habitat for Humanity

In addition to building new homes, Habitat for Humanity also...

Item e.

WHAT DOES HABITAT ACTUALLY DO?

- Build and sell decent, quality, affordable houses to families at a zero percent interest rate. 124 homes built and sold in the last 30 years.
- Select families based on their level of need, willingness to partner with Habitat, and ability to repay a mortgage.
- Provide home maintenance, budgeting, and financial education classes free of charge to anyone in our community. Over 100 families each year receive counseling.
- Re-sell used household goods, appliances, electronics, and home improvement items at convenient prices.
- Work with volunteers and donors from a broad range of groups: social, business, academia, trades, religious, and local government.



Repairs and renovates
existing housing



Leads holistic
neighborhood revitalization
efforts



Advocates for fair and
just housing policies



Helps communities clean
up and rebuild after
natural disasters



Accepts and re-sells
donated household
materials through our
ReStores



Provides microloans for
home improvement in
many international
locations

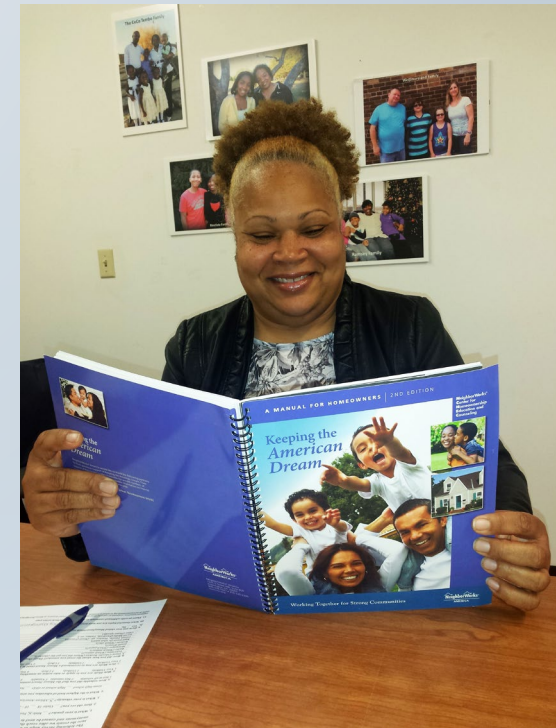
LASTING IMPACT



- Over 100 families will be provided financial counseling preparing them to own a home, to better save for future emergencies, and to stabilize their finances.
- At least three empty lots will be turned into permanent homes in Urbana in the next year. Property taxes will be paid to the City for houses that are empty lots now.
- 12 Urbana Residents will become first time homebuyers and receive down payment assistance that they wouldn't qualify for otherwise.
- Hundreds of renters and homeowners will avoid eviction or foreclosure through our HUD-certified counseling program.

BEST USE OF FUNDS

- Our financial education program is designed to prepare families for the financial responsibilities of becoming homeowners, so they have the skills needed to be knowledgeable and successful homeowners.
 - We teach potential homeowners permanency and security.
 - Home maintenance and neighborhood involvement is stressed.
- Habitat homeowners would not qualify for traditional financing, and down payment assistance would not be available without the counseling sessions that we provide utilizing our HUD certification.
- Classes and workshop are taught by Habitat staff and volunteer facilitators and are FREE to anyone in the public.



FOLLOWING GUIDELINES



- Habitat is a HUD-certified housing counseling agency, and we meet the required guidelines for certification.
- Habitat is a Community Housing Development Organization (CHDO), and we meet the requirements as an organization for this federal program.
- Habitat receives grant funding from the United Way, IHDA, and bank partners for our programs. We are in good standing with each organization and with Habitat International as a local Affiliate.

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUBRECIPIENT AGREEMENT
(HABITAT FOR HUMANITY OF CHAMPAIGN COUNTY)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana allocated \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the U.S. Treasury's *Final Rule* for the purpose of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects; and

WHEREAS, each subrecipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *First-Time Home Ownership Counseling* by Habitat for Humanity of Champaign County was allocated \$25,000 as part of the ARPA Concept Plan Project List.

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

Section 1. That an Agreement providing \$25,000 in ARPA SLFRF funds, for the purpose of *First-Time Home Ownership Counseling*, performed by Habitat for Humanity of Champaign County, in substantially the form of the copy 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 said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

**SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF URBANA AND CARLE FOUNDATION HOSPITAL
FOR HOPE VILLAGE**

This Subrecipient Agreement (“Agreement”) is entered as of [DATE], by and between Carle Foundation Hospital, with an address of 611 W. Park Street, Urbana, IL 61801 and the City of Urbana, Illinois (“City”), with an address of 400 S. Vine Street, Urbana, IL 61801, collectively “the Parties.”

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, Carle Foundation Hospital is a 501(c)3 Non-Profit Organization providing medical care to Champaign County residents; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in constructing and operating a tiny home community for chronically homeless and medically fragile homeless individuals.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this Agreement to provide the foundation and structure for Hope Village costs through the following understanding:
 - a. **Hope Village:** Hope Village will be a community-centric village of 30 homes for individuals struggling with homelessness. Hope Village (“Village”) is a solution to a societal problem, designed for chronically homeless and medically fragile homeless individuals. Residents will receive: 1) non-congregate transitional or permanent supportive housing, 2) intensive case management provided by Champaign County Health Care Consumers (CCHCC) staff, and 3) access to a network of supportive organizations to improve physical and mental health. Qualifying individuals for Village residency will be those individuals who have exhausted their housing options in Urbana. This model will be built on a ‘community and housing first’ framework by providing intensive and coordinated case management, as well as a clean, safe, and supportive living environment with ease of access to kitchen space, a community center and garden, as well as a mobile medical unit. ARPA Funds would support initial construction costs and ongoing personnel costs for this facility.
 - b. **Project Scope:** Carle Foundation Hospital shall perform the Scope of Services as defined in Attachment A.
 - c. **Funding:** The City will transfer ARPA funds to Carle Foundation Hospital in an amount up to \$850,000 in support of this Scope of Work beginning in City fiscal year 2023, according to the projected budget in Attachment A. The transfer of funds shall be made in the form of quarterly reimbursements, unless otherwise noted. In order for

funds to be released, Carle Foundation Hospital must submit a Risk Assessment Form as provided by the City alongside this signed contract. Each release of funds must be preceded by Carle Foundation Hospital's submission of a quarterly Reporting Form, along with any required documentation, as provided by the City. The Risk Assessment Form and Reporting Form shall be made available by the City to Carle Foundation Hospital in a fillable format.

2. Roles and Responsibilities of Carle Foundation Hospital.

- a. Carle Foundation Hospital agrees to cooperate with meetings conducted by Urbana City Council members and/or City staff, as requested, to review programs in progress.
- b. Carle Foundation Hospital shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- c. Carle Foundation Hospital shall be required to repay the City in the amount of ARPA Funds that are not spent in accordance with the regulations and requirements specified in Federal regulations and this Agreement.
- d. Carle Foundation Hospital will submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include, but is not limited to: quarterly updates on program details, program timeline and status, program impact, and expenditure information and status. Additional reporting that may be required as applicable to Hope Village may also include: ARPA Funds spent and obligated (along with documentation of expenses), project status, number of households served, and Impacted or Disproportionately Impacted Populations (as defined by the Coronavirus State and Local Fiscal Recovery Funds Final Rule) served by the project. Reporting requirements will be specified by the City.
- e. Carle Foundation Hospital shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of Carle Foundation Hospital and will make such reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement and the Federal regulations and requirements for the expenditure of ARPA Funds. All reports and records related to the project must be maintained for the required period of time, according to applicable Federal and State laws, rules, or regulations (typically 5 years). If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the required period, whichever is later.
- f. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, 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, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. Carle Foundation Hospital understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of

ARPA Funds.

- g. Carle Foundation Hospital shall comply with all applicable Federal, State or local statutes, ordinances, and regulations.
- h. Carle Foundation Hospital shall not use any of these ARPA Funds for lobbying purposes. ARPA Funds shall not be used to influence an officer or employee of any agency, including the City, in connection with any Federal, State, or local contract, grant, loan, or cooperative agreement. If it is determined by the City that any expenditure made with the ARPA Funds provided under this Agreement is prohibited by law, Carle Foundation Hospital shall reimburse the City any amount that is determined to have been spent in violation of the law.
- i. Carle Foundation Hospital shall enforce all applicable terms and requirements of this Agreement with any subgrantees or partners of this program and is liable for all subgrantee and partner activity related to this the expenditure of ARPA Funds and this Agreement.
- j. Carle Foundation Hospital shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

3. Hope Village.

- a. **Services:** Carle Foundation Hospital shall undertake activities toward Hope Village under the following requirements:
 - i. Carle Foundation Hospital shall undertake costs in accordance with the proposed budget and details provided in Attachment A.
 - ii. Hope Village shall start on project start date provided in Attachment A.
 - iii. Hope Village shall comply with all additional terms and conditions provided in Attachment A.
 - iv. Carle Foundation Hospital shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.
- b. **Governance:** The Hope Village activities shall be overseen by the Hope Village 501c(3) Board of Directors, which is in the process of being formed. Until it is formed, the governance will come from leaders from Champaign County Health Care Consumers, Carle, and the University of Illinois Urbana-Champaign *and include the following responsibilities:*
 - i. Duly adopt or pass as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and direct and designate the authorized representative of Carle Foundation Hospital to act in connection with this Agreement and to provide such additional information as may be required.
 - ii. Review reports and program adherence.
 - iii. Review significant changes in programs and discuss with the City prior to request for approval and implementation.

4. Roles and Responsibilities of the City.

- a. The City shall provide ARPA Funds to Carle Foundation Hospital in the amount of up to \$850,000, in the form of quarterly reimbursements, available beginning in 2023. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.
- b. The City shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.
- c. The City is not responsible in any way for the operations of Carle Foundation Hospital.

5. Primary Contacts.

- a. The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA reports and regulations. The RPC shall also serve as the City's primary contact with Carle Foundation Hospital, unless the City directs otherwise in a writing.

Name: J.D. McClanahan

Title: Planner II, Champaign County Regional Planning Commission

Telephone: 217-328-3313, ext. 196

Email: jmclanahan@ccrpc.org

- b. The following individual shall serve as the Subrecipient's primary contact with the City, unless that individual directs otherwise in writing:

Name: Daniel Saman

Title: Director of Health Outcomes

Telephone: 217-902-5669

Email: daniel.saman@carle.com

Name: Kathy Dams

Title: Director of Grants Administration and Research Operations

Telephone: 217-326-0387

Email: Kathy.Dams@carle.com

Name: Claudia Lennhoff

Title: Executive Director, Champaign County Health Care Consumers

Telephone: 217-352-6533, ext. 6501

Email: claudia@cchcc-il.org

6. **Term.** This Agreement shall commence upon its execution between the Parties and shall remain in effect until December 31, 2026. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, Carle Foundation Hospital shall maintain all records and documents related to this Agreement for such period as may be required by ARPA rules and regulations and any other applicable Federal or State law (typically 5 years).

7. **Timeliness.** Time is essential to the performance of this project. Funds not spent during the

anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture.

Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25 percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and Carle Foundation Hospital. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion of the terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

8. **Termination.** The Agreement may be terminated by either party upon a 30-day notice in writing to the other Party. Upon termination, Carle Foundation Hospital shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if Carle Foundation Hospital does not spend the ARPA Funds in accordance with the Federal regulations and requirements concerning ARPA Funds, as well as the requirements specified in this Agreement, Carle Foundation Hospital will be required to repay the City in the amount of ARPA Funds that were utilized incorrectly. The requirement to repay misused funds shall remain in effect for the entire original term, even after the early termination by either Party.
9. **Amendments.** This Agreement may be amended only by an agreement of the Parties executed in the same manner in which this Agreement is executed.
10. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this Agreement. The performance and obligations of either Party will not violate or infringe upon the rights of any third-party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
11. **Indemnity.** Carle Foundation Hospital agrees to indemnify and hold harmless the City, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the gross negligence of or breach of this Agreement by Carle Foundation Hospital, its respective successors and assigns that occurs in connection with this Agreement. This includes, but is not limited to:
 - a. The loss of any monies paid to Carle Foundation Hospital.
 - b. Fraud, defalcation, or dishonesty on the part of any person representing, employed by, contracted, or subtracted by Carle Foundation Hospital.
 - c. Any grossly negligent act, omission, wrongdoing, misconduct, want of care or skill, negligence, or default on the part of Carle Foundation Hospital or any of its contractors, subcontractors, suppliers, and laborers, etc. in the execution or performance of this Agreement.

This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either Party. In the event that any action, suit, or proceeding is brought against the City upon any liability arising out of the Agreement, or any other matter indemnified against, the City at once shall give notice in writing thereof to

Carle Foundation Hospital by registered or certified mail. Upon receipt of such notice, Carle Foundation Hospital, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the City.

- 12. **Limitation of Liability.** Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery that are not related to or the direct result of a Party’s negligence or breach.
- 13. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions shall continue in full force and effect as valid and enforceable.
- 14. **Waiver.** The failure by either Party to exercise any right, power, or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or further exercise of that right, power, or privilege or the exercise of any other right, power, or privilege.
- 15. **Conflicts.** In the event of an unresolvable dispute, both Parties agree to participate in a mediation process and to split equally any costs associated with such. Any outcomes of mediation shall be in writing and binding on the Parties.
- 16. **Assignment:** Carle Foundation Hospital shall not assign this Agreement, nor any part thereof, without the prior written approval of the City.
- 17. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. The Parties each represent that they have the authority to enter into this Agreement.
- 18. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

THE CITY OF URBANA

Carle Foundation Hospital

Diane Wolfe Marlin, Mayor

James Leonard, MD, President &
CEO Carle

City Clerk

Attest

Attachment A Scope of Services

Section 1. Summary

Project Summary

The vision of Hope Village is to improve Urbana’s housing system for those suffering from both chronically and medically fragile homelessness through coordinated and intensive case management, healthcare support, and residence in a tiny homes community.

Hope Village will be a community-centric village of 30 homes for individuals struggling with homelessness. Hope Village (‘Village’) is a solution to a societal problem, designed for chronically homeless and medically fragile homeless individuals. Residents will receive: 1) non-congregate transitional or permanent supportive housing, 2) intensive case management provided by Champaign County Health Care Consumers staff (CCHCC), and 3) access to a network of supportive organizations to improve physical and mental health. The Village is intended for those for whom our housing safety-net system has not worked. Hope Village seeks to improve housing and create community for those who have run out of options. Qualifying individuals for Village residency would be those who have exhausted their housing options in Urbana. This model is built on a ‘community and housing first’ framework by providing intensive and coordinated case management, as well as a clean, safe, and supportive living environment with ease of access to kitchen space, a community center and garden, as well as a mobile medical unit.

ARPA Funds will support initial construction costs and ongoing personnel costs for this facility.

Key Objectives and Measurable Outcomes

- Construction of tiny-home units and supporting infrastructure
- Individuals served
 - Number of individuals shifted to permanent housing
 - Reductions in visits to the emergency department
 - Reduction in visits to the psychiatric emergency department
 - Resident level of satisfaction with housing
 - Resident improvements in mental health
 - Improvements in overall well-being
 - Reductions in alcohol and drug problems
 - Improvements in routine health maintenance vis-à-vis mobile clinic
 - Improved access and enrollment to government services and benefits

Project Start Date: 4/1/23

Project Completion Date: 12/31/25

ARPA Funding

\$850,000

**Attachment A
Scope of Services**

Changes from submitted application, and project specific conditions, if any.

The award provided is approximately 43% of the amount requested in the application. This difference will be accounted for by raising funds through other grants (already applied for HHI grant), from fundraising and potentially crowdfunding, and seeking funding through local corporations and nonprofits. The ‘Hope Village’ nonprofit will seek to sustain the tiny homes community by continuously applying for funding. Also, the expected budget below reflects contributions of \$2 million total from Carle and the University of Illinois Urbana-Champaign. Our vision and mission of creating a 30-unit tiny homes community with intensive case management for chronically homeless individuals has not changed. The Hope Village non-profit will serve to ensure the long-term sustainability of the tiny home community. The Hope Village non-profit will utilize the funded amount from ARPA Urbana toward construction costs and case management. The non-profit will raise funds from other sources to ensure Hope Village is a reality in Urbana.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement
2023 Q2 (April, May, June)	\$250,000 - Construction, site preparation, community center	\$212,500 – Construction, site prep, community center	\$212,500	Reimbursement	\$212,500
2023 Q3	\$750,000 - Continued construction	\$212,500 – Construction	\$212,500	Reimbursement	\$425,000
2023 Q4	\$500,000 - Continued construction	\$212,500 – Construction	\$212,500	Reimbursement	\$637,500
2024 Q1	\$1,000,000 - Case management, operations, construction	\$26,562 – Case management, operations, construction	\$26,562	Reimbursement	\$664,062
2024 Q2	\$1,000,000 - Case management, operations, construction	\$26,562 – Case management, operations, construction	\$26,562	Reimbursement	\$690,624
2024 Q3	\$1,000,000 – Case management,	\$26,562 – Case	\$26,562	Reimbursement	\$717,186

**Attachment A
Scope of Services**

	operations, maintenance, construction	management, operations, maintenance, construction			
2024 Q4	\$500,000 – Case management, operations, maintenance	\$26,562 – Case management, operations, maintenance	\$26,562	Reimbursement	\$743,748
2025 Q1	\$250,000 - Case management, operations, maintenance	\$26,562 – Case management, operations, maintenance	\$26,562	Reimbursement	\$770,310
2025 Q2	\$250,000 - Case management, operations, maintenance	\$26,562 – Case management, operations, maintenance	\$26,562	Reimbursement	\$796,872
2025 Q3	\$250,000 - Case management, operations, maintenance	\$26,562 – Case management, operations, maintenance	\$26,562	Reimbursement	\$823,434
2025 Q4	\$250,000 - Case management, operations, maintenance	\$26,566 – Case management, operations, maintenance	\$26,566	Reimbursement	\$850,000
2026 Q1					
2026 Q2					
2026 Q3					
2026 Q4					

Section 2. Additional Project Information

- 1. Executive Summary, attached hereto

Attachment A
Scope of Services

Item f.

2. Submitted Application, attached hereto
3. City Council Presentation, 12/13/22 #1 [[Link](#)] and slides, attached hereto

ARPA Urbana Executive Summary

Title

Hope Village: A tiny homes community with intensive case management for chronically homeless and medically fragile homeless individuals

Collaborators

Champaign County Health Care Consumers, The University of Illinois Urbana-Champaign, and Carle Foundation Hospital

Problem

Chronically homeless as well as medically fragile homeless individuals have often **exhausted their housing options bringing significant problems finding safe, reliable, and accessible housing**. These individuals have unmet needs straining social services, health care, and the criminal justice system. They also frequently have co-occurring mental health and substance use disorders, as well as trauma from homelessness and/or incarceration. These behavioral health issues make it harder to address physical health issues and to adjust to traditional residences and apartment living. Often, when transitioning into more traditional housing, individuals can experience significant anxiety and feelings of isolation. Many violate apartment living rules by failing to pay rent, being noisy, engaging in ongoing substance abuse, having too many visitors, or letting other homeless friends stay with them. Those Hope Village will support are often discriminated against because of criminal backgrounds, source of rental payment, poor credit, and poor rental history. Therefore, it is imperative to ensure that these chronically homeless and medically fragile individuals have access to housing that is equipped with the resources needed to succeed with permanent housing.

Vision

The vision of Hope Village is to improve Urbana's housing system for those suffering from both chronically and medically fragile homelessness through coordinated and intensive case management, healthcare support, and residence in a tiny homes community.

Solution

We propose to create a community-centric village of 30 homes for individuals struggling with homelessness. Hope Village ('Village') is a solution to a societal problem, designed for chronically homeless and medically fragile homeless individuals. Residents would receive: 1) non-congregate transitional or permanent supportive housing, 2) along with intensive case management provided by Champaign County Health Care Consumers staff (CCHCC), and 3) access to a network of supportive organizations to improve physical and mental health. The Village is intended for those for whom our housing safety-net system has not worked. Hope Village seeks to improve housing and create community for those who have run out of options. Qualifying individuals for Village residency would be those who have exhausted their housing options in Urbana. This model is built on a '**community and housing first**' framework by providing intensive and coordinated case management as well as a clean, safe, and supportive living environment with ease of access to kitchen space, a community center and garden, as well as a mobile medical unit.

A. Organization Information

Case Id: 30332

Name: Carle Foundation Hospital - 2022

Address: 611 W Park St

Completed by daniel.saman@carle.com on 11/11/2022 12:58 PM

A. Organization Information

Please provide the following information.

A.1. Organization Name

Carle Foundation Hospital



A.2. Organization Type

501(c) Non-Profit Organization



A.3. Applicant Name/Point of Contact

First Name

Daniel

Last Name

Saman

A.4. Mailing Address

611 W Park St URBANA, IL 61801

A.5. Phone Number

(859) 699-2814

A.6. Email Address

daniel.saman@carle.com

B. Project Details

Case Id: 30332

Name: Carle Foundation Hospital - 2022

Address: 611 W Park St

Completed by daniel.saman@carle.com on 11/11/2022 12:58 PM

B. Project Details

Please provide the following information.

B.1. Project Name

Hope Village: A tiny homes community with intensive case management for chronically homeless and medically fragile homeless individuals

B.2. Requested Funding Amount

\$2,000,000.00

B.3. Project Start Date

01/01/2023

B.4. Project Completion Date

12/31/2026

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

We propose to create a community-centric village of 30 homes for individuals struggling with homelessness. Hope Village ('Village') is a solution to a societal problem, designed for chronically homeless and medically fragile homeless individuals. Residents would receive: 1) 2-3 years of non-congregate transitional or permanent supportive housing, 2) along with intensive case management provided by Champaign County Health Care Consumers staff (CCHCC). The Village is intended for those for whom our current housing safety-net has not worked.

Reduce housing costs for those that need it most:

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Barriers and costs would be reduced, and stability improved for the hardest to house members of our community. Homeless often face challenges obtaining vouchers and leases for apartments, as well as adjusting to living in subsidized private and public apartments. The chronically homeless regularly experience considerable trauma and anxiety, feeling isolated in apartments, and all too often end up homeless again. Our village would provide tiny homes for individuals with either no income, or exceptionally low incomes (such as SSI, which currently pays \$841 per month), with no credit checks or other barriers to housing.

Invest in infrastructure to increase community health, safety, and future resilience:

The Village is an investment that will improve the health and safety of those most vulnerable in our community and their access to healthcare services. The Village would provide and maintain social connections and make property management easier than it would be in apartments or scattered site housing. Residents' health, safety, and resilience would be improved as a result of residents no longer having to be in perpetual survival mode from being homeless. Community health, safety, and resilience would also be improved through a more efficient and productive use of resources, further reducing strain on current health, social service, and criminal justice systems.

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. “Community Violence Interventions - 1.11”)

Long-term Housing Security: Services for Unhoused Persons 2.16

B.8. How does this project address needs that are not already met by existing local services?

Hope Village seeks to improve housing and community for those who have run out of options. Qualifying individuals for Village residency would be those who have exhausted their housing options in the city of Urbana.

Homeless individuals who have previously been incarcerated, or chronically homeless, face significant problems adjusting to living in subsidized private or public apartments. These individuals often have behavioral health issues making it difficult to adjust to apartment living. If housed in an apartment too soon after having been homeless, some have significant anxiety and feelings of isolation when they are away from ‘the street’. They might violate apartment living rules by failing to pay rent, being noisy, substance abuse, having too many visitors, or letting other homeless friends stay with them.

Having an unsuccessful tenancy at an apartment (e.g., eviction due to violation of rules or failure to pay rent on time), sets them up for further problems in finding subsequent housing. Many are discriminated against because of criminal backgrounds, source of rental payment, poor credit, and poor rental history. Therefore, it is imperative to ensure that homeless individuals placed in housing are prepared to succeed for the long-term in permanent housing. Chronically homeless and/or previously incarcerated individuals have the hardest time transitioning to apartment living. These individuals are often medically fragile and need accessible accommodation. They frequently have mental health and substance use disorders, co-occurring, and these behavioral health issues can make it more difficult to address physical health issues. Hope Village creates a new housing resource for chronically homeless individuals who fall through the cracks between congregate emergency shelters and the voucher-based housing system.

C. Project Information

Case Id: 30332

Name: Carle Foundation Hospital - 2022

Address: 611 W Park St

Completed by daniel.saman@carle.com on 11/11/2022 2:29 PM

C. Project Information

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

In 2021, CCHCC received a grant from the City of Urbana to place medically fragile homeless individuals in motels when they were unable to stay in the local shelter. CCHCC helped these vulnerable individuals navigate the housing system, including through obtaining vouchers and apartments by working with the Regional Planning Commission.

There are dozens of tiny homes villages across the United States that provide low-cost solutions for housing and increase the supply of affordable housing. (Please see the attached Figure, 'Other Tiny Villages United States' in the Optional Attachments for a list of tiny homes villages in the United States). Tiny homes are a solution for some of the issues of housing shortages and affordability. For example, the 'Community First! Village' in Austin, TX, "is a 51-acre master planned community that provides affordable, permanent housing and a supportive community for men and women coming out of chronic homelessness" (<https://mlf.org/community-first/>). Since its inception, Austin has been successful in mitigating homelessness, with at least part of that mitigation attributable to the 'Community First! Village.'

In Bozeman, MT, the 'Housing First Village' is a tiny homes community with over 30 units: "Housing First Village aims to provide transformative housing to Bozeman's chronically homeless." Furthermore, we have adopted their model and believe it will assist our chronically homeless as well as having significant downstream effects in Urbana and surrounding areas: "Targeted towards the homeless population most at risk, this safe and sustainable model is designed to support successful reintegration into community living and permanent housing." (<https://thehrdc.org/projects/housing-first-village/>). Moreover, recent research out of Portland State University suggests that affordable housing strategies such as tiny homes may ameliorate homelessness, with improved levels of life satisfaction among village community members.

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

The vision of Hope Village is to improve Urbana's housing system for the homeless, especially as they have been disproportionately impacted by the pandemic. These individuals often have unmet needs straining social services, health care, and the criminal justice system. They not only experience housing instability, but are often exposed to the elements due to the shelter requirements that they be outside much of the day. This project directly impacts low-income and highly disadvantaged groups – in fact, the most vulnerable in our community. Many have trauma from their young lives, or from homelessness or incarceration. Moreover, high intensity case managers will pair up with Village residents and assist with health care access, gaining access to needed services, as well as financial assistance. We will also help Village residents find affordable dental and vision services, and primary and specialty care. Case

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1 of 4

managers will assist Village residents apply for and obtain public benefits including health insurance, SNAP, LIHEAP free phones, and Social Security Disability (SSDI and SSI). Moreover, the plot of land in Urbana has already been donated to the Carle Development Foundation for the purpose of creating the Village. The Village will include a management office and community center space for case management services one-on-one. The Village will also include kitchen space, laundry facility, storage space, parking lot for visitors and a mobile health clinic, community garden and outdoor gathering space and cars for those residents who acquire their own vehicle.

The Village will be attractive to residents and the outside community, with both landscaping and ease of accessibility for disabled residents (ADA compliant). The homes may also feature innovative technologies to alert staff if residents become unconscious.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

Champaign County Health Care Consumers (CCHCC) has received grant funding from the Champaign County Mental Health Board, including pass-through ARPA funding from the County Board. The Mental Health Board grants support CCHCC's services to community members with mental health issues, as well as justice-involved community members. One grant also supports CCHCC's work to help individuals apply and qualify for SSDI and SSI disability benefits. CCHCC also received grant funding from the City of Urbana for housing medically fragile individuals in motels. And CCHCC received funding from Cunningham Township for providing services to Urbana residents, including health insurance enrollment, health care navigation, SNAP applications and benefits, free phones, affordable dental and vision care, and help with paying for prescriptions through CCHCC's Rx Fund program.

In 2022, Carle Foundation Hospital received \$400,000 in City of Champaign ARPA funds for the inclusion of social workers in the emergency department as part of the city's initiative to reduce violence. Carle Foundation Hospital is the local trauma center that receives victims of gun violence who need emergency medical care. Hospital-based Violence Intervention Programs (HVIP) combine the efforts of medical staff with trusted community-based partners to provide safety planning, services, and trauma-informed care to those injured by violence. Engaging patients in the hospital during their recovery is a prime opportunity to reduce retaliation and recidivism. HVIPs identify patients at risk of repeated violent injury and link them with resources aimed at addressing underlying risk factors for violence. Carle will integrate an around-the-clock Emergency Department (ED) social work team through which Carle will be able to connect community members with the resources needed to interrupt the increasing amount of interpersonal violence.

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

The project team has members from Champaign County Health Care Consumers, Carle Foundation Hospital, and the University of Illinois Urbana-Champaign (please see Letter of Support in Optional Attachments section). We have construction-focused team members that provided an estimate of initial funding based on the building of the Village community center and the tiny homes, as well as discussions with a tiny homes community in Austin, TX. We also estimated the stated cost of this initial ARPA Urbana funding request by researching previous sites across the country with similar village/community-based tiny homes layouts. These insights informed the initial request of \$2.0 million, with most of this initial funding request going toward construction costs.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

The requested ARPA funding will be the cornerstone grant that will help bring the Hope Village vision to life. The ARPA

Urbana funds will not be covering all the subsequent costs of the Village but will be an exceptionally good starting point that we believe will get part of the Village up and running, and at least build out the majority of the 30 expected tiny home units. Though the ARPA Urbana funds will not be sufficient to fully administer the project long term nor cover the ongoing operational expenses year-on-year, it will undoubtedly be a remarkably important source of initial funding. Currently, we are intending to pursue the Housing and Homeless Innovations (HHI) Consolidated grant from the cities of Champaign and Urbana. We will also be seeking private donations and will be hosting several fundraisers for the continued support and maintenance of the Village, along with the support of the high-intensity case management services for the residents. Carle has also committed to donating funds, expertise, and organizational support toward the creation and long-term maintenance of the Village.

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

We will be doing this by securing additional and sustainable long-term funding at the local, state, and federal levels. We believe that for the Village to be financially stable, long-term funding sources should come from both government and non-profit streams. We will continue to partner with organizations across our communities to ensure there is a consistent stream of funding for the Village along with all case management services offered to the residents by the Champaign County Health Care Consumers. Moreover, Champaign County Health Care Consumers, University of Illinois, and Carle Foundation Hospital have a dedicated team focused specifically on pursuing funds and maintaining the Village operations for the long-term. The formation of a new 501(c)(3) with the aforementioned partners for Hope Village will focus on long-term funding, sustainability, and continued success of the Village.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

We as a collective will form a new 501(c)(3) nonprofit known as Hope Village to coordinate efforts for the sustained success of the Village. Currently, there are three main organizations: Champaign County Health Care Consumers, University of Illinois in Urbana-Champaign, and Carle. We anticipate additional organizations (e.g., C-U at Home shelter) and volunteers will contribute to the success of the Village, with the newly envisioned nonprofit serving as a consortium of community voices.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

Champaign County Health Care Consumers (CCHCC) will take the lead on selecting residents to house by working with the Champaign County Continuum of Service Providers to the Homeless (CSPH) and offering high-intensity case management services. CCHCC has been working with the community as a grassroots organizer since 1977 and is highly capable of carrying out the described work. Moreover, CCHCC routinely works with medically fragile homeless individuals by helping them with housing through motel stays and community-based housing voucher programs. During the height of the pandemic, CCHCC saw more medically fragile homeless individuals with complex health care situations fall through the cracks of community resources and stepped in to arrange for housing for these highly vulnerable individuals. CCHCC is a trusted community resource, especially among the homeless.

Carle manages numerous grants and has a grants department that uses an Enterprise Resource Planning system with comprehensive accounting software to track all expenditures. Carle's policies and procedures ensure (1) a system of checks and balances such that no one person is in charge of the funds, and that recordkeeping of transactions is further separated, (2) a system of documentation and financial statement review, (3) ongoing review of allowability of costs based on federal cost principles, (4) the ability to ensure over- or under-spending will be addressed prior to the end of the project, and (5) an annual consolidated financial statement audit, and inclusion of grants in the

organization's annual Federal A133 Single Audit.

Finally, the University of Illinois Urbana-Champaign Grainger College of Engineering has the expertise and leadership to carry out any work related to the overall layout and design of Hope Village (see Layout attachment). Together, these three entities are qualified to both manage the awarded funds as well as carry out all the work described in this application.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

There are both tangible and intangible measures of success for the proposed Hope Village. A person who has experienced chronic homelessness has not had their fundamental needs met, and once these needs are met, the healing process can begin. Being able to live in an intentionally built community, focused on transformational healing, is a vital part to lifelong health, safety, housing, and restoration after homelessness. It takes community resources and the involvement of people and organizations who care to offer the support that is vital to rebuilding life after homelessness. Thus, creating a vibrant and safe community village with affordable and accessible housing for those most vulnerable in Urbana would be a success in and of itself, and will serve as our primary metric of success. Individuals that would qualify for living in a tiny home in the Village would need to have exhausted their housing options in Urbana. With housing costs having sharply risen, the number of homeless who have exhausted their options is also rising. Thus, adding to the supply of housing with this unique community-forward, housing-first project for those chronically homeless would be a remarkable success, and the most important metric of success. Additionally, there are several long-term measures we believe will be useful to gauging the success of the funded program:

- a. Number of individuals shifted to permanent housing
- b. Reductions in visits to the emergency department
- c. Reduction in visits to the psychiatric emergency department
- d. Level of satisfaction with housing
- e. Improvements in mental health
- f. Improvements in overall well-being
- g. Reductions in alcohol and drug problems
- h. Improvements in routine health maintenance vis-à-vis mobile clinic
- i. Improved access and enrollment to government services and benefits

C.10. Please describe any other COVID relief funding that your organization has received.

Champaign County Health Care Consumers (CCHCC) received Community Development Block Grants (CDBG) COVID relief funding from the City of Urbana in 2021 to place medically fragile homeless individuals in local motels when they were unable to stay in the emergency shelter. The grant funding also supported CCHCC's work with these individuals to help them navigate the housing programs in our community. In addition, CCHCC received ARPA funding from the County for establishing a Disability Application program for individuals with mental health and/or substance use disorder issues. The purpose of this program is to assist vulnerable individuals in applying for and qualifying for Social Security Insurance (SSI) and Social Security Disability Insurance benefits.

Carle Foundation Hospital received \$50 million in Provider Relief Funds through a variety of CARES and ARPA funds. However, these funds were provided to hospitals to keep doors open, remain functional, serve the community and care for all patients, both with and without COVID.

D. Project Budget

Case Id: 30332

Name: Carle Foundation Hospital - 2022

Address: 611 W Park St

Completed by daniel.saman@carle.com on 11/11/2022 12:59 PM

D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Construction Costs	\$1,500,000.00
Personnel - Salary and benefits for personnel delivering the services	\$500,000.00
	\$2,000,000.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	0
2023	1500000
2024	166666
2025	166666
2026	166668

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

Yes

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

E. Optional Attachments

Case Id: 30332

Name: Carle Foundation Hospital - 2022

Address: 611 W Park St

Completed by daniel.saman@carle.com on 11/11/2022 12:59 PM

E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation



Additional Documentation

Layouts_Tiny Home Vilages.pdf

Other Tiny Villages United States.pdf

University Letter of Support.pdf

Attachment A - Section 2.2

Item f.

Submit

Case Id: 30332

Name: Carle Foundation Hospital - 2022

Address: 611 W Park St

Completed by daniel.saman@carle.com on 11/11/2022 2:32 PM

Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature

Daniel Saman

Electronically signed by daniel.saman@carle.com on 11/11/2022 12:57 PM

Today's Date

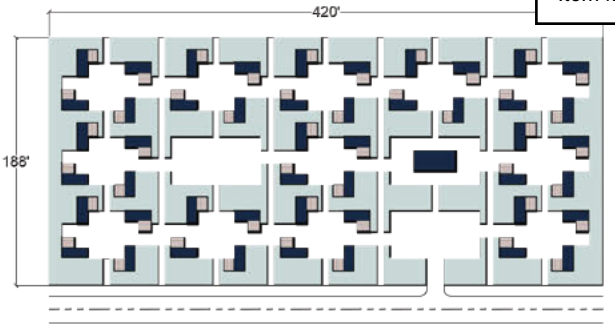
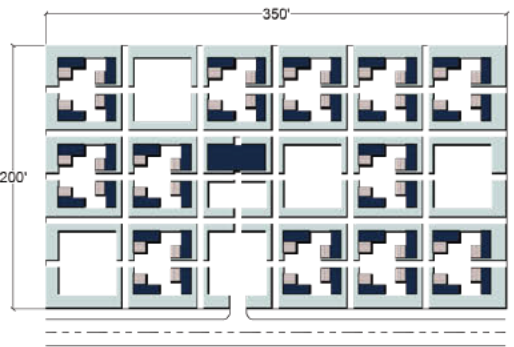
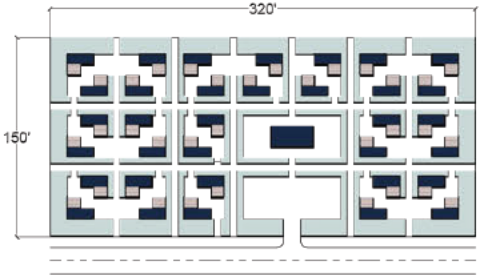
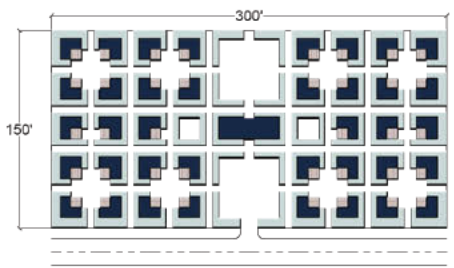
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Tiny Homes Village

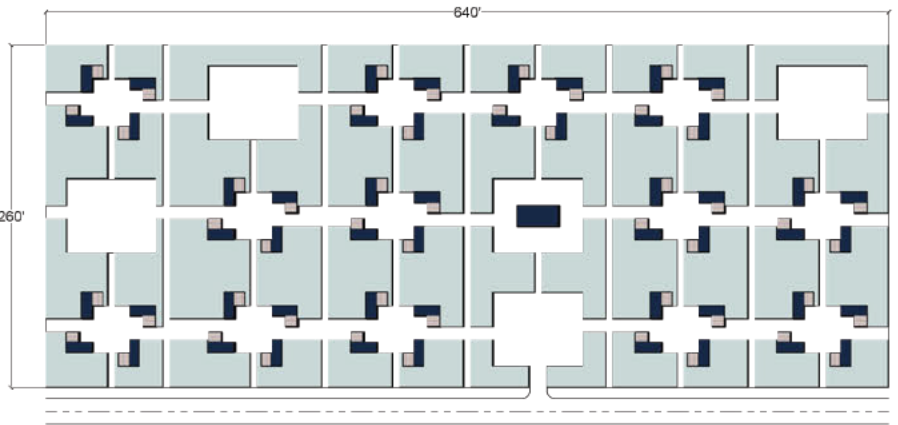
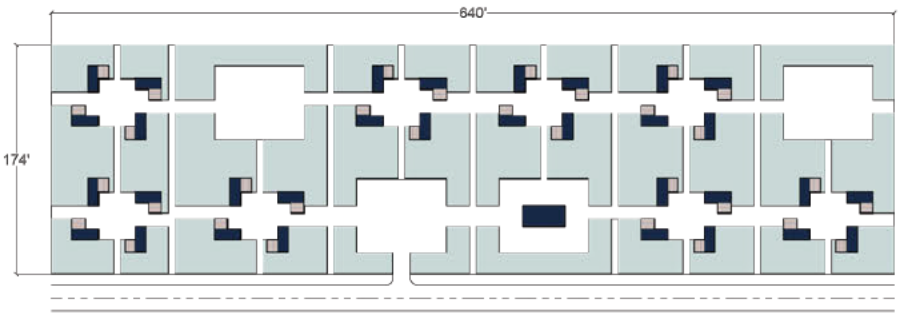
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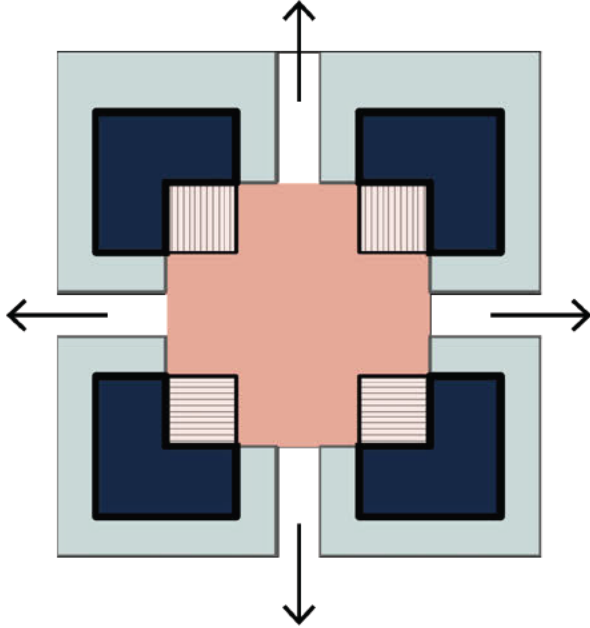
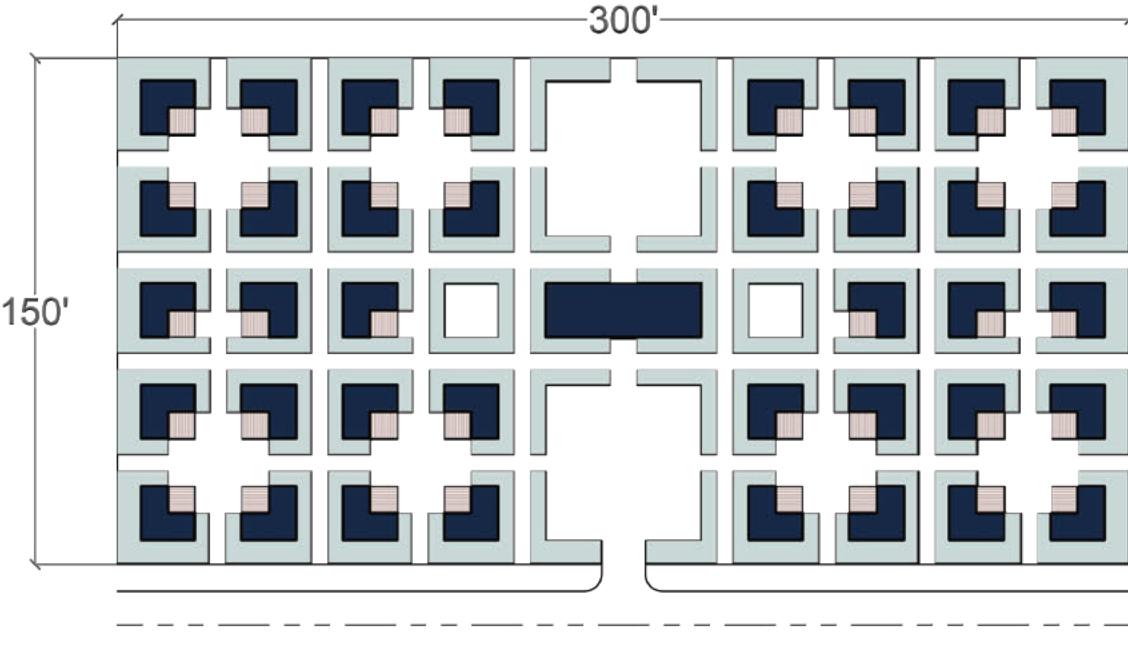


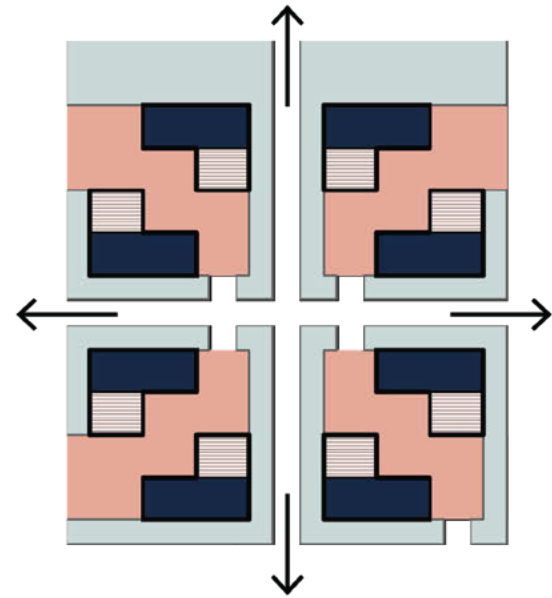
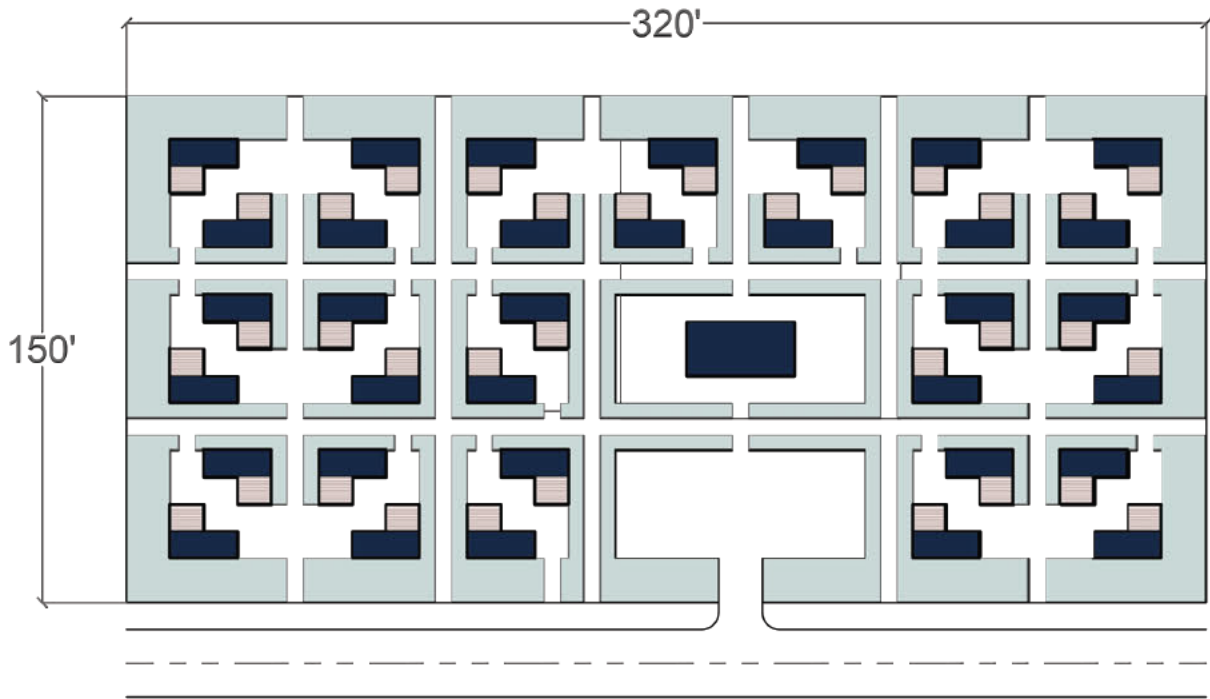
Attachment A - Section 2.2

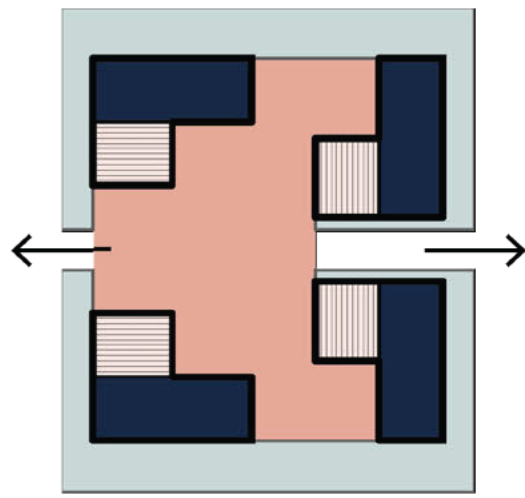
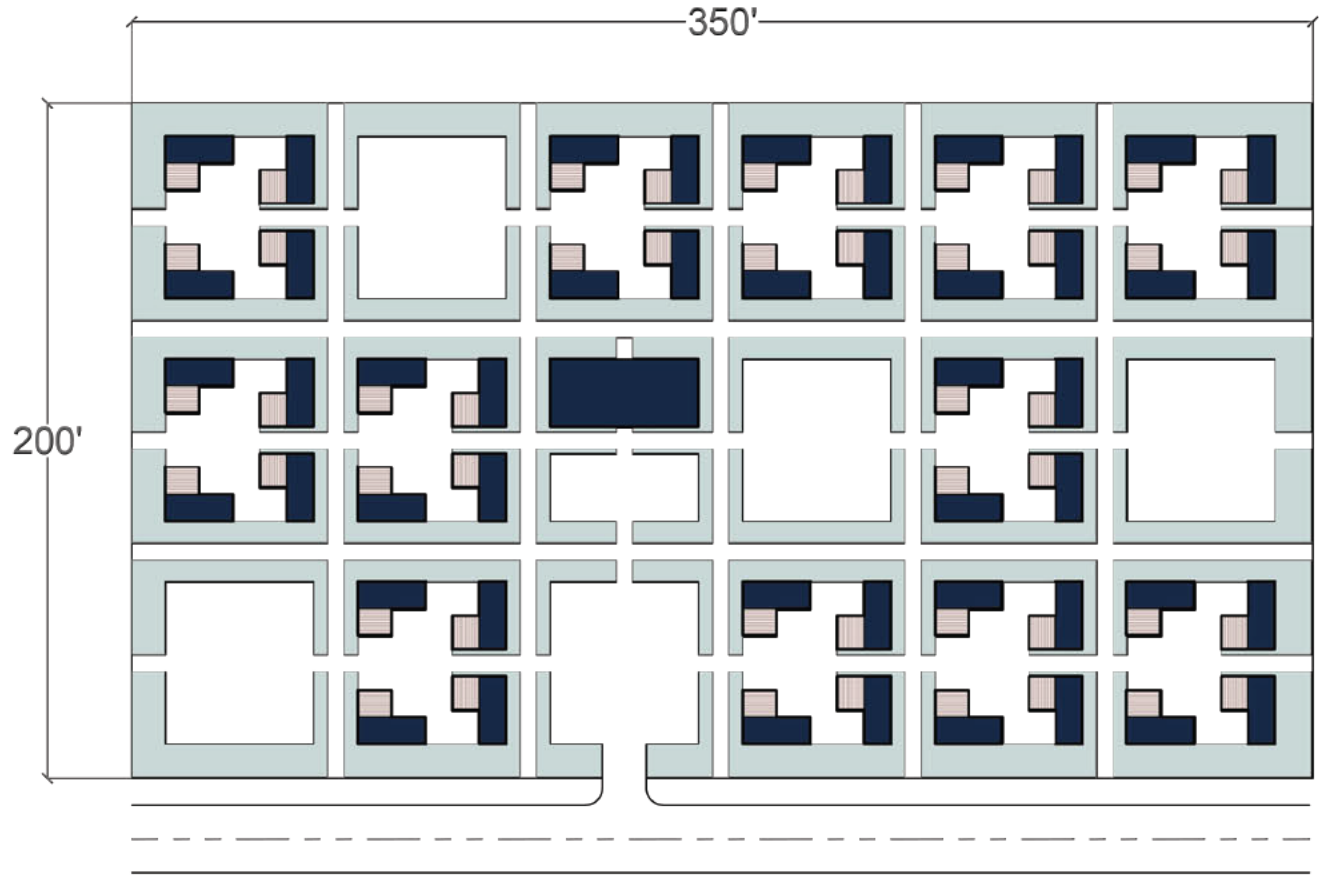


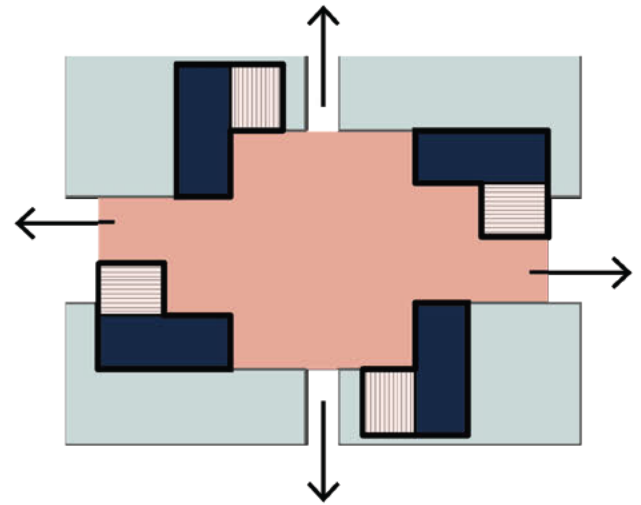
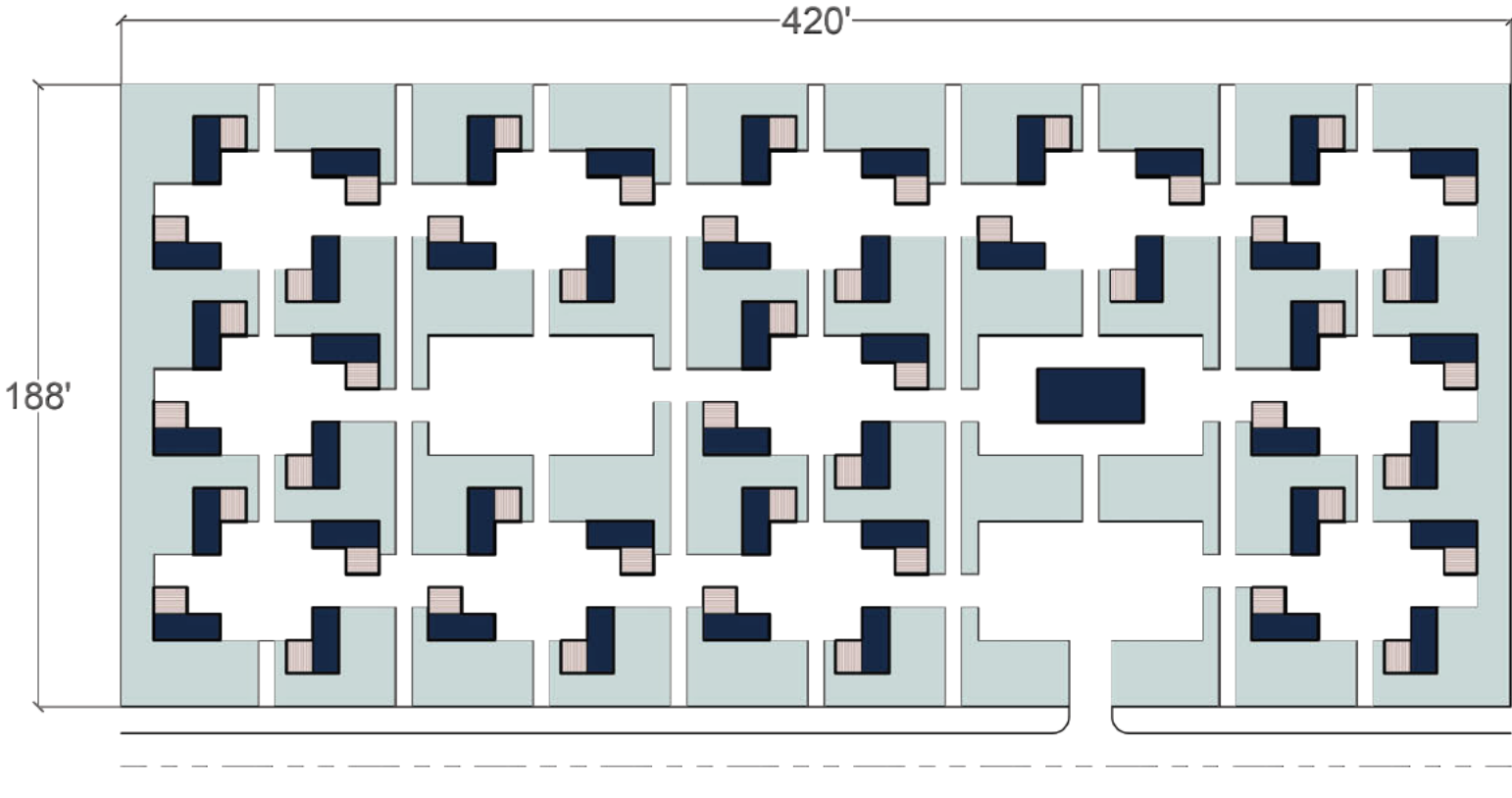
Item f.

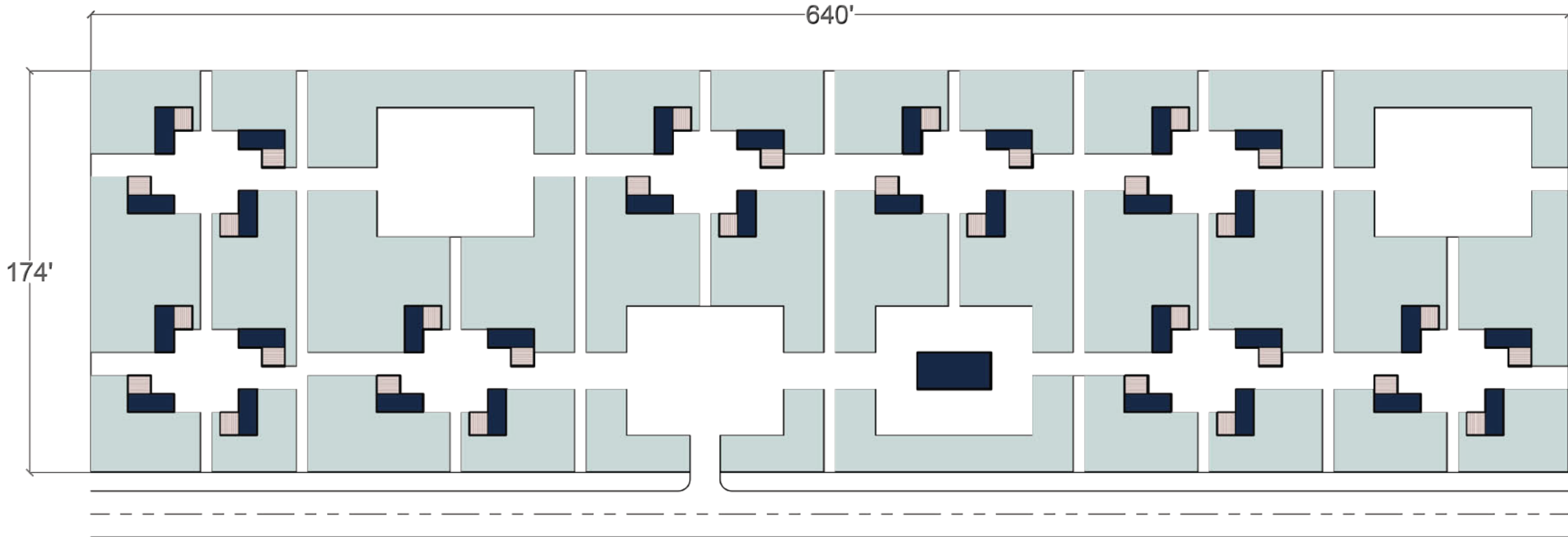






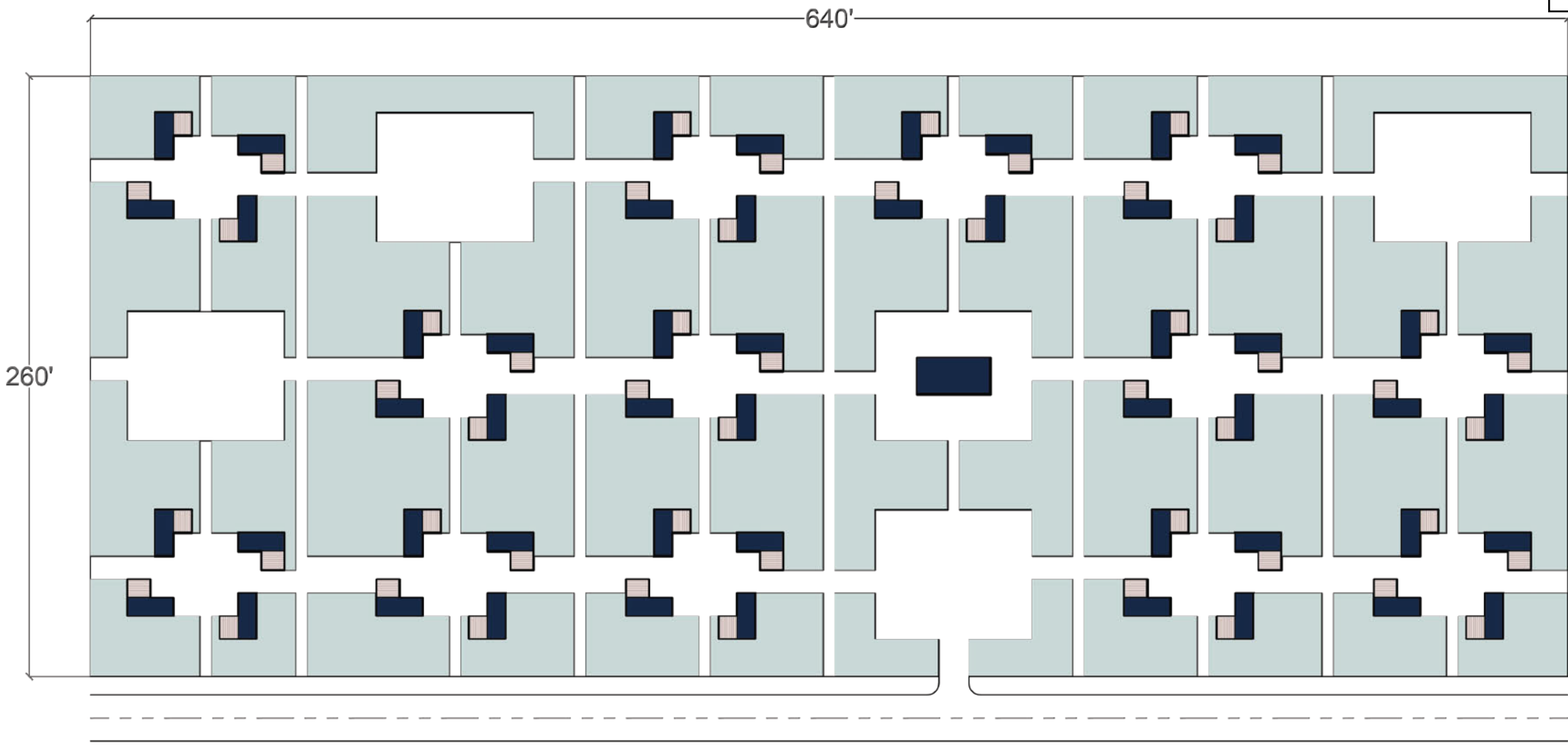






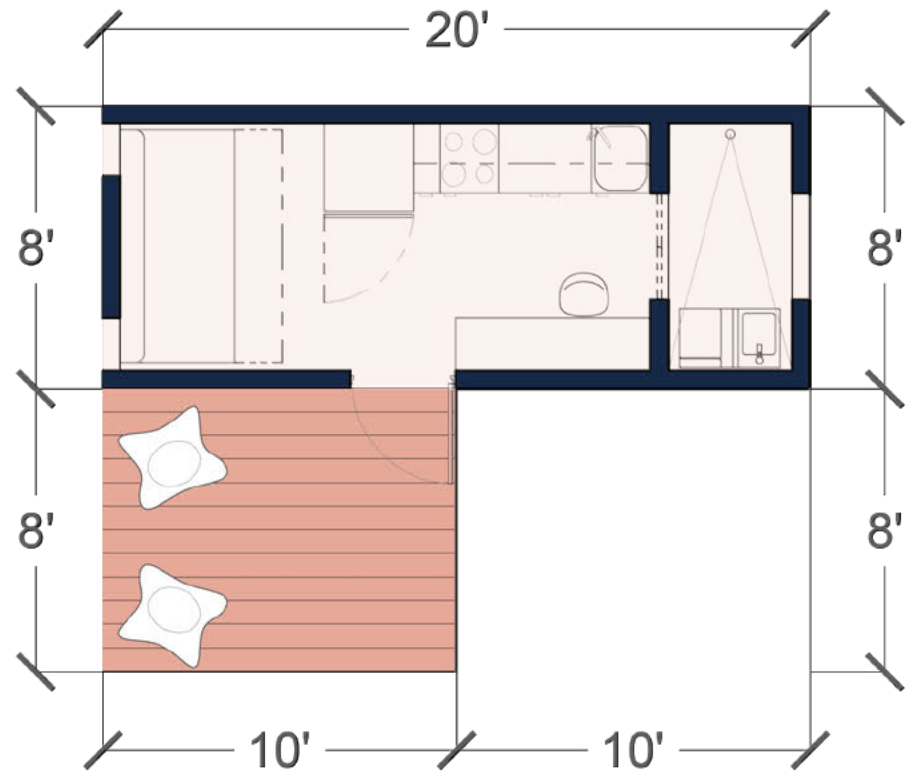
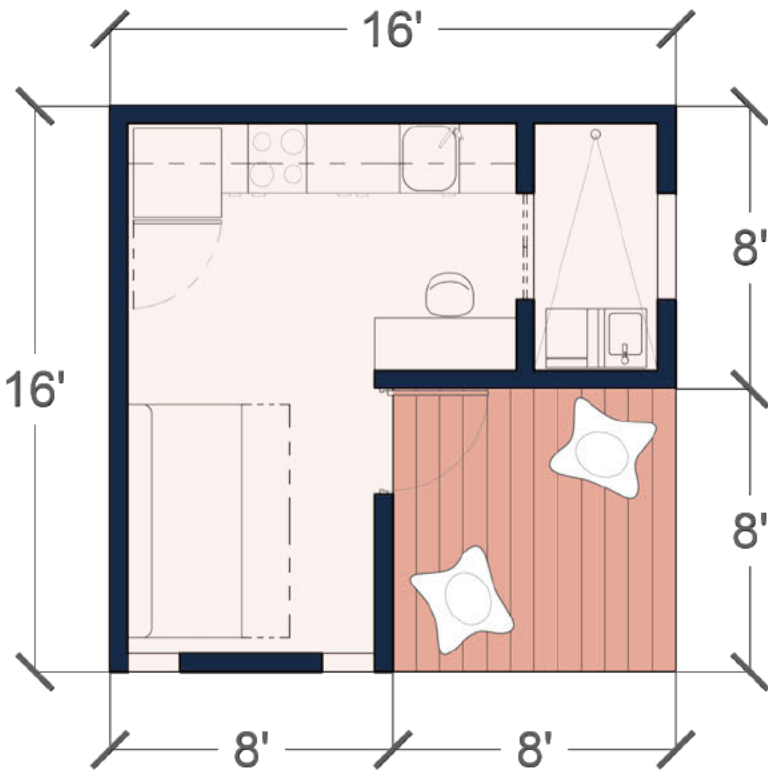
Attachment A - Section 2.2

Item f.



Layout F





Other Tiny Village Resources and Information

[Exploring Tiny Homes as an Affordable Housing Strategy to Ameliorate Homelessness: A Case Study of the Dwellings in Tallahassee, FL \(2020\)](#)

Int. J. Environ. Res. Public Health **2020**, *17*, 661

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Table 1. Tiny Home Communities Across the United States.

Project	Location	Price/Month	Size	Services	Source of Funding	Target Population	Selection Criteria	Type of Housing
The Dwellings	Tallahassee, Florida	\$600–\$900	220–410 SF	Yes	Non-Profit	On edge or previously Homeless	Application	Varies
Veterans Community Project	Kansas City, Nashville, St. Louis	\$0	240–360 SF	Yes	Non-Profit	Homeless Veterans	Homeless Veterans	Transitional
CASS Community Tiny Homes	Detroit, Michigan	\$250–\$400	250–400 SF	Yes	Non-Profit	Low-Income	Application	Rental to Homeowner
Community First! Village	Austin, Texas	\$225–\$380	144–200 SF	Yes	Non-Profit	Chronically Homeless Travis County Resident	Application	Permanent Housing
A Tiny Home for Good	Syracuse, New York	30% of Income	300 SF	Yes	Non-Profit	Homeless Veterans	Lease Agreement	Permanent Housing
Infinity Village	Nashville, Tennessee	\$0?	60 SF and 220–400 SF	Yes	Non-Profit	Homeless		Permanent Housing?
Othello Village	Seattle, Washington		96 SF and tents		Non-Profit	Households Earning Less than 30% AMI		Transitional Housing
My Tiny House Project	Los Angeles, California	Varies	Varies	Yes	Non-Profit	Varies		Transitional Housing
Second Wind Cottages	Newfield, New York	Varies	Varies	Yes	Non-Profit	Formerly Homeless Men	Application	Transitional Housing
The Cottages at Hickory Crossing	Dallas, Texas	\$0? (housing first)	350 SF+	Yes	CDC, non-profits, and gov. (PPP)	Chronically Homeless (who have significant barriers to housing)		Permanent Housing
Dignity Village	Portland, Oregon	\$20/month	Varies	Yes	City (self-governed)	Homeless Adults (18 y+) with a max capacity of 60 residents	Meeting with Intake Committee: Sweat Equity	Transitional (2 year limit) Housing
Celebrate Outreach!	St. Petersburg, Florida	A couple hundred/month	Less than 500 SF	Varies	Non-Profit	Homeless Veterans	Must complete 6 month residential training program	Permanent Housing

**Office of the Chancellor**

517 Swanlund Administration Building, MC-304
601 E. John St.
Champaign, IL 61820

November 9, 2022

Dear Urbana City Council members:

I am pleased to enthusiastically support the Hope Village tiny homes community and coordinated care for the chronically homeless in the Champaign-Urbana area. This Village is a joint effort with Champaign County Health Care Consumers, Carle Foundation, and the University of Illinois Urbana-Champaign aiming to provide housing solutions and intensive case management for the “hard to house” homeless population. The idea of the Village was presented to the Chancellor’s Executive Leadership Council on May 5, 2022, and received notable approval and support from campus leadership.

As part of our land-grant mission, the University of Illinois is proud to engage in education with community impact. The Village infrastructure and operational plans align with our educational efforts across campus, including the Grainger College of Engineering, School of Architecture in the College of Fine and Applied Arts, Carle Illinois College of Medicine, and the Siebel Center for Design. Additionally, Dr. Wanda Ward, Executive Associate Chancellor for Public Engagement, has been actively involved in planning efforts for the Village, strengthening the connection between the university and the community.

In this Village partnership, the University of Illinois will support active translational research for improved health outcomes and community sustainability. Leadership from Dr. Ashlynn Stillwell, Associate Professor in Civil and Environmental Engineering, Dr. Rashid Bashir, Dean of the Grainger College of Engineering, and Prof. Francisco Rodríguez-Suárez, Director of the School of Architecture, has supported the site plan and design for functionality and sustainability. Building on the world-class research on our campus, our faculty will support the Village through innovative site master planning and layout, non-intrusive monitoring for health conditions and customized case management, and infrastructure design for sustainability. The Village presents many opportunities for Illinois research-in-action to make a positive difference in the community.

Finally, the Village partnership enables authentic student engagement in the Champaign-Urbana community. We are training the leaders of tomorrow, yet our students are already leaders in campus efforts that design and build innovative housing, reduce local food insecurity, and build community. Through Illinois efforts with community-engaged scholars, our students can actively engage in the innovative and transformative approach of the Village.

The University of Illinois is pleased to join the Hope Village effort and looks forward to the impactful and exciting future of this tiny homes community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert A. Jones'.

Robert A. Jones
Chancellor

Hope Village

A tiny homes community with intensive case management
for chronically homeless and medically fragile homeless
individuals

Champaign County Health Care Consumers
University of Illinois Urbana-Champaign
Carle Foundation Hospital



What will be the lasting impact of this project, after ARPA funds run out? Item f.

- Sustainable community, shelter, and safer environment for the most vulnerable experiencing homelessness – **Housing is Health.**
- Long-term housing infrastructure for a tiny homes village to serve the community
- **A community-forward, housing-first project: Housing dignity + Intensive Support**

Why would this project be the best use of City ARPA funds?

- **Adds desperately needed housing** to the housing inventory for those most vulnerable among us.
- Hope Village **will stabilize and improve the lives and health** of chronically homeless, and medically fragile individuals who are under constant stress
- Hope Village **will reduce overall strain** on the housing, healthcare, social services and criminal justice systems

Why are you confident that you can use these funds in accordance with federal guidelines and achieve demonstrable results in the required timeline?

- Several options for the Hope Village location under exploration
- Extensive experience with homeless and medically-fragile individuals, and established trust
- Many similar tiny home villages across the country successfully housed chronically homeless.

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUBRECIPIENT AGREEMENT
(CARLE FOUNDATION HOSPITAL)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana allocated \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the U.S. Treasury’s *Final Rule* for the purpose of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects; and

WHEREAS, each subrecipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *Hope Village: A Tiny Homes Community with Intensive Case Management for Chronically Homeless and Medically Fragile Homeless Individuals* by Carle Foundation Hospital was allocated \$850,000 as part of the ARPA Concept Plan Project List.

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

Section 1. That an Agreement providing \$850,000 in ARPA SLFRF funds, for the purpose of *Hope Village: A Tiny Homes Community with Intensive Case Management for Chronically Homeless and Medically Fragile Homeless Individuals*, performed by Carle Foundation Hospital, in substantially the form of the copy 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 said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

**SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF URBANA AND FIRSTFOLLOWERS
FOR URBANA COMMUNITY PEACEHUB**

This Subrecipient Agreement (“Agreement”) is entered as of [DATE], by and between FirstFollowers, with an address of P. O. Box 8923, Urbana, IL 61826, and the City of Urbana, Illinois (“City”), with an address of 400 S. Vine Street, Urbana, IL 61801, collectively “the Parties.”

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, FirstFollowers is a 501(c)3 Non-Profit Organization providing reentry services to individuals involved in the criminal justice system; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in establishing a Community Peace Hub.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this Agreement to provide the foundation and structure for Urbana Community Peace Hub costs through the following understanding:
 - a. **Urbana Community Peace Hub:** FirstFollowers will use the allocated ARPA Funds to establish the first community peace hub in Champaign County. To be located near downtown Urbana, the hub will build off of FirstFollowers’ seven years of operating a wide range of programs targeted at people returning home from prison in Champaign County, as well as emerging adults aged 18-24 who have had some involvement with the criminal justice system.
 - b. **Project Scope:** FirstFollowers shall perform the Scope of Services as defined in Attachment A.
 - c. **Funding:** The City will transfer ARPA Funds to FirstFollowers in an amount up to \$79,200 in support of this Scope of Services beginning in City fiscal year 2023, according to the projected budget in Attachment A. The transfer of funds shall be made in the form of quarterly reimbursements, unless otherwise noted. In order for funds to be released, FirstFollowers must submit a Risk Assessment Form as provided by the City alongside this signed contract. Each release of funds must be preceded by FirstFollowers’s submission of a quarterly Reporting Form, along with any required documentation, as provided by the City. The Risk Assessment Form and Reporting Form shall be made available by the City to FirstFollowers in a fillable format.

2. Roles and Responsibilities of FirstFollowers.

- a. FirstFollowers agrees to cooperate with meetings conducted by Urbana City Council members and/or City staff, as requested, to review programs in progress.
- b. FirstFollowers shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- c. FirstFollowers shall be required to repay the City in the amount of ARPA Funds that are not spent in accordance with the regulations and requirements specified in Federal regulations and this Agreement.
- d. FirstFollowers shall submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include, but is not limited to: quarterly updates on program details, program timeline and status, program impact, and expenditure information and status. Additional reporting that may be required as applicable to Urbana Community Peace Hub may also include: ARPA Funds spent and obligated (along with documentation of expenses), project status, number of individuals and households served, and Impacted or Disproportionately Impacted Populations served by the project (as defined by the Coronavirus State and Local Fiscal Recovery Funds Final Rule). Reporting requirements will be specified by the City.
- e. FirstFollowers shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of FirstFollowers and will make such reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement and the Federal regulations and requirements for the expenditure of ARPA Funds. All reports and records related to the project must be maintained for the required period of time, according to applicable Federal and State laws, rules, or regulations (typically 5 years). If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the required period, whichever is later.
- f. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, 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, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. FirstFollowers understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of ARPA Funds.
- g. FirstFollowers shall comply with all applicable Federal, State or local statutes, ordinances, and regulations.

- h. FirstFollowers shall not use any of these ARPA Funds for lobbying purposes. ARPA Funds shall not be used to influence an officer or employee of any agency, including the City, in connection with any Federal, State, or local contract, grant, loan, or cooperative agreement. If it is determined by the City that any expenditure made with the ARPA Funds provided under this Agreement is prohibited by law, FirstFollowers shall reimburse the City any amount that is determined to have been spent in violation of the law.
 - i. FirstFollowers shall enforce all applicable terms and requirements of this Agreement with any subgrantees or partners of this program and is liable for all subgrantee and partner activity related to this the expenditure of ARPA Funds and this Agreement.
 - j. FirstFollowers shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- 3. Urbana Community Peace Hub.**
- a. Services: FirstFollowers shall undertake activities toward Urbana Community Peace Hub under the following requirements:
 - i. FirstFollowers shall undertake costs in accordance with the proposed budget and details provided in Attachment A.
 - ii. Urbana Community Peace Hub shall start on project start date provided in Attachment A.
 - iii. Urbana Community Peace Hub shall comply with all additional terms and conditions provided in Attachment A.
 - iv. FirstFollowers shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.
 - b. Governance: The Urbana Community Peace Hub activities shall be overseen by the Executive Director, Marlon Mitchell *and include the following responsibilities*:
 - i. Duly adopt or pass as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and direct and designate the authorized representative of FirstFollowers to act in connection with this Agreement and to provide such additional information as may be required.
 - ii. Review reports and program adherence.
 - iii. Review significant changes in programs and discuss with the City prior to request for approval and implementation.
- 4. Roles and Responsibilities of the City.**
- a. The City shall provide ARPA Funds to FirstFollowers in the amount up to \$79,200, in the form of quarterly reimbursements, available beginning in 2023. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.
 - b. The City shall provide oversight as described in this Agreement for the purpose of

ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.

- c. The City is not responsible in any way for the operations of FirstFollowers.

5. Primary Contacts.

- a. The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA reports and regulations. The RPC shall also serve as the City's primary contact with FirstFollowers unless the City directs otherwise in writing.

Name: J.D. McClanahan

Title: Planner II, Champaign County Regional Planning Commission

Telephone: 217-328-3313, ext. 196

Email: jmccclanahan@ccrpc.org

- b. The following individual shall serve as the Subrecipient's primary contact with the City unless that individual directs otherwise in writing:

Name: Marlon Mitchell

Title: Executive Director

Telephone: 217-607-3311

Email: firstfollowerscu@gmail.com

6. **Term.** This Agreement shall commence upon its execution between the Parties and shall remain in effect until December 31, 2026. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, FirstFollowers shall maintain all records and documents related to this Agreement for such period as may be required by ARPA rules and regulations and any other applicable federal or state law (typically 5 years).
7. **Timeliness.** Time is essential to the performance of this project. Funds not spent during the anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture.

Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25 percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and FirstFollowers. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion of the terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

8. **Termination.** The Agreement may be terminated by either party upon a 30-day notice in writing to the other Party. Upon termination, FirstFollowers shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if FirstFollowers does not spend the ARPA Funds in accordance with the Federal regulations and requirements concerning ARPA Funds, as well as the requirements specified in this Agreement, FirstFollowers shall be required to repay the City in the amount of ARPA Funds

that were utilized incorrectly. The requirement to repay misused funds shall remain in effect for the entire original term, even after the early termination by either Party.

9. **Amendments.** This Agreement may be amended only by an agreement of the Parties executed in the same manner in which this Agreement is executed.
10. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this Agreement. The performance and obligations of either Party will not violate or infringe upon the rights of any third-party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
11. **Indemnity.** FirstFollowers agrees to indemnify and hold harmless the City, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the negligence of or breach of this Agreement by FirstFollowers, its respective successors and assigns that occurs in connection with this Agreement. This includes, but is not limited to:
 - a. The loss of any monies paid to FirstFollowers.
 - b. Fraud, defalcation, or dishonesty on the part of any person representing, employed by, contracted, or subcontracted by FirstFollowers.
 - c. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence, or default on the part of FirstFollowers or any of its contractors, subcontractors, suppliers, and laborers etc. in the execution or performance of this Agreement.

This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either Party. In the event that any actions, suit, or proceeding is brought against the City upon any liability arising out of the Agreement, or any other matter indemnified against, the City at once shall give notice in writing thereof to FirstFollowers by registered or certified mail. Upon receipt of such notice, FirstFollowers, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the City.
12. **Limitation of Liability.** Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery that are not related to or the direct result of a Party's negligence or breach.
13. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions shall continue in full force and effect as valid and enforceable.
14. **Waiver.** The failure by either Party to exercise any right, power, or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or further exercise of that right, power, or privilege or the exercise of any other right, power, or privilege.
15. **Conflicts.** In the event of an unresolvable dispute, both Parties agree to participate in a mediation process and to split equally any costs associated with such. Any outcomes of mediation shall be in writing and binding on the Parties.
16. **Assignment:** FirstFollowers shall not assign this Agreement, nor any part thereof, without

the prior written approval of the City.

- 17. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. The Parties each represent that they have the authority to enter into this Agreement.
- 18. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

THE CITY OF URBANA

FirstFollowers

Diane Wolfe Marlin, Mayor

Marlon Mitchell, Executive Director

City Clerk

Attest

Attachment A Scope of Services

Section 1. Summary

Project Summary

FirstFollowers will use the allocated ARPA funds to establish the first community peace hub in Champaign County. To be located near downtown Urbana, the hub will build off of FirstFollowers' seven years of operating a wide range of programs targeted at people returning home from prison in Champaign County as well as emerging adults aged 18-24 who have had some involvement with the criminal justice system.

The hub will specialize in outreach and in reach. The outreach component will involve efforts by FirstFollowers' community navigators, who will use the Hub as a base of operations to carry out education and training of impacted individuals in apartment complexes in Urbana where FirstFollowers has established a deep connection. Operating from the hub, the navigators will contribute to bettering public health by offering workshops, peace circles, and public education on issues relating to violence. The hub will offer economic opportunity, counseling support, and educational chances outside the classroom. The hub will also deliver re-entry services targeted at women and families through FirstFollowers' Hope for Women initiative. Built on the in-reach model and founded by two women impacted by incarceration, these services, under the title Hope for Women, will target women returning home from prison and jail and their families. Often overlooked, this cohort are potential key players in re-establishing peace in the community, as mothers, as parents, and as mentors to young people, especially girls. In-reach involves connecting to the women while they are still in incarcerated to lay the foundation for transition to the community. Since most people in women's prisons have parenting responsibilities, a key component of this would be provision of counseling and legal support for family reunification along with parenting skills. Upon release, these sessions would occur during drop-in hours at the hub or at times and places convenient to the participants. The Hub will distribute Welcome Home packages tailored to the needs of program participants. All packages would include some clothing provision, hygiene products (including feminine hygiene), linens, hair products, notepads, and pens. Depending on the individual, the packages could also include rental assistance, cellphones, and bus passes.

Key Objectives and Measurable Outcomes

- Number of clients served
 - Number of clients by specific assistance type
 - Demographics of clients served
- Workshops and activities completed
 - Workshop and activity attendance

Project Start Date: 4/1/23

Project Completion Date: 03/31/24

**Attachment A
Scope of Services**

ARPA Funding
\$79,200

Changes from submitted application, and project specific conditions, if any

- The award provided is approximately 50% of the amount requested in the application. This difference will be accounted for by scaling back certain line items. See below.
 - Leasing a space will be funded at a partial amount with Urbana ARPA funds, due to reduced funding made available. A less expensive leasing space will be secured.
 - Professional services will be funded at a partial amount with Urbana ARPA funds, due to reduced funding made available. Certain professional services will possibly be subsidized by a different funding source.
 - Training will be funded at a partial amount with Urbana ARPA funds, due to reduced funding made available certain trainings will be omitted.
 - Direct assistance will be funded at a partial amount with Urbana ARPA funds, due to reduced funding made available certain direct assistance funds will be reduced.

Recipient has requested that funds be provided in an alternate structure to quarterly reimbursements for the following reason –

Without the pay advance option, FirstFollowers would run the risk of depleting its cash flow. Currently, eighty percent of FY23 grant funds are reimbursable in nature and, typically, it takes several weeks to be reimbursed.

These funds may be provided as a quarterly advance. Contingent upon the recipient meeting the following criteria, these advance payments will be made according to the schedule outlined in the Project Budget and Anticipated Timeline table. Recipient must –

- Demonstrate the capacity to provide the project being funded (including project staffing secured, quotes secured for goods and services, or other documentation as specified by the City of Urbana),
- Have submitted all relevant reporting information to date, and
- Demonstrate that it has spent no less than 75% of the ARPA funds it has received thus far.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement
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**Attachment A
Scope of Services**

Item g.

2023 Q2 (April, May, June)	\$9,900 Personnel, facilities,	100% Personnel, Facilities, Operations, Direct Assistance	\$9,900	Upfront	\$9,900
2023 Q3	\$23,100 Personnel, Facilities, Professional Services ,Direct Assistance Training Travel	100% Personnel, Facilities, Professional Services ,Direct Assistance Training Travel	\$23,100	Upfront	\$33,000
2023 Q4	\$23,100 Personnel, Facilities, Professional Services ,Direct Assistance Training Travel	100% Personnel, Facilities, Professional Services ,Direct Assistance Training Travel	\$23,100	Upfront	\$56,100
2024 Q1	\$23,100 Personnel, Facilities, Professional Services ,Direct Assistance Training Travel	100% Personnel, Facilities, Professional Services ,Direct Assistance Training Travel 00	\$23,100	Upfront	\$79,200
2024 Q2					
2024 Q3					

**Attachment A
Scope of Services**

Item g.

2024 Q4					
2025 Q1					
2025 Q2					
2025 Q3					
2025 Q4					
2026 Q1					
2026 Q2					
2026 Q3					
2026 Q4					

Section 2. Additional Project Information

1. Executive Summary, attached hereto
2. Submitted Application, attached hereto
3. City Council Presentation, 12/15/22 #28 [\[Link\]](#)

FirstFollowers Community Peace Hub

FirstFollowers will use the ARPA funds to establish the first community peace hub in Champaign County. To be located near downtown Urbana, the hub will build off FirstFollowers' seven years of operating a wide range of programs targeted at people returning home from prison in Champaign County as well as emerging adults aged 18-24 who have had some involvement with the criminal justice system. However, we believe such services based in Urbana are long overdue. More recently, FirstFollowers has led the formation of H3, a coalition of twelve community organization who have been involved in anti-violence work in the community. The hub fits well into this anti-violence eco-system.

The hub will specialize in outreach and in reach. The outreach component will involve efforts by FirstFollowers' community navigators who will use the Hub as a base of operations to carry out education and training of impacted individuals in apartment complexes in Urbana where FirstFollowers has established a deep connection.

Operating from the hub, the navigators will contribute to bettering public health by offering workshops, peace circles and public education on issues relating to violence. We will offer economic opportunity, counseling support, and educational chances outside the classroom. The hub will also deliver reentry services targeted at women and families through our Hope for Women initiative. Built on the in-reach model and founded by two women impacted by incarceration, these service, under the title Hope for Women, will target women returning home from prison and jail and their families. Often overlooked, this cohort are potential key players in re-establishing peace in the community, as mothers, as parents and as mentors to young people, especially girls. In reach involves connecting to the women while they are still in incarcerated to lay the foundation for transition to the community. Since most people in women's prisons have parenting responsibilities, a key component of this would be provision of counseling and legal support for family reunification along with parenting skills. Upon release, these sessions would occur during drop-in hours at the hub or at times and places convenient to the participants. The Hub will distribute Welcome Home packages tailored to the needs of program participants. All packages would include some clothing provision, hygiene products (Including feminine hygiene) linens, hair products, notepads, pens. Depending on the individual, the packages could also include rental assistance, cellphones and bus passes.

The Community Peace Hub will become an Urbana-based focal point for anti-violence activities and a place for those impacted by violence to receive the support and services they need.

We request \$158,400 to establish and run this initiative for the first year and have contracted a marketing firm to build out a long-range funding strategy by tapping into our donor base and our connections with funding sources at state level. Reentry is a top priority for criminal justice funders and FirstFollowers is a leading presence in reentry work and anti-violence work in Central Illinois. Our reputation and the impact of this hub on our community will ensure us long term base of support.

A. Organization Information

Case Id: 30352
Name: FirstFollowers - 2022
Address: P O Box 8923

Completed by firstfollowerscu@gmail.com on 11/11/2022 11:10 AM

A. Organization Information

Please provide the following information.

A.1. Organization Name

FirstFollowers



A.2. Organization Type

501(c) Non-Profit Organization



A.3. Applicant Name/Point of Contact

First Name

James

Last Name

Kilgore

A.4. Mailing Address

P O Box 8923 Urbana, IL 61826

A.5. Phone Number

(217) 778-2354

A.6. Email Address

firstfollowerscu@gmail.com

B. Project Details

Case Id: 30352

Name: FirstFollowers - 2022

Address: P O Box 8923

Completed by firstfollowerscu@gmail.com on 11/14/2022 8:56 PM

B. Project Details

Please provide the following information.

B.1. Project Name

Urbana Community Peace Hub

B.2. Requested Funding Amount

\$158,400.00

B.3. Project Start Date

01/01/2023

B.4. Project Completion Date

12/31/2024

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

Urbana Community Peace Hub will be the first center in Champaign county dedicated to addressing the challenges of community violence. Running our activities from a central Urbana drop-in center five days per week, we will use Urbana-based peer mentors as community navigators. Operating from the hub, they will contribute to bettering public health by offering workshops, peace circles and public education on issues relating to violence. Also, they will build on FirstFollowers' history of outreach in impacted communities by running programs in apartment complexes that are sites of conflict. We will offer economic opportunity, counseling support, and educational chances outside the classroom. The hub will also deliver reentry services targeted at women and families through our Hope for Women initiative. Built on the in-reach model and founded by two women impacted by incarceration, these services will target women returning home from prison and their families. Often overlooked, this cohort are potential key players

Printed By: James Mclanahan on 2/9/2023

1 of 2

Attachment A - Section 2.2

Item g.

in re-establishing peace in the community, as mothers, as parents and as mentors to young people, especially girls. reach involves connecting to the women while they are still in prison to lay the foundation for transition to the community. Since the majority of people in women's prisons have parenting responsibilities, a key component of this would be provision of counseling and legal support for family reunification along with parenting skills. Upon release, these sessions would occur during drop-in hours at the hub or at times and places convenient to the participants. The Hub will distribute Welcome Home packages tailored to the needs of program participants. All packages would include some clothing provision, hygiene products (including feminine hygiene) linens, hair products, notepads, pens. Depending on the individual, the packages could also include rental assistance, cellphones and bus passes.

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. “Community Violence Interventions - 1.11”)

Community Violence Interventions

B.8. How does this project address needs that are not already met by existing local services?

Existing local services in Urbana don't offer any kind of community peace hub, nor do they offer either the outreach or inreach components in our proposal. Our inreach and outreach activities draw on successful initiatives from the City of Champaign's blueprint but Urbana needs targeted initiatives that touch impacted community members both in programmatic settings and in their neighborhoods. This project directly address two key components of that population, residents of apartment complexes and other sites of violence in Urbana and people returning home from prison and their families. Our history and use of the peer mentor model gives us a unique capacity to address these constituencies. We have been piloting these programs during 2022, setting up drop-in hours at Salt and Light and doing training for the Hope for Women founders at our Champaign offices, and doing outreach to apartment complexes such as Aspen Court, Town and Country, and Steer Place.

C. Project Information

Case Id: 30352
Name: FirstFollowers - 2022
Address: P O Box 8923

Completed by firstfollowerscu@gmail.com on 11/14/2022 11:30 AM

C. Project Information

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

FirstFollowers has run a drop-in center in Champaign since 2015. This center has provided a range of services and referrals focused on addressing the needs of people returning home from prison. We have served more than 400 such individuals. However, our drop-in center has also become the focal point for a range of services and activities for people impacted by violence, the pandemic and structural racism. These have included workforce development programs, tutoring for high school and GED completion, family support, advocacy work with landlords and employers, and social emotional supports. Our workforce development participants receive training in construction skills and have renovated five houses in C-U, two in partnership with the City of Urbana through the CHDO program. Since 2019, we have also run a successful transition house for men coming home from prison in partnership with the Housing Authority. Our residents and ex-residents have zero per cent recidivism rate. That is, not one resident from our house has been arrested, sent back to prison or had any encounter with law enforcement. Three of our formerly incarcerated peer mentors have gone on to complete masters' degrees. Two of our workforce development participants are currently enrolled in the HVAC Certificate Course at Parkland and are slated to finish in December 2022. Our years of running the drop-in center have provided us with the skills and networks to make this project a success. We have already begun preliminary training with the future staff. Besides our local work we have become a part of a range of state and national networks that provide funding and organizational development consultation which are useful to us in building capacity to respond to newly arising challenges.

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

The incarcerated population is overwhelmingly low income and Black, the specific group most impacted by the pandemic in the City of Urbana. Our organization is 90% Black people, 80% of whom have experienced incarceration and 40% of whom have experienced gun violence with through the loss of a loved one or receiving a gun shot wound. In choosing this target population we have made a conscious decision to serve the poorest, most marginalized population in our community. Black people comprise over 85% of our program clientele. Since two of our peer mentors have been disabled by gun violence, we have also made special efforts to provide support to young people who experience disability due to gun shot wounds.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

We have received funding from the Champaign County Mental Health Board annually for six years. We currently receive \$134,500 per year to support our Champaign Drop-In Center, our workforce development program and our

transition house. Earlier in 2022 we received \$686,000 from the City of Champaign for our inreach and workforce development programs as part of their Blueprint to address community violence. We have received \$20,600 from the City of Urbana for COVID relief for people coming home from prison and \$53,000 from the City of Champaign for the same purposes.

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

The cost was determined through extrapolating from the five years of running similar programs in Champaign along with networking with other organizations doing similar work across Illinois and in other parts of the country.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

The requested amount will be sufficient for starting up the project. We will build it into our broader program to grow its funding base.

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

We are currently driving a local anti-violence coalition known as H3. We are developing a strategic plan for building H3 into a long-range organization that will provide a broad spectrum of coordinated services in response to community violence. We plan to bring our Urbana Peace Hub under the umbrella of H3 in the medium term and connect it to a much more intensive fundraising strategy incorporating donors from the local community with whom we have relations as well as expanding our current network of statewide supporters. We currently draw funding from three state-based organizations and from two national organizations. All of these funders see reentry and anti-violence work as a priority and funding is increasingly available. We have the capacity to access that funding. In addition, we have built our own capacity to do online fundraising from our local community. Over the years we have raised over \$200,000 from local donations without organizing an intensive fundraising effort. We have also been gifted two houses which we have renovated for our use. Our success in attracting funding and support comes from our success. We expect that to grow.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

Hope for Women, a recently registered nonprofit will be playing a leading role in the reentry component of this initiative. We will also draw on the services of several members of the H3 coalition, including the counseling consultancy, Ready, Set, Go founded by Dr Regina Parnell and Business Elevator, an economic development/workforce development nonprofit.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

We have a four person leadership team who have been involved with FirstFollowers for the past four years as the organization grew its annual budget four fold. We also have established relationships with certified Public Accountants and auditing firms to handle our finances. We just completed our fourth audit. Our current personnel have taken the lead on procuring grants from ten funders for FY 2022, for which we handled both the proposal writing and reporting (both narrative and financial). Within our four person leadership team, two of us have doctorate

Attachment A - Section 2.2

Item g.

degrees, one has a Masters Degree and the other is a :Ph. D. student near completion. Two of us also have considerable experience managing other nonprofits. All of this adds up to extensive capacity to carry out this project.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

We have a highly sophisticated data input and management system which enables us to track our clients and activities in real time. We have trained our staff to use this user-friendly but powerful, Google-based system. We will measure the success of our program by looking at the number of clients we serve, the demographics of our clientele, how many workshops/activities we complete, how many people attend those activities, how much specific assistance we provide, and through various evaluation instruments which accompany our work.

C.10. Please describe any other COVID relief funding that your organization has received.

City of Champaign, Blueprint 686,000

County of Champaign 500,000 (not yet finalized)

D. Project Budget

Case Id: 30352
Name: FirstFollowers - 2022
Address: P O Box 8923

Completed by firstfollowerscu@gmail.com on 11/14/2022 9:09 PM

D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Personnel - Salary and benefits for personnel delivering the services	\$66,000.00
Rent/Utilities - Costs to rent and operate office space	\$24,000.00
Supplies - Supplies necessary to deliver the services performed	\$2,000.00
Travel - Travel costs incurred during service delivery	\$1,000.00
Training - Training costs associated with service delivery	\$1,000.00
Professional Services - Legal financial or other professional service costs	\$25,000.00
Direct Financial Assistance – Direct monetary assistance to community members (Example: rent assistance or small business grants)	\$25,000.00
Administration - ARPA Administrative Costs	\$14,400.00
	\$158,400.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	0
2023	170000
2024	187000
2025	205700
2026	226200

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

Yes

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

E. Optional Attachments

Case Id: 30352

Name: FirstFollowers - 2022

Address: P O Box 8923

Completed by firstfollowerscu@gmail.com on 11/11/2022 10:46 AM

E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation

Additional Documentation

***No files uploaded*

Attachment A - Section 2.2

Item g.

Submit

Case Id: 30352

Name: FirstFollowers - 2022

Address: P O Box 8923

Completed by firstfollowerscu@gmail.com on 11/14/2022 9:11 PM

Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

Attachment A - Section 2.2

Item g.

As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature

James Kilgore

Electronically signed by firstfollowerscu@gmail.com on 11/14/2022 9:11 PM

Today's Date

11/14/2022

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUBRECIPIENT AGREEMENT
(FIRSTFOLLOWERS)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana elected to allocate \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the US Treasury's *Final Rule* for the purposes of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects; and

WHEREAS, each subrecipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *Urbana Community Peace Hub* by FirstFollowers was allocated \$79,200 as part of the ARPA Concept Plan Project List.

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

Section 1. That an Agreement providing \$79,200 in ARPA SLFRF funds, for the purpose of *Urbana Community Peace Hub*, performed by FirstFollowers, in substantially the form of the copy 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 said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

**SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF URBANA AND SOLA GRATIA FARM
FOR COMMUNITY FARM EXPANSION FOR ENHANCED SUSTAINABLE
FRESH FOOD PRODUCTION, ENGAGEMENT, AND CONSUMPTION**

This Subrecipient Agreement (“Agreement”) is entered as of [DATE], by and between Sola Gratia Farm, with an address of 2200 Philo Road, Urbana, IL 61802, and the City of Urbana, Illinois (“City”), with an address of 400 S. Vine Street, Urbana, IL 61801, collectively “the Parties.”

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, Sola Gratia Farm is a 501(c)3 Non-Profit Organization providing access to local produce to low-income community members; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in expanding and improving community farm facilities.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this Agreement to provide the foundation and structure for Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement, and Consumption costs through the following understanding:
 - a. **Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement, and Consumption:** Sola Gratia Farm ARPA Funds shall cover project infrastructure expenses to purchase and develop new farm facilities. Funds secured to date are sufficient to purchase the land, install a well, prepare the site for access, parking, and utilities and construction of a storage building for farm equipment and supplies. These investments allow Sola Gratia to start production on the new land in 2023. Securing the remainder of the project funds will allow Sola Gratia to complete construction and furnishing of a new wash/pack facility and office building, install a greenhouse and high tunnel, invest in perennial plantings, and redevelop the original four acres to an educational/demonstration farm.
 - b. **Project Scope:** Sola Gratia Farm shall perform the Scope of Services as defined in Attachment A.
 - c. **Funding:** The City shall transfer ARPA Funds to Sola Gratia Farm in an amount up to \$150,000 in support of this Scope of Services beginning in City fiscal year 2023, according to the projected budget in Attachment A. The transfer of funds shall be made in the form of quarterly reimbursements, unless otherwise noted. In order for funds to be released, Sola Gratia Farm must submit a Risk Assessment Form as provided by the City alongside this signed contract. Each release of funds must be preceded by Sola

Gratia Farm's submission of a quarterly Reporting Form, along with any required documentation, as provided by the City. The Risk Assessment Form and Reporting Form shall be made available by the City to Sola Gratia Farm in a fillable format.

2. Roles and Responsibilities of Sola Gratia Farm.

- a. Sola Gratia Farm agrees to cooperate with meetings conducted by Urbana City Council members and/or City staff, as requested, to review programs in progress.
- b. Sola Gratia Farm shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- c. Sola Gratia Farm shall be required to repay the City in the amount of ARPA Funds that are not spent in accordance with the regulations and requirements specified in Federal regulations and this Agreement.
- d. Sola Gratia Farm shall submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include, but is not limited to: quarterly updates on program details, program timeline and status, program impact, and expenditure information and status. Additional reporting that may be required as applicable to Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption may also include: ARPA Funds spent and obligated (along with documentation of expenses), project status, and Impacted or Disproportionately Impacted Populations (as defined by the Coronavirus State and Local Fiscal Recovery Funds Final Rule) served by the project. Reporting requirements will be specified by the City.
- e. Sola Gratia Farm shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of Sola Gratia Farm and shall make such reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement and the Federal regulations and requirements for the expenditure of ARPA Funds. All reports and records related to the project must be maintained for the required period of time, according to applicable Federal and State laws, rules, or regulations (typically 5 years). If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the required period, whichever is later.
- f. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, 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, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. Sola Gratia Farm understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of ARPA Funds.
- g. Sola Gratia Farm shall comply with all applicable Federal, State or local statutes,

ordinances, and regulations.

- h. Sola Gratia Farm shall not use any of these ARPA Funds for lobbying purposes. ARPA Funds shall not be used to influence an officer or employee of any agency, including the City, in connection with any Federal, State, or local contract, grant, loan, or cooperative Agreement. If it is determined by the City that any expenditure made with the ARPA Funds provided under this Agreement is prohibited by law, Sola Gratia Farm shall reimburse the City any amount that is determined to have been spent in violation of the law.
- i. Sola Gratia Farm shall enforce all applicable terms and requirements of this Agreement with any subgrantees or partners of this program and is liable for all subgrantee and partner activity related to this the expenditure of ARPA Funds and this Agreement.
- j. Sola Gratia Farm shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

3. Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement, and Consumption.

- a. Services: Sola Gratia Farm shall undertake activities toward Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption under the following requirements:
 - i. Sola Gratia Farm shall undertake costs in accordance with the proposed budget and details provided in Attachment A.
 - ii. Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption shall start on project start date provided in Attachment A.
 - iii. Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption shall comply with all additional terms and conditions provided in Attachment A.
 - iv. Sola Gratia Farm shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.
- b. Governance: The Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption activities shall be overseen by the Traci Barkley, SGF Director, *and include the following responsibilities*:
 - i. Duly adopt or pass as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and direct and designate the authorized representative of Sola Gratia Farm to act in connection with this Agreement and to provide such additional information as may be required.
 - ii. Review reports and program adherence.
 - iii. Review significant changes in programs and discuss with the City prior to request for approval and implementation.

4. Roles and Responsibilities of the City.

- a. The City shall provide ARPA Funds to Sola Gratia Farm in the amount up to \$150,000, in the form of quarterly reimbursements, available beginning in 2023. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.
- b. The City shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.
- c. The City is not responsible in any way for the operations of Sola Gratia Farm.

5. Primary Contacts.

- a. The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA reports and regulations. The RPC shall also serve as the City's primary contact with Sola Gratia Farm unless the City directs otherwise in a writing.

Name: J.D. McClanahan

Title: Planner II, Champaign County Regional Planning Commission

Telephone: 217-328-3313, ext. 196

Email: jmccclanahan@ccrpc.org

- b. The following individual shall serve as the Subrecipient's primary contact with the City unless that individual directs otherwise in writing:

Name: Traci Barkley

Title: Director

Telephone: 217-621-3013

Email: solagratiadirector@gmail.com

6. **Term.** This Agreement shall commence upon its execution between the Parties and shall remain in effect until December 31, 2026. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, Sola Gratia Farm shall maintain all records and documents related to this Agreement for such period as may be required by ARPA rules and regulations and any other applicable Federal or State law (typically 5 years).
7. **Timeliness.** Time is essential to the performance of this project. Funds not spent during the anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture.

Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25 percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and Sola Gratia Farm. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion of the terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

8. **Termination.** The Agreement may be terminated by either Party upon a 30-day notice in writing to the other Party. Upon termination, Sola Gratia Farm shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if Sola Gratia Farm does not spend the ARPA Funds in accordance with the Federal regulations and requirements concerning ARPA Funds, as well as the requirements specified in this Agreement, Sola Gratia Farm shall be required to repay the City in the amount of ARPA Funds that were utilized incorrectly. The requirement to repay misused funds shall remain in effect for the entire original term, even after the early termination by either Party.
9. **Amendments.** This Agreement may be amended only by an agreement of the Parties executed in the same manner in which this Agreement is executed.
10. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this Agreement. The performance and obligations of either Party will not violate or infringe upon the rights of any third-party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
11. **Indemnity.** Sola Gratia Farm agrees to indemnify and hold harmless the City, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the negligence of or breach of this Agreement by Sola Gratia Farm, its respective successors and assigns that occurs in connection with this Agreement. This includes, but is not limited to:
- a. The loss of any monies paid to Sola Gratia Farm.
 - b. Fraud, defalcation, or dishonesty on the part of any person representing, employed by, contracted, or subtracted by Sola Gratia Farm.
 - c. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence, or default on the part of Sola Gratia Farm or any of its contractors, subcontractors, suppliers, and laborers etc. in the execution or performance of this Agreement.

This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either Party. In the event that any actions, suit, or proceeding is brought against the City upon any liability arising out of the Agreement, or any other matter indemnified against, the City at once shall give notice in writing thereof to Sola Gratia Farm by registered or certified mail. Upon receipt of such notice, Sola Gratia Farm, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the City.

12. **Limitation of Liability.** Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery that are not related to or the direct result of a Party's negligence or breach.
13. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions shall continue in full force and effect as valid and enforceable.
14. **Waiver.** The failure by either Party to exercise any right, power, or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or further exercise of

that right, power, or privilege or the exercise of any other right, power, or privilege.

- 15. **Conflicts.** In the event of an unresolvable dispute, both Parties agree to participate in a mediation process and to split equally any costs associated with such. Any outcomes of mediation shall be in writing and binding on the Parties.
- 16. **Assignment:** Sola Gratia Farm shall not assign this Agreement, nor any part thereof, without the prior written approval of the City.
- 17. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as Stated above. The Parties each represent that they have the authority to enter into this Agreement.
- 18. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire Agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

THE CITY OF URBANA

Sola Gratia Farm

Diane Wolfe Marlin, Mayor

Traci Barkley, Director

City Clerk

Attest

Section 1. Summary

Project Summary

In order to continue to serve and respond to the community’s fresh food needs and participate effectively and efficiently in innovative community partnerships, Sola Gratia Farm will invest in the next iteration of its community farm. All 15 acres of current farmland are leased, with five acres at Mumford/Philo recently sold to the City of Urbana and another six acres at Colorado/Philo to be developed at some point. Sola Gratia has secured funds and contracted to purchase 29 acres of adjacent land and began development in mid-2022. Investment in this farm expansion will allow the farm to be sustainable for at least another 20 years.

Sola Gratia Farm ARPA Funds will cover project infrastructure expenses. Funds secured to date are sufficient to purchase the land, install a well, prepare the site for access, parking, and utilities and construction of a storage building for farm equipment and supplies. These investments allow Sola Gratia to start production on the new land in 2023. Securing the remainder of the project funds will allow Sola Gratia to complete construction and furnishing of a new wash/pack facility and office building, install a greenhouse and high tunnel, invest in perennial plantings, and redevelop the original four acres to an educational/demonstration farm. Sustainability is a primary goal of this project and will allow expanded service to our food-insecure neighbors. Sola Gratia infrastructure funding is a one-time request, rather than on-going operational funding. Investment in the expanded blueprint of the farm will allow for strategic expansion and continuation for at least another 20 years of a proven business, service and organizational model.

Key Objectives and Measurable Outcomes

- Completion of infrastructure and construction projects
- Increased crop production
- Improved soil health
- Amount of produce provided to low-income households
- Number of households served
- Number of disadvantaged youth trained

Project Start Date: 4/1/23

Project Completion Date: 12/30/24

ARPA Funding

\$150,000

Changes from submitted application, and project specific conditions, if any.

The award provided is approximately 20% of the amount requested in the application. This difference will be accounted for by seeking additional funds through expanded fundraising efforts from individual donors and grantors.

**Attachment A
Scope of Services**

Item h.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement
2023 Q2 (April, May, June)	\$405,000 Construction (groundwork and infrastructure)	12%	\$50,000	Reimbursement	\$50,000
2023 Q3	\$550,000 Construction (infrastructure)	9%	\$50,000	Reimbursement	\$100,000
2023 Q4	\$550,000 Construction (infrastructure)	9%	\$50,000	Reimbursement	\$150,000
2024 Q1					
2024 Q2					
2024 Q3					
2024 Q4					
2025 Q1					
2025 Q2					
2025 Q3					
2025 Q4					
2026 Q1					
2026 Q2					
2026 Q3					
2026 Q4					

Section 2. Additional Project Information

1. Executive Summary, attached hereto
2. Submitted Application, attached hereto
3. City Council Presentation, 12/14/22 #21 [[Link](#)] and slides, attached hereto



Sola Gratia Farm

A ministry of St. Matthew Lutheran Church

2200 South Philo Road • Urbana, IL 61802

Phone: (217) 367-1189

solagratiacsa@gmail.com • www.solagratiacsa.com

Project Title: “Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption”

Requested Amount: \$750,000

Project timeline: 1/2023 - 12/2024

Primary Contact: Traci Barkley, Director of Sola Gratia Farm

In order to continue to serve and respond to our community’s fresh food needs and participate effectively and efficiently in innovative community partnerships, Sola Gratia Farm needs to invest in the next iteration of our community farm. All 15 acres we farm are leased, with five acres at Mumford/Philo recently sold to the City of Urbana and another 6 acres at Colorado/Philo to be developed at some point. We have secured funds and contracted to purchase 29 acres of adjacent land and began development in mid-2022. Investment in this farm expansion will allow the farm to be sustainable for at least another 20 years and will address the following goals of Urbana’s ARPA Concept Plan:

- Increase availability and affordability of food. Will support sustained sales (CSA, retail and wholesale) and food donations (>15,000 lbs/yr). Will expand offerings with investment in additional crops including perennial fruits and nuts, increasing revenue stream, diversifying offerings and addressing food insecurity;
- Invest in infrastructure to increase community health, safety and future resilience. Will secure long-term financial sustainability, support lasting relationships with 25+ partners (donation, resource/skill-sharing, and educational), and support long-term ecological sustainability as proper investments allow mitigated and improved climate change resiliency.
- Increase job training and placement opportunities. We employ 15-20 people and serve as a job training/work site for at-risk youth from Cunningham Children's Home, the Youth Employment Service (YES) program, HACC YouthBuild and DREAAM, developing skills in food production, processing, sales, marketing, community service and education.
- Improve accessibility of public recreation space and youth programming. Allows expansion of educational programming including targeted demonstration, skills training and development, and onsite outreach/education and events. Our outreach/educational work engages 500-700 people yearly.

SGF is requesting support from the ARPA Program to cover approximately 30% of project infrastructure expenses. Funds secured to date are sufficient to purchase the land, install a well, prepare the site for access, parking, and utilities and construction of a storage building for our farm equipment and supplies. These investments allow us to start production on the new land in 2023. Securing the remainder of the project funds will allow for us to complete construction and furnishing of a new wash/pack facility and office building, install a greenhouse and high tunnel, invest in perennial plantings, and redevelop our original four acres to an educational/demonstration farm. Sustainability is a primary goal of this project and will allow expanded service to our food-insecure neighbors. We are requesting infrastructure funding as a one-time request, rather than on-going operational funding. Investment in the expanded blueprint of the farm will allow for strategic expansion and continuation for at least another 20 years of a proven business, service and organizational model.



SOLA GRATIA FARM

A MINISTRY OF ST. MATTHEW LUTHERAN CHURCH

Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption

Requested Amount: \$750,000

Project timeline: 1/2023 - 12/2024



Item h.

Community hunger assistance. . . *may we share our gifts with the hungry.*

- 20-30% of harvest is donated annually, >15,000 lbs/yr
- Foodbank, soup kitchens, free markets
- Up to 20% of farmers market sales are via LINK



Sustainable farming practices. . . *may we be good stewards of the earth.*

- Committed to organic growing practices
- Healthy soil, water and food
- Enhanced wildlife and pollinator habitat

Community building. . . *may we build a community of cooperation and care.*

- CSA program serving over 200 families
- Robust volunteer program
- Monthly public events
- Urbana Farm to School- district-wide K-12
- Solidarity Gardens- “gardening for good” initiative



Farm expansion and transition

Item h.

- Designed specific to sustainable production and outreach/ education goals
- Production will be focused on new acreage
- Existing 4 acres will transition to education/ demonstration farm



Expansion features:

Item h.

- >20 acres in annual and perennial vegetables, fruits, nuts, honey
- 7 acres wooded for wildlife
- Building for equipment storage, wash/pack and offices (*ARPA request)
- High tunnels
- Renewable energy



Alignment with ARPA goals



- **Increase availability and affordability of food**
 - sustainable sales and food donations (>15,000 lbs/yr)
 - expanded and diversified offerings
- **Invest in infrastructure to increase community health, safety and future resilience**
 - long-term financial sustainability
 - long-lasting relationships with 25+ partners
 - enduring ecological sustainability
- **Increase job training and placement opportunities**
 - employ 15-20 people, more soon
 - serve as a job training/work site for at-risk youth
 - develop skills in food production, processing, sales, marketing, community service and education
- **Improve accessibility of public recreation space and youth programming**
 - Allows expansion of educational programming: targeted demonstration, skills training, onsite outreach/education and events
 - engages 500-700 people yearly, more soon

A. Organization Information

Case Id: 30284

Name: Sola Gratia Farm - 2022

Address: 2200 Philo Rd.

Completed by solagratiacsa@gmail.com on 9/18/2022 9:06 PM

A. Organization Information

Please provide the following information.

A.1. Organization Name

Sola Gratia Farm



A.2. Organization Type

501(c) Non-Profit Organization



A.3. Applicant Name/Point of Contact

First Name

Traci

Last Name

Barkley

A.4. Mailing Address

2200 Philo Rd. Urbana, IL 61802

A.5. Phone Number

(217) 367-1189

A.6. Email Address

solagratiadirector@gmail.com

B. Project Details

Case Id: 30284
Name: Sola Gratia Farm - 2022
Address: 2200 Philo Rd.

Completed by solagratiacsa@gmail.com on 11/15/2022 9:53 PM

B. Project Details

Please provide the following information.

B.1. Project Name

Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption

B.2. Requested Funding Amount

\$750,000.00

B.3. Project Start Date

01/01/2023

B.4. Project Completion Date

12/30/2024

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

In order to continue to serve and respond to our community's fresh food needs and participate effectively and efficiently in innovative community partnerships, Sola Gratia Farm needs to invest in the next iteration of our community farm. All 15 acres we farm are leased, with five acres at Mumford/Philo recently sold to the City of Urbana and another 6 acres at Colorado/Philo to be developed shortly. We have secured funds and contracted to purchase 29 acres of adjacent land and began development in late-2022. Investment in this farm expansion will allow the farm to be sustainable for at least another 20 years and will address the following goals of Urbana's ARPA Concept Plan: Increase availability and affordability of food: Will support sustained sales (CSA, retail and wholesale) and food donations (>15,000 lbs/yr). Will expand offerings with investment in additional crops including perennial fruits and nuts, increasing revenue stream, diversifying offerings and addressing food insecurity;

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Invest in infrastructure to increase community health, safety and future resilience: Will secure long-term financial sustainability, support lasting relationships with 25+ partners (donation, resource/skill-sharing, and educational), and support long-term ecological sustainability as proper investments allow us to mitigate and improve climate change resiliency.

Increase job training and placement opportunities: We employ 15-20 people and serve as a job training/work site for at-risk youth from Cunningham Children's Home, the Youth Employment Service (YES) program, HACC YouthBuild and DREAM, developing skills in food production, processing, sales, marketing, community service and education.

Improve accessibility of public recreation space and youth programming: Allows expansion of educational programming including targeted demonstration, skills training and development, and onsite outreach/education and events. Our outreach/educational work engages 500-700 people yearly.

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. “Community Violence Interventions - 1.11”)

Household Assistance: Food Programs- 2.1

B.8. How does this project address needs that are not already met by existing local services?

According to Feeding America's Map the Meal Gap project, Champaign Co. suffers from a 13.3% overall food insecurity rate and a 15.4% food insecurity rate for children, a 32% increase since 2018. SGF is an established urban vegetable farm with a mission of feeding our community, particularly those with limited incomes. Limited resources to address food insecurity exist in our community, especially concerning healthy fresh foods. We know vegetables are an important part of a healthy diet but those with limited food dollars generally do not spend them on perishable products that require preparation, may not seem filling, are often difficult to obtain and are relatively expensive. The COVID crisis highlighted that limitations such as lack of transportation and reasonable access to fresh produce are significant barriers. Expansion of SGF will support increased access for fresh, healthy food and transferring sustainable food production skills, building on our current programs, including:

Weekly donations of fresh vegetables to local foodbank and soup kitchens;

Weekly free market near Steer Place;

Distribution of produce from a twice weekly Mobile Market alongside health care by Carle Hospital;

Monthly events and educational programming including frequent farm tours and onsite activities to community, service, and school groups;

Donation of thousands of vegetable starts to area school and community gardens;

Workshops to share food production skills;

Solidarity Gardens initiative leveraging the efforts of volunteer gardeners to produce food for those in need and direct produce through our partnerships with local food banks, advocacy groups and neighborhoods;

District-wide Farm-to-School Program in partnership with CUPHD and USD116 as every school qualifies for free lunches with 65% of students low-income

C. Project Information

Case Id: 30284

Name: Sola Gratia Farm - 2022

Address: 2200 Philo Rd.

*Completed by solagratiacsa@gmail.com on 11/16/2022 11:06 AM***C. Project Information**

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

1. Increase availability and affordability of food AND 2. Invest in infrastructure to increase community health, safety and future resilience

Donated over 125,000 lbs of fresh produce through regular outlets serving diverse people in need

With CUPHD, we operate a Little Free Market Jun-Oct located adjacent to Steer Place and a high traffic bus stop. Over 10,000 lbs of produce distributed to date. With YouthBuild, we installed and maintain a Little Free Pantry to serve patrons and facilitate contributions by well-resourced neighbors

Support Carle/CU City Farms' Mobile Market, a twice-weekly market sited alongside health clinics to distribute fresh vegetables as well as staple dry goods, diapers, and baby food in our most food-insecure neighborhoods. Over 10,000 lbs of fresh produce distributed to date

Co-launched Solidarity Gardens to reduce food insecurity by leveraging the efforts of volunteer gardeners to produce food that is made available to those in need through our partners

Implementing best practices for equity and inclusion in our CSA, including accepting LINK for payment, partnering with Head Start preschool and offering free delivery

3. Increase job training and placement opportunities

SGF has trained over 100 employees over 11 years, providing experience and job training for a growing career path in sustainable agriculture with skills developed in food production, processing, sales, marketing, community service and education. Partnership with Cunningham Children's Home, YES, HACC YouthBuild and DREAM have opened vocational doors for disadvantaged youth

4. Improve accessibility of public recreation space and youth programming

Frequent farm tours to community, service, and school groups

Annual day camp with Champaign Pk Dist. and the Champaign Co Farm Bureau

Co-launched district-wide Farm-to-School Program w/ CUPHD and USD116 to provide students with access to healthy, locally grown food and the resources they need to support lifelong healthy habits

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

SGF excels in producing good healthful food using sustainable methods and in developing strategic partnerships with allies in our community including and representing those in need to not only distribute food, but also food production and food preparation knowledge. We work closely with our local foodbank, two soup kitchens, food pantries, our local health department, township office, hospital and peer organizations to ensure our crop plan and post-harvest practices provide good and useful food. We target and locate our programming to serve low-income neighborhoods as much as possible. To date, we have donated over 125,000 pounds of fresh produce into our community. We

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1 of 5

donate transplants, produce and share production knowledge with several local community gardens as well as nine USD schools. We transfer skills and share equipment, materials, seeds, and advice with other growers and actively partner with The Land Connection and Illinois Stewardship Alliance on food and farm policy initiatives. We established a Farm to School Program with relevant stakeholders in Urbana as well as Solidarity Gardens, a community gardening and local food systems initiative addressing food justice and access needs.

The COVID crisis taught us how important our partnerships with other agencies, organizations, and local governments are to meeting the needs of our low-income/limited access neighbors. Each of our partnerships have been undergoing the slow and deliberate process of building, refining, studying, adapting and investment. Many of the obstacles to good health and wellness for our low-income and limited-access residents have been studied by our team, informing expansion and refinement of our services. As the needs of our community members change with respect to food security and improvement of healthy eating choices and behaviors, we have responded and know, now more than ever, that our community farm is needed.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

Sola Gratia Farm has received the following funding from local Champaign County governments:

2022: \$12,800 from Cunningham Township Supervisor's Office for administration of Solidarity Gardens program; recruitment, training and coordination of garden leaders and volunteers at SG gardens; technical advice and access to plants, seeds and supplies to SG affiliates and volunteers; maintain produce donations and distributions; and participate in SG planning and management.

2022: We leased five acres at the corner of Mumford and Philo from the City of Urbana for \$1/year when the rent in previous years was \$2000/year.

2021: \$6,500 from Consolidated Social Service Fund via City of Urbana for support of our community food-insecurity programs and partnerships including: Little Free Market near Steer Place with CUPHD; community garden and educational event support with Cunningham Township; community garden support with First Followers and Habitat for Humanity; and development of fresh foods market at Carle Hospital's Mobile Health Clinics.

2021: \$6,100 from Consolidated Social Service Fund via City of Urbana for support of our community food-insecurity programs, see above.

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

We have hired Farnsworth Group to provide architectural and engineering design services for our expansion project. We interviewed a number of firms and chose Farnsworth for the following reasons: 1) multi-discipline and full-service team; 2) passion for our mission and sustainability; and 3) wealth of experience on projects similar in scope to ours.

Additionally, because Sola Gratia Farm is a not-for-profit farm with a strong seasonal component as well as food quality and safety requirements, consideration and control of costs, time and quality are critical. Farnsworth is committed to these controls and has outlined a project timeline that includes cost, time and quality controls from the outset of the project. Cost estimates are based on published construction cost data for similar projects, combined with Farnsworth architects' and engineers' own experience and records. Project cost management includes identification of options relative to our project parameters and innovative solutions.

We recently completed the Concept Design Phase with Farnsworth and will use developed cost opinions to inform potential phasing of our project as we meet fundraising campaign milestones.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

Sola Gratia Farm is requesting support from the ARPA Program to cover approximately 30% of project infrastructure expenses.

We have launched our first-ever fundraising campaign to allow a timely and complete investment in the land purchase, building construction, a water well, solar and geothermal energy systems, sustainable production practices, outreach and educational programming investments, consulting partners and our staff. We feel confident that our fundraising will be successful in covering approximately 50% of the total project cost due to our good standing and high visibility in the community and proven investment and commitment, both environmentally and socially. To date, we have secured \$329,800 in pledged or received donations as well as a \$300,000 low-interest loan. We hope to attract grant funding for the remaining project costs and to date have secured \$325,000 in grant support and have another \$250,000 in pending grant requests.

Funds secured to date are sufficient to purchase the land, install a well, prepare the site for access, parking, and utilities and construction of a storage building for our farm equipment and supplies. These investments allow us to start production on the new land in 2023. Securing the remainder of the project funds will allow for us to complete construction and furnishing of a new wash/pack facility and office building, install a greenhouse and high tunnel, start investments in perennials plantings, redevelopment of our original four acres to an educational/demonstration farm and finishing details such as signage and landscaping.

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

Sustainability is a primary goal of this project and will allow expanded and sustained service to our food-insecure neighbors. We are requesting infrastructure funding as a one-time request, rather than on-going operational funding. As a public, not-for-profit, mission-based farm, SGF aims to be a model farm where goals for production efficiency, environmentally sustainable practices and the social mission are held in balance, while adhering to an economically sustainable budget. In order to sustain in the long term with our sales, our mission to donate food into the community, employment, our outreach and educational work, and our relationships with our 25+ partners as well as other commitments we have made to donors, grantors, partners and our community, we need to be able to produce a consistent supply of high-quality fresh produce and maintain financial and ecological sustainability. Investment in the expanded blueprint of the farm with ARPA funds as well as other grant and donation support will allow for strategic expansion and continuation for at least another 20 years of a proven business and organizational model.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

SGF is a production farm that partners strategically with different community sectors working to address community health and food security. Partnership allows for more high-quality, fresh and healthy produce to be grown and distributed efficiently to our target neighbors in need. Presence and engagement with the community recipients and growers informs types and volumes of produce grown and makes sure we are meeting individual and community needs. These are farm-to-community unit (public health districts, township governments, service organizations, farmer's market managers and healthcare providers) partnerships that are stable and sustainable.

It is difficult to quantify our reach though we know we have high visibility and productive interactions due to: our urban location with high pedestrian, bicycle and vehicular traffic with frequent visitors; strong presence at two well-attended farmer's markets; high profile partnerships with St. Matthew Lutheran Church, Faith in Place, Eastern Illinois Foodbank, CUPHD, Carle Hospital, The Land Connection and Illinois Stewardship Alliance, etc; funding support from

USDA, IL Dept. of Ag, IL Charitable Trust Fund, Lumpkin Family Foundation, Community Foundation of East Central Illinois, Cunningham Township, etc; over 200 CSA members with regular newsletter coverage of farm operations and mission impacts; 15-20 staff members; over 100 diverse volunteers; regular happy hours with farming peers in Central IL; considerable media coverage; active social media accounts and regular professional presentations at farming and community development conferences. We will partner with researchers from UIUC as well as with UIUC Extension to provide access for research and communicate findings through signage, field days, presentations and publications. Savanna Institute is providing no-cost consultation on installation and management of perennial croppings and plans to use our farm for demonstration and education purposes as we develop.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

We were founded with our mission in 2012 and never dared to dream we would be able to impact our community as much as we have in the last decade. After ten years of operation, we have learned a lot about where our strengths and inefficiencies lie and where future investments are needed. We have been limited to 4-15 acres of leased growing space, a tight budget that needs to cover all expenses plus donation of at least 10% (though 30% on average) of our products and we have many variables we cannot control including pests, disease, climate and the market. We are continually assessing how best to achieve our mission, keep expenses down, attract and retain excellent staff and volunteers, sell and donate high quality food and participate in respectful community relationships. To date, we have donated over 125,000 pounds of high quality produce into the community, invested in year-round infrastructure including 3 greenhouses and our wash/pack facility, deepened and diversified our commitment to organic and regenerative practices, expanded our staff from 1 person to nearly 20, trained and retained scores of volunteers, more than doubled our CSA program and retail and wholesale outlets and launched smart and strategic outreach programs with diverse and effective partnerships.

Sola Gratia Farm is uniquely poised to invest and expand into our next iteration at this time. Our Board of Directors is mature and represents sectors including small business, academia, religious clergy, law, education, and non-profit. We also have excellent and mature leadership and staff with our Director, Farm Manager and Outreach/Education Coordinator having been with the farm for 9, 5 and 2 years respectively. We have successfully managed both small and large grants each year of our existence and have established long-term support from several private, state and federal funders. Currently, we are contracting with Farnsworth Group for architectural and engineering design of our project.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

Goal: Increase availability and affordability of food

Outcomes: Expanded access to and demand for fresh and healthy produce in underserved LI/LA populations; Addition of new products to our sale and donation offerings; Increased perennial crop production and profitability; Diversified markets for produce including CSA, retail, wholesale, and institutional

Goal: Invest in infrastructure to increase community health, safety and future resilience

Outcomes: Diverse portfolio of income including a balance of sales, grants, fundraising and donations; Financial investments result in increased sales, programming and/or infrastructure and equipment improvement; Income greater than expenses and allows for continued donation of produce between 20-30% of production; Increased coordination and support of partnership efforts; Improved soil health, demonstrated by testing results; Water conservation and absorption; Diverse, healthier crops, demonstrated by increased productivity; Improved wildlife habitat and increase in beneficial wildlife species present; Carbon capture and sequestration, a necessary outcome of improved soil and crop health

Goal: Increase job training and placement opportunities

Attachment A - Section 2.2

Item h.

Outcomes: Fair competitive wages for staff; Transferred skills in food production, processing, sales, marketing, community service and education, especially to disadvantaged youth

Goal: Improve accessibility of public recreation space and youth programming

Outcomes: Expanded access to and development of sustainable food production, nutritional and food preparation skills; Engaged and educated neighbors, future growers, community partners, school groups, service organizations, etc; Community spaces including an accessible walk-in cooler, a teaching kitchen, an open room for gatherings and unpacking/repacking for food distributions and additional gardening space; Spur additional congregations, schools and service organizations to consider small-scale farming as an option to alleviate hunger

C.10. Please describe any other COVID relief funding that your organization has received.

Sola Gratia Farm received the following COVID relief funding:

2020/2021: \$5,350 from Faith in Place to help support distribution of fresh food to low-income/limited access neighbors in need.

2020/2021: \$16,168 from USDA's Coronavirus Food Assistance Program to supplement reduced and lost income from sales and production disruptions due to COVID affecting worker health and availability, sales at farmers' markets, etc.

2021/2022: \$20,000 from USDA's Pandemic Response and Safety Grant to cover expenses related to measures implemented for protecting workers and customers against COVID.

D. Project Budget

Case Id: 30284
Name: Sola Gratia Farm - 2022
Address: 2200 Philo Rd.

Completed by solagratiacsa@gmail.com on 11/15/2022 5:04 PM

D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Construction Costs	\$750,000.00
	\$750,000.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	0
2023	450000
2024	300000
2025	0
2026	0

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

Yes

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

E. Optional Attachments

Case Id: 30284

Name: Sola Gratia Farm - 2022

Address: 2200 Philo Rd.

Completed by solagratiacsa@gmail.com on 11/15/2022 7:05 PM

E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation



Additional Documentation

A_Sola Gratia Farms - AE Services - 0220728 (6).pdf

ARPA budget_2023-2025 - Sheet1 (1).pdf

Attachment A - Section 2.2

Item h.

Submit

Case Id: 30284

Name: Sola Gratia Farm - 2022

Address: 2200 Philo Rd.

Completed by solagratiacsa@gmail.com on 11/16/2022 11:06 AM

Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

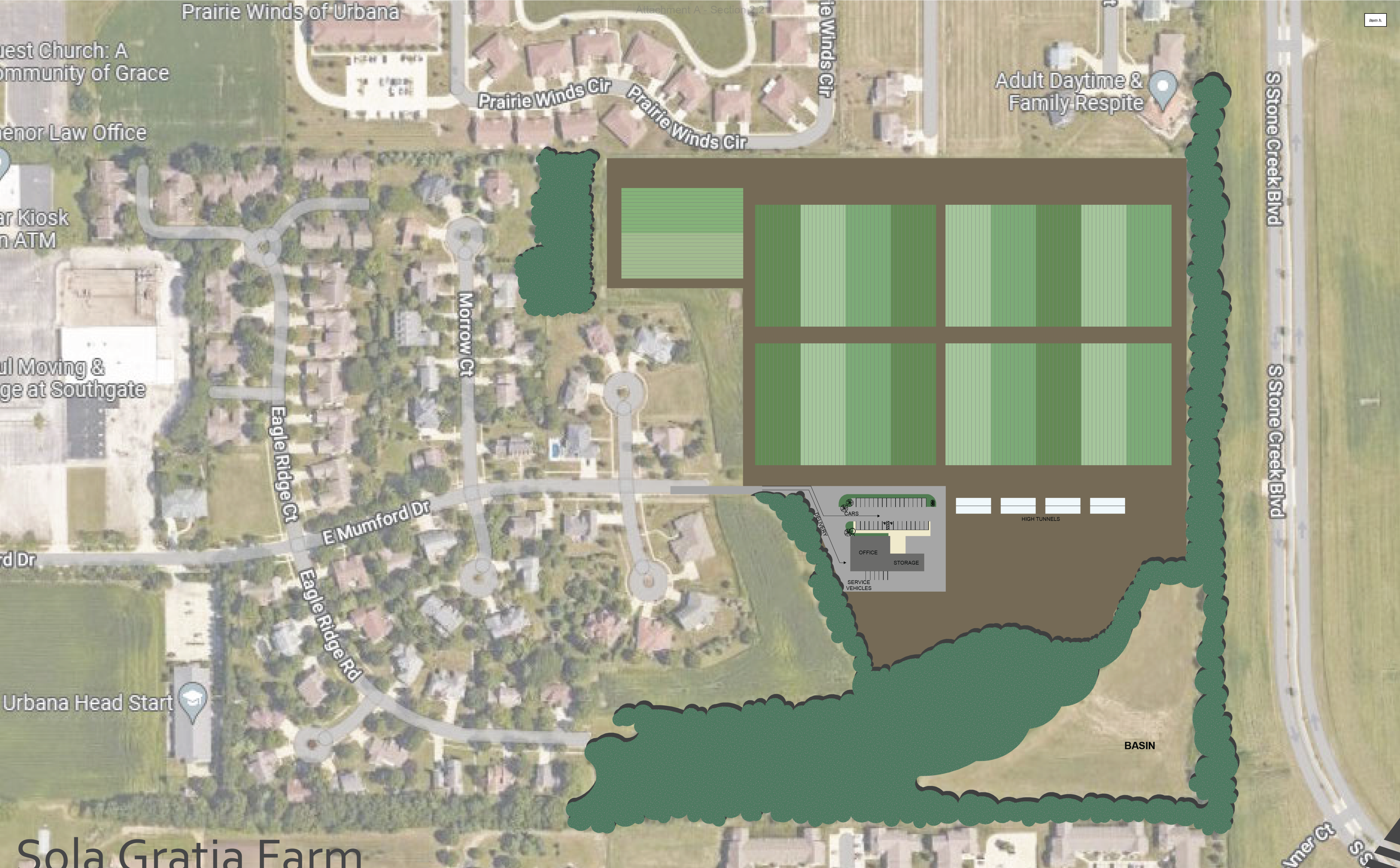
Signature

Traci L. Barkley

Electronically signed by solagratiacs@gmail.com on 9/18/2022 9:15 PM

Today's Date

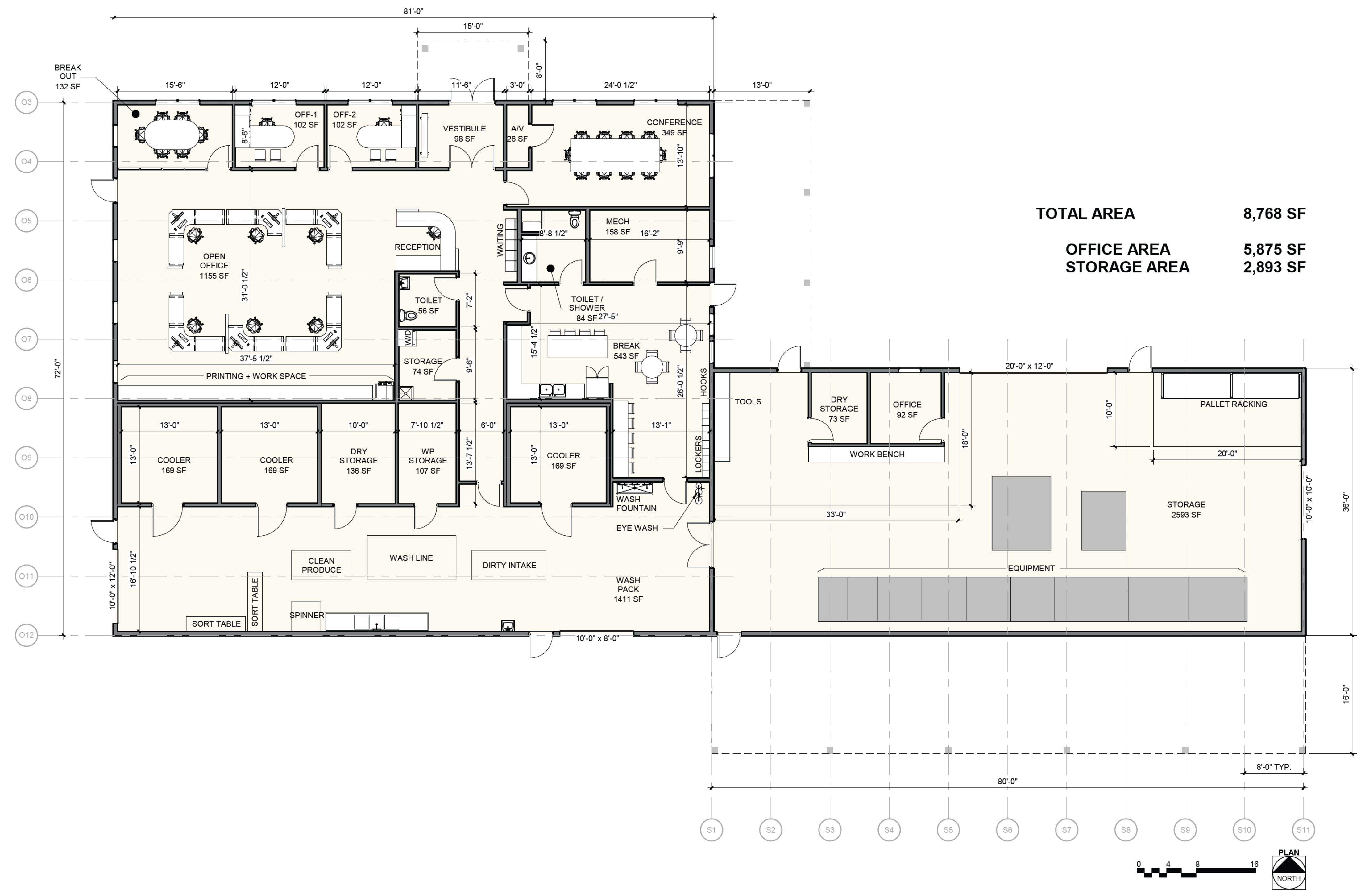
11/16/2022



Sola Gratia Farm

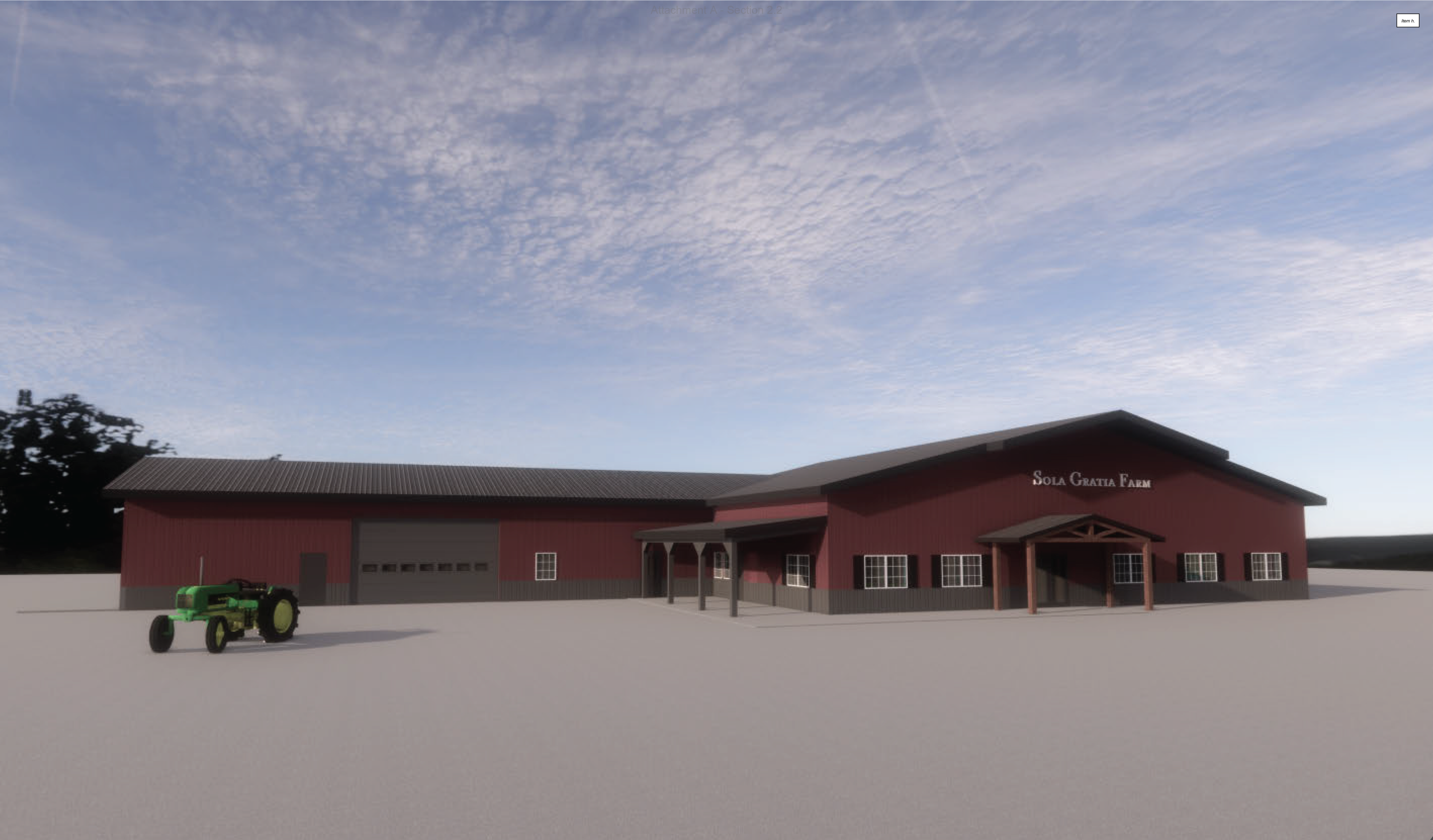
Design Option 2A - Site Plan

| 11/1/2022



Sola Gratia Farm

Design Option 2A - Floor Plan
 | 11/1/2022



Sola Gratia Farm
 Design Option 2A - Rendering Option 2A.3
 | 11/1/2022

Attachment A - Section 2.2

Item h.

City of Urbana ARPA funding: Project Budget Table, Sola Gratia Farm						
Expense Category	Total Project Budget for this line item	Amount Requested from ARPA	Budget Narrative	2023	2024	Total
Personnel:						
Traci Barkley, Director	\$26,800	\$0	20% of annual salary of \$67,000 x 2 years	\$0	\$0	\$0
John Williams, Farm Manager	\$19,200	\$0	20% of annual salary of \$48,000 x 2 years	\$0	\$0	\$0
Fiona Munro, Outreach/Education Coordinator	\$14,000	\$0	20% of annual salary of \$35,000 x 2 years	\$0	\$0	\$0
Personnel Subtotal	\$60,000	\$0		\$0	\$0	\$0
Fringe:						
Traci Barkley, Director	\$6,700	\$0	25% of payroll	\$0	\$0	\$0
John Williams, Farm Manager	\$4,800	\$0	25% of payroll	\$0	\$0	\$0
Fiona Munro, Outreach/Education Coordinator	\$3,500	\$0	25% of payroll	\$0	\$0	\$0
Fringe Subtotal	\$15,000	\$0		\$0	\$0	\$0
Supplies and materials:						
Fencing	\$6,000	\$0		\$0	\$0	\$0
Land preparation (cover crops, amendments, etc)	\$11,000	\$0		\$0	\$0	\$0
Perennial canes, shrubs, trees, herbs	\$6,000	\$0		\$0	\$0	\$0
Trellising and plant supports	\$8,000	\$0		\$0	\$0	\$0
Supplies and materials Subtotal	\$31,000	\$0		\$0	\$0	\$0
Contractual Services:						
Architectural/Engineering Firm, Farnsworth Group	\$105,000	\$0		\$0	\$0	\$0
Sign design and fabrication	\$6,000	\$0		\$0	\$0	\$0
Agroforestry Consultants, Savanna Institute	\$7,000	\$0		\$0	\$0	\$0
Small farm design consultant	\$3,000	\$0		\$0	\$0	\$0
Tree trimming and removal	\$150,000	\$0		\$0	\$0	\$0
Contractual Services Subtotal	\$271,000	\$0		\$0	\$0	\$0
Capital Expenditures:						
Land purchase	\$375,000	\$0		\$0	\$0	\$0
Well and pump installation	\$30,000	\$0		\$0	\$0	\$0
Building construction	\$1,750,000	\$600,000		\$300,000	\$300,000	\$600,000
Site preparation costs	\$385,000	\$150,000		\$150,000	\$0	\$150,000
Capital Expenditures Subtotal	\$2,155,000	\$750,000		\$450,000	\$300,000	\$750,000
Project Total	\$2,532,000	\$750,000		\$450,000	\$300,000	\$750,000

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUBRECIPIENT AGREEMENT
(SOLA GRATIA FARM)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana elected to allocate \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the US Treasury’s *Final Rule* for the purposes of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects; and

WHEREAS, each subrecipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption* by Sola Gratia Farm was allocated \$150,000 as part of the ARPA Concept Plan Project List.

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

Section 1. That an Agreement providing \$150,000 in ARPA SLFRF funds, for the purpose of *Community Farm Expansion for Enhanced Sustainable Fresh Food Production, Engagement and Consumption*, performed by Sola Gratia Farm, in substantially the form of the copy 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 said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

**SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF URBANA AND THE WELL EXPERIENCE
FOR WELL FAMILY CARE PROGRAM**

This Subrecipient Agreement (“Agreement”) is entered as of [DATE], by and between The Well Experience, with an address of P.O. Box 51, Urbana, IL 61802, and the City of Urbana, Illinois (“City”), with an address of 400 S. Vine Street, Urbana, IL 61801, collectively “the Parties.”

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, The Well Experience is a 501(c)3 Non-Profit Organization providing mental health care and direct assistance to marginalized members of the Urbana community; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in continuing and increasing the services of the Well Family Care program.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this Agreement to provide the foundation and structure for Well Family Care Program costs through the following understanding:
 - a. **Well Family Care Program:** Through the Well Family Care Program, families are provided holistic support that considers their family's physical and mental health, including crisis management services, wraparound support, after-school and summer programs for youth, financial assistance, career development, and life skills. ARPA funding will allow for the continuation and scaling up of these services.
 - b. **Project Scope:** The Well Experience shall perform the Scope of Services as defined in Attachment A.
 - c. **Funding:** The City will transfer ARPA Funds to The Well Experience in an amount up to \$160,000 in support of this Scope of Services beginning in City fiscal year 2023, according to the projected budget in Attachment A. The transfer of funds shall be made in the form of quarterly reimbursements, unless otherwise noted. In order for funds to be released, The Well Experience must submit a Risk Assessment Form as provided by the City alongside this signed contract. Each release of funds must be preceded by The Well Experience’s submission of a quarterly Reporting Form, along with any required documentation, as provided by the City. The Risk Assessment Form and Reporting Form shall be made available by the City to The Well Experience in a fillable format.

2. Roles and Responsibilities of The Well Experience.

- a. The Well Experience agrees to cooperate with meetings conducted by Urbana City Council members and/or City staff, as requested, to review programs in progress.
- b. The Well Experience shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- c. The Well Experience shall be required to repay the City in the amount of ARPA Funds that are not spent in accordance with the regulations and requirements specified in Federal regulations and this Agreement.
- d. The Well Experience shall submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include, but is not limited to: quarterly updates on program details, program timeline and status, program impact, and expenditure information and status. Additional reporting that may be required as applicable to Well Family Care Program may also include: ARPA Funds spent and obligated (along with documentation of expenses), project status, number of individuals and households served, and Impacted or Disproportionately Impacted Populations (as defined by the Coronavirus State and Local Fiscal Recovery Funds Final Rule) served by the project. Reporting requirements will be specified by the City.
- e. The Well Experience shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of The Well Experience and will make such reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement and the Federal regulations and requirements for the expenditure of ARPA Funds. All reports and records related to the project must be maintained for the required period of time, according to applicable Federal and State laws, rules, or regulations (typically 5 years). If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the required period, whichever is later.
- f. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, 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, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. The Well Experience understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of ARPA Funds.
- g. The Well Experience shall comply with all applicable Federal, State or local statutes, ordinances, and regulations.

- h. The Well Experience shall not use any of these ARPA Funds for lobbying purposes. ARPA Funds shall not be used to influence an officer or employee of any agency, including the City, in connection with any Federal, State, or local contract, grant, loan, or cooperative agreement. If it is determined by the City that any expenditure made with the ARPA Funds provided under this Agreement is prohibited by law, The Well Experience shall reimburse the City any amount that is determined to have been spent in violation of the law.
- i. The Well Experience shall enforce all applicable terms and requirements of this Agreement with any subgrantees or partners of this program and is liable for all subgrantee and partner activity related to this the expenditure of ARPA Funds and this Agreement.
- j. The Well Experience shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

3. Well Family Care Program.

- a. Services: The Well Experience shall undertake activities toward Well Family Care Program under the following requirements:
 - i. The Well Experience shall undertake costs in accordance with the proposed budget and details provided in Attachment A.
 - ii. Well Family Care Program shall start on project start date provided in Attachment A.
 - iii. Well Family Care Program shall comply with all additional terms and conditions provided in Attachment A.
 - iv. The Well Experience shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.
- b. Governance: The Well Family Care Program activities shall be overseen by the Executive Director *and include the following responsibilities*:
 - i. Duly adopt or pass as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and direct and designate the authorized representative of The Well Experience to act in connection with this Agreement and to provide such additional information as may be required.
 - ii. Review reports and program adherence.
 - iii. Review significant changes in programs and discuss with the City prior to request for approval and implementation.

4. Roles and Responsibilities of the City.

- a. The City shall provide ARPA Funds to The Well Experience in the amount up to \$160,000, in the form of quarterly reimbursements, available beginning in 2023. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.

- b. The City shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.
- c. The City is not responsible in any way for the operations of The Well Experience.

5. Primary Contacts.

- a. The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA reports and regulations. The RPC shall also serve as the City’s primary contact with The Well Experience unless the City directs otherwise in a writing.

Name: J.D. McClanahan
Title: Planner II, Champaign County Regional Planning Commission
Telephone: 217-328-3313, ext. 196
Email: jmccclanahan@ccrpc.org

- b. The following individual shall serve as the Subrecipient’s primary contact with the City unless that individual directs otherwise in writing:

Name: Stephanie Cockrell
Title: Executive Director
Telephone: 217-530-0147
Email: scockrell@thewellexperience.org

- 6. **Term.** This Agreement shall commence upon its execution between the Parties and shall remain in effect until December 31, 2026. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, The Well Experience shall maintain all records and documents related to this Agreement for such period as may be required by ARPA rules and regulations and any other applicable Federal or State law (typically 5 years).
- 7. **Timeliness.** Time is essential to the performance of this project. Funds not spent during the anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture.

Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25 percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and The Well Experience. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion of the terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

- 8. **Termination.** The Agreement may be terminated by either Party upon a 30-day notice in writing to the other Party. Upon termination, The Well Experience shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if The Well Experience does not spend the ARPA Funds in accordance with the

Federal regulations and requirements concerning ARPA Funds, as well as the requirements specified in this Agreement, The Well Experience shall be required to repay the City in the amount of ARPA Funds that were utilized incorrectly. The requirement to repay misused funds shall remain in effect for the entire original term, even after the early termination by either Party.

- 9. **Amendments.** This Agreement may be amended only by an Agreement of the Parties executed in the same manner in which this Agreement is executed.
- 10. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this Agreement. The performance and obligations of either Party will not violate or infringe upon the rights of any third-party or violate any other Agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
- 11. **Indemnity.** The Well Experience agrees to indemnify and hold harmless the City, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the negligence of or breach of this Agreement by The Well Experience, its respective successors and assigns that occurs in connection with this Agreement. This includes, but is not limited to:
 - a. The loss of any monies paid to The Well Experience.
 - b. Fraud, defalcation, or dishonesty on the part of any person representing, employed by, contracted, or subtracted by The Well Experience.
 - c. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence, or default on the part of The Well Experience or any of its contractors, subcontractors, suppliers, and laborers etc. in the execution or performance of this Agreement.

This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either Party. In the event that any actions, suit, or proceeding is brought against the City upon any liability arising out of the Agreement, or any other matter indemnified against, the City at once shall give notice in writing thereof to The Well Experience by registered or certified mail. Upon receipt of such notice, The Well Experience, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the City.

- 12. **Limitation of Liability.** Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery that are not related to or the direct result of a Party's negligence or breach.
- 13. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions shall continue in full force and effect as valid and enforceable.
- 14. **Waiver.** The failure by either Party to exercise any right, power, or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or further exercise of that right, power, or privilege or the exercise of any other right, power, or privilege.
- 15. **Conflicts.** In the event of an unresolvable dispute, both Parties agree to participate in a mediation process and to split equally any costs associated with such. Any outcomes of

mediation shall be in writing and binding on the Parties.

- 16. **Assignment:** The Well Experience shall not assign this Agreement, nor any part thereof, without the prior written approval of the City.
- 17. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. The Parties each represent that they have the authority to enter into this Agreement.
- 18. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire Agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

THE CITY OF URBANA

The Well Experience

Diane Wolfe Marlin, Mayor

Stephanie Cockrell, Executive Director

City Clerk

Attest

Attachment A
Scope of Services

Section 1. Summary

Project Summary

Through the Well Family Care Program, families are provided holistic support that considers their family's physical and mental health. ARPA funding will allow The Well Experience (TWE) to:

- Increase mental health support by hiring additional mental health professionals to increase crisis management services and wraparound support for families.
- Enhance crisis management supports and services, to allow The Well Experience to enhance services and support to those in a crisis that impact the well-being of youth and families.
- Enhance the quality of programming provided in the after-school and summer program to ensure the safety and well-being of youth in the community.
- Increase the number of families receiving financial assistance to prevent homelessness, support utilities, provide transportation assistance, assist with food insecurities, and provide assistance with household needs.
- Continue providing career development, financial literacy, and workforce readiness to families to help in building sustainability.
- Enhance support for young mothers through the Moms Grow program, where mothers receive support with and for young children while learning skills to build a better life. This program includes home visiting support, transportation assistance for doctor's appointments, assistance with food, diapers, and other support as it relates to increasing the health of the mother and child.
- Improve the infrastructure to allow TWE to best serve clients in the community.

Key Objectives and Measurable Outcomes

- Number of youth and families served
 - Demographics of youth and families served
- Survey response on client experience
- Evaluation and outcome documentation of clients
- Number of programs/activities hosted
 - Attendance at these programs

Project Start Date: 4/1/23

Project Completion Date: 6/30/2024

ARPA Funding

\$160,000

Changes from submitted application, and project specific conditions, if any.

The award provided is approximately 64% of the amount requested in the application. This difference will be accounted for by adjusting the dollar amount that will be used for the program to

**Attachment A
Scope of Services**

provide sufficient support and continue with the program plan. The organization will decrease the cost in multiple categories and supplement that project with funding from other grants. New category totals are as follows: Personnel: \$50K, Rent: \$10K, Direct Assistance: \$55K, Administrative Costs: \$20K, Construction Costs: \$15K, Professional Services: \$10K.

The recipient has requested that funds be provided in an alternate structure to quarterly reimbursements, for the following reason –

Reimbursements are not feasible for the organization. The Well Experience is working to develop fundraising that will allow for a greater amount of funds on-hand. Without upfront payments, it will be challenging to meet the monthly goals of the project at this time. The organization has the capacity to provide the services outlined in the project and has provided these services with support from other funding sources.

These funds may be provided as a quarterly advance. Contingent upon the recipient meeting the following criteria, these advance payments will be made according to the schedule outlined in the Project Budget and Anticipated Timeline table. Recipient must –

- Demonstrate the capacity to provide the project being funded (including project staffing secured, quotes secured for goods and services, or other documentation as specified by the City of Urbana),
- Have submitted all relevant reporting information to date, and
- Demonstrate that it has spent no less than 75% of the ARPA funds it has received thus far.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement
2023 Q2 (April, May, June)	\$100,000 – Personnel, direct assistance for families in need and Moms Grow Program, facilities	\$16,000 – Personnel, direct assistance for families in need and Moms Grow Program, facilities costs,	\$16,000	Upfront	\$16,000

**Attachment A
Scope of Services**

Item i.

	costs, supplies, construction costs,	supplies, construction costs,			
2023 Q3	\$100,000 – Personnel, direct assistance for families in need and Moms Grow Program, facilities costs, supplies, construction costs,	\$36,000 – Personnel, direct assistance for families in need and Moms Grow Program, facilities costs, supplies, construction costs,	\$36,000	Upfront	\$52000
2023 Q4	\$100,000 – Personnel, direct assistance for families in need and Moms Grow Program, facilities costs, supplies, construction costs,	\$36,000 – Personnel, direct assistance for families in need and Moms Grow Program, facilities costs, supplies, construction costs,	\$36,000	Upfront	\$88000
2024 Q1	\$100,000 – Personnel, direct assistance	\$36,000 – Personnel, direct assistance for	\$36,000	Upfront	\$124000

Attachment A
Scope of Services

	for families in need and Moms Grow Program, facilities costs, supplies, construction costs,	families in need and Moms Grow Program, facilities costs, supplies, construction costs,			
2024 Q2	\$100,000 – Personnel, direct assistance for families in need and Moms Grow Program, facilities costs, supplies, construction costs,	\$36,000 – Personnel, direct assistance for families in need and Moms Grow Program, facilities costs, supplies, construction costs,	\$36,000	Upfront	\$160,000
2024 Q3					
2024 Q4					
2025 Q1					
2025 Q2					
2025 Q3					
2025 Q4					
2026 Q1					
2026 Q2					
2026 Q3					

Attachment A
Scope of Services

Item i.

2026 Q4					
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Section 2. Additional Project Information

1. Executive Summary, attached hereto
2. Submitted Application, attached hereto
3. City Council Presentation, 12/14/22 #24 [[Link](#)] and slides, attached hereto

EXECUTIVE SUMMARY**Applicant: The Well Experience****Proposed Project: Well Family Care Program**

In the four years The Well Experience (TWE) has been serving Urbana-Champaign communities, it has quickly become a vital support for families seeking healing and hope. TWE is 501(c)(3) community organization that provides services that heal, engage, restore and empower historically disadvantaged, marginalized, and oppressed populations in our communities, with focused support for women and children.

TWE has developed strong relationships and reputation with families in Urbana-Champaign and Rantoul communities. TWE focuses on helping, supporting, and challenging individuals of all ages to become their best selves by providing the resources, education, support, and services needed to promote sustainability, increase opportunities, and build resilience. TWE staff have been working with families who are considered to be in poverty according to the Federal Poverty Guidelines updated in 2022.

Through community partnerships and previous ARPA funding, TWE has provided services through the Well Family Care Program for the past three years. With families in Urbana already looking to TWE for support in a variety of areas, funding from the City of Urbana will allow the organization to continue and increase services, enhance the facility where we provide family services, and continue to provide financial assistance to families who need it most. The Well Experience is developing fundraising efforts and working with other funders to increase and extend funding over multiple years so family services will not end when ARPA funding has been exhausted.

Funding from the City of Urbana will assist the organization with the following:

- Increase mental health support by hiring additional mental health professionals to provide crisis management services, group and individual therapy, and wraparound support for families.
- Allow TWE to continue providing economic and financial assistance to families to help prevent homelessness and loss of utilities, provide transportation assistance, assist with food insecurities, and provide case management to help families develop plans to prevent recurrences of the same concerns.
- Enhance TWE's partnership with Urbana School District 116 to provide in-school programming and support services for students and families within the schools, and increase the number of schools where group and individual supports are provided.
- Enhance the quality of programming provided in the after-school and summer program by increasing program and mental health providers.
- Continue and enhance career development, financial literacy, and workforce readiness to families to help build sustainability.
- Enhance support for young mothers through the Moms Grow program, where mothers receive support with and for young children while learning skills to build a better life. This program includes home visiting support, transportation assistance for doctor's appointments, assistance with food, diapers, and other support as it relates to increasing the health of the mother and child.
- Improve the infrastructure to allow TWE to best serve clients in the community through enhancing the youth program facility, creating more office space within the building for group and private meetings, and enhancing youth and teen spaces for quality evening, weekend, and summer programming.

TWE has a well-established board and administrative team. Currently, TWE employs an Executive Director, Director of Operations, five Well Family Care Outreach Workers, two Parent Mentor Coordinators, 14 Youth Development Leaders, three Social Workers, two Interns, a Program Assistant, Receptionist, Bookkeeper, and Custodian. TWE has the current capacity, experience, and ability to successfully manage programs funded by the City of Urbana and other funders.

A. Organization Information

Case Id: 30302

Name: The Well Experience - 2022

Address: PO Box 51

Completed by scockrell@thewellexperience.org on 9/30/2022 5:56 PM

A. Organization Information

Please provide the following information.

A.1. Organization Name

The Well Experience



A.2. Organization Type

501(c) Non-Profit Organization



A.3. Applicant Name/Point of Contact

First Name

Stephanie

Last Name

Cockrell

A.4. Mailing Address

PO Box 51 Urbana, IL 61802

A.5. Phone Number

(217) 530-0147

A.6. Email Address

scockrell@thewellexperience.org

B. Project Details**Case Id:** 30302**Name:** The Well Experience - 2022**Address:** PO Box 51*Completed by scockrell@thewellexperience.org on 10/17/2022
2:16 PM*

B. Project Details

Please provide the following information.

B.1. Project Name

Well Family Care Program

B.2. Requested Funding Amount

\$250,000.00

B.3. Project Start Date

01/01/2022

B.4. Project Completion Date

06/30/2024

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

Through the Well Family Care Program, families are provided holistic support that considers their family's physical and mental health. This funding will allow The Well Experience (TWE) to:

- Increase mental health support by hiring additional mental health professionals to increase crisis management services and wraparound support for families.
- Enhance our crisis management supports and services, to allow The Well Experience to enhance services and support to those in a crisis that impact the well-being of youth and families.
- Enhance the quality of programming provided in the after-school and summer program to ensure the safety and well-being of youth in the community.

Printed By: James Mclanahan on 2/9/2023

Attachment A - Section 2.2

Item i.

- Increase the number of families receiving financial assistance to prevent homelessness, support utilities, provide transportation assistance, assist with food insecurities, and provide assistance with household needs.
- Continue providing career development, financial literacy, and workforce readiness to families to help in building sustainability.
- Enhance support for young mothers through the Moms Grow program, where mothers receive support with and for young children while learning skills to build a better life. This program includes home visiting support, transportation assistance for doctor's appointments, assistance with food, diapers, and other support as it relates to increasing the health of the mother and child.
- Improve the infrastructure to allow TWE to best serve clients in the community

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. “Community Violence Interventions - 1.11”)

Community Violence Interventions - 1.11, Mental Health Services - 1.12, Housing Assistance: Rent, Mortgage, and Utility Aid - 2.2, Food Program - 2.1, Healthy Childhood Environment: Child Care - 2.11, Home Visiting - 2.12

B.8. How does this project address needs that are not already met by existing local services?

The Well Experience is one of the organizations in the community that currently meets family needs in these areas. We connect with families through our after-school and summer program, young moms program, and other programs and services currently operating at The Well Experience. TWE has built a culturally sensitive community where families feel welcomed and safe and are working with TWE staff to build resilience and sustainability. TWE goes beyond providing resources to teaching and supporting families as they grow and develop. The hope is to prevent these moments from happening again.

C. Project Information

Case Id: 30302

Name: The Well Experience - 2022

Address: PO Box 51

Completed by scockrell@thewellexperience.org on 10/17/2022
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C. Project Information

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

In the four years that The Well Experience has been serving this community, we have developed strong relationships and reputations with families in the community, specifically the Black community in Urbana-Champaign. Additionally, TWE has built strong relationships with schools, community organizations, and families, who share the ideals of TWE's mission and vision. Currently, TWE is funded by the Champaign County Mental Health Board, grants from the Parent Mentoring Project, and other smaller local grants. Empowering parents and students to develop a stronger and more positive home, school, and community identities. TWE focuses on helping, supporting, and challenging individuals of all ages to become their best selves. This funding will complement our current programming and help us leverage additional resources to expand the number of youth and families we serve overall, and provide a more comprehensive continuum of care for our target population.

TWE has been working with low-income families and families who have traditionally been excluded or uncomfortable participating in school settings. TWE has been working for three years with parents to create programs that help to provide skills for psychological recovery and build sustainability and resilience.

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

All of The Well Experience programs are filled with cultural, academic, recreational, social-emotional, and therapeutic activities designed with underserved and marginalized children in our community in mind. We understand that a major part of supporting minority youth is providing support and advocacy for the family. The Well Family Care program is envisioned to help meet the mental wellness, financial and economic stability needs of youth and families. We are committed to providing families in our programs with opportunities that will benefit them throughout their lives. The Well Experience builds mental health support into every program to help youth and families develop the tools they need for mental wellness, conflict resolution, confidence, and positive identity. The program also builds in educational and recreational travel opportunities to allow families to experience life and culture outside of their community and envision a better life filled with possibilities.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

Yes, the City of Urbana for Youth Service; United Way of Champaign County - for Grade Level Readiness and Child Well-Being; and the Champaign County Mental Health Board for mental health and wellness support and services

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

During Fiscal Year 2022, The Well Experience received ARPA funding in the amount of \$150, 000, which allowed the organization to help many families in this community in the areas noted in the program description. The Well Experience is requesting an increased amount from the City of Urbana with hopes of continuing and increasing services, enhancing the facility where we provide family services, and continuing to provide financial assistance to families who need it most.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

The requested funding amount will be added to the funds TWE has secured from other funders to increase the organization's capacity and ability to serve.

Other funders for this project include CCMHB, IMC ReGrant, and United Way of Champaign County

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

The Well Experience is working with other funders to increase and extend funding over multiple years so family services will not end when ARPA funding has been exhausted. TWE is also contracting with state agencies to serve families, which will provide additional funding within the organization.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

The Well Experience works closely with community organizations to form a system of care for families. No other organization will be partnering directly for the purpose of funding.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

One hundred percent of TWE staff have participated in community training about the impact of trauma on children and families and cultural competency. Several members of TWE have provided training about parent engagement to other organizations. TWE has positioned itself as a safe and supportive environment for youth and families.

The Well Experience has a well-established board and administrative team. Currently, TWE employs an Executive Director, Director of Operations, Well Family Care Outreach Worker, Lead Instructor, Youth Development Leaders, and Leader Assistants as well as Mental Health Counselors and Interns. TWE has the current capacity to successfully manage programs funded by the City of Urbana and other funders.

The Well Experience uses the accrual method of accounting and has a bookkeeper and financial team that manages funding on a daily basis for the purpose of reporting. The organization also works with accountants to check financial data and keep the organization up-to-date with state and federal requirements.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

The Well Experience collects a variety of demographic and outcome data for all youth and families. We have experience working with grant programming and reporting, and we also use outcome and survey data to improve our service delivery and program offerings for youth and families. The Well Experience staff has contracted with an

Attachment A - Section 2.2

Item i.

experienced consultant who assists with program evaluation and grant reporting. We have also worked with an evaluation team through the Champaign County Board of Mental Health to create an evaluation and outcome document that will be utilized with every client.

We evaluate the effectiveness of our programming through family-reported data and collect regular feedback from participants via surveys and focus group conversations.

C.10. Please describe any other COVID relief funding that your organization has received.

The Well Experience received funding through the state of Illinois to provide family support during the fiscal year 2022. The organization is receiving funding for the fiscal year 2023 through the Reimagine Youth grant through the state of Illinois.

D. Project Budget

Case Id: 30302
Name: The Well Experience - 2022
Address: PO Box 51

Completed by scockrell@thewellexperience.org on 10/17/2022
 5:24 PM

D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Personnel - Salary and benefits for personnel delivering the services	\$90,000.00
Rent/Utilities - Costs to rent and operate office space	\$20,000.00
Supplies - Supplies necessary to deliver the services performed	\$7,000.00
Direct Financial Assistance – Direct monetary assistance to community members (Example: rent assistance or small business grants)	\$68,000.00
Administration - ARPA Administrative Costs	\$25,000.00
Construction Costs	\$25,000.00
Professional Services - Legal financial or other professional service costs	\$15,000.00
	\$250,000.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	10000
2023	80000
2024	70000
2025	50000
2026	40000

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

Yes

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

E. Optional Attachments

Case Id: 30302

Name: The Well Experience - 2022

Address: PO Box 51

Completed by scockrell@thewellexperience.org on 10/17/2022
5:14 PM

E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation

Additional Documentation

***No files uploaded*

Attachment A - Section 2.2

Item i.

Submit

Case Id: 30302

Name: The Well Experience - 2022

Address: PO Box 51

Completed by scockrell@thewellexperience.org on 10/17/2022
5:24 PM

Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

Printed By: James Mclanahan on 2/9/2023

Attachment A - Section 2.2

Item i.

As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature

Stephanie Cockrell

Electronically signed by scockrell@thewellexperience.org on 10/17/2022 5:19 PM

Today's Date

10/17/2022

The Well Experience

HEALING. ENGAGING. RESTORING. EMPOWERING... AT THE WELL.



Lasting Impact & Sustainability?

- **Capacity to Provide**
- **Other Funding & Fundraising**
- **Programs that Build Sustainability & Resilience**
- **Increase Services**
- **Enhance Facility**
- **Community Partners**

Why the Well Family Care Project?

- **Already Doing the Work!**
- **Culturally Sensitive Support**
- **Safe Space – Families trust us to be part of their team**
- **Successful Outcomes**
- **Local, State, and Federal Partners**

Organizational Structure



We Are Confident in Our Capacity & Ability

Our Mission at the Well

The Well Experience provides services, support, and advocacy that help to dismantle racial disparities and systemic oppression while encouraging healing and hope.

Thank You!

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUBRECIPIENT AGREEMENT
(THE WELL EXPERIENCE)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana elected allocated \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the US Treasury’s *Final Rule* for the purposes of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects; and

WHEREAS, each subrecipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *Well Family Care Program* by The Well Experience was allocated \$160,000 as part of the ARPA Concept Plan Project List.

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

Section 1. That an Agreement providing \$160,000 in ARPA SLFRF funds, for the purpose of *Well Family Care Program*, performed by The Well Experience, in substantially the form of the copy 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 said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

**SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF URBANA AND URBANA NEIGHBORHOOD CONNECTIONS
CENTER
FOR OPERATION UNCC BOOST**

This Subrecipient Agreement (“Agreement”) is entered as of [DATE], by and between the Urbana Neighborhood Connections Center, with an address of 1401 E. Main Street, Urbana, IL 61802, and the City of Urbana, Illinois (“City”), with an address of 400 S. Vine Street, Urbana, IL 61801, collectively “the Parties.”

WHEREAS, the City is in receipt of funds pursuant to the American Rescue Plan Act of 2021, P.L. 117-2 (“ARPA Funds”); and

WHEREAS, the City is authorized by Section 603(c)(1)(A) of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, Urbana Neighborhood Connections Center is a 501(c)3 Non-Profit Organization providing access to supervised academic, recreational, and social-emotional development services to area youth; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in improving facilities and equipment for Urbana Neighborhood Connections Center activities.

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this Agreement to provide the foundation and structure for Operation UNCC Boost costs through the following understanding:
 - a. **Operation UNCC Boost:** Urbana Neighborhood Connections Center (UNCC) will use ARPA Funds to improve accessibility of public recreation space and youth programming by repairing or replacing vehicles used for youth transportation from the schools to the UNCC facility, in addition to replacing the fire sprinkler systems at the UNCC facility.
 - b. **Project Scope:** Urbana Neighborhood Connections Center shall perform the Scope of Services as defined in Attachment A.
 - c. **Funding:** The City will transfer ARPA Funds to Urbana Neighborhood Connections Center in an amount up to \$100,000 in support of this Scope of Services beginning in City fiscal year 2023, according to the projected budget in Attachment A. The transfer of funds shall be made in the form of quarterly reimbursements, unless otherwise noted. In order for funds to be released, Urbana Neighborhood Connections Center must submit a Risk Assessment Form as provided by the City alongside this signed contract. Each release of funds must be preceded by Urbana Neighborhood Connections Center’s submission of a quarterly Reporting Form, along with any required documentation, as provided by the City. The Risk Assessment Form and Reporting

Form shall be made available by the City to Urbana Neighborhood Connections Center in a fillable format.

2. Roles and Responsibilities of Urbana Neighborhood Connections Center.

- a. Urbana Neighborhood Connections Center agrees to cooperate with meetings conducted by Urbana City Council members and/or City staff, as requested, to review programs in progress.
- b. Urbana Neighborhood Connections Center shall adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- c. Urbana Neighborhood Connections Center shall be required to repay the City in the amount of ARPA Funds that are not spent in accordance with the regulations and requirements specified in Federal regulations and this Agreement.
- d. Urbana Neighborhood Connections Center shall submit reporting information to the City as required by the Department of Treasury, upon request of the City. Information will include, but is not limited to: quarterly updates on program details, program timeline and status, program impact, and expenditure information and status. Additional reporting that may be required as applicable to Operation UNCC Boost may also include: ARPA Funds spent and obligated (along with documentation of expenses), project status, number of youth served by UNCC programming, and Impacted or Disproportionately Impacted Populations (as defined by the Coronavirus State and Local Fiscal Recovery Funds Final Rule) served by the project. Reporting requirements will be specified by the City.
- e. Urbana Neighborhood Connections Center shall provide to the City, upon reasonable notice, access to and the right to examine such books and records of Urbana Neighborhood Connections Center and will make such reports to the City as the City may reasonably require so that the City may determine whether there has been compliance with this Agreement and the Federal regulations and requirements for the expenditure of ARPA Funds. All reports and records related to the project must be maintained for the required period of time, according to applicable Federal and State laws, rules, or regulations (typically 5 years). If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the required period, whichever is later.
- f. No person shall be excluded from participation in programs the City is funding, be denied the benefits of such program, 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, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. Urbana Neighborhood Connections Center understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government,

applies to the use of ARPA Funds.

- g. Urbana Neighborhood Connections Center shall comply with all applicable Federal, State or local statutes, ordinances, and regulations.
- h. Urbana Neighborhood Connections Center shall not use any of these ARPA Funds for lobbying purposes. ARPA Funds shall not be used to influence an officer or employee of any agency, including the City, in connection with any Federal, State, or local contract, grant, loan, or cooperative agreement. If it is determined by the City that any expenditure made with the ARPA Funds provided under this Agreement is prohibited by law, Urbana Neighborhood Connections Center shall reimburse the City any amount that is determined to have been spent in violation of the law.
- i. Urbana Neighborhood Connections Center shall enforce all applicable terms and requirements of this Agreement with any subgrantees or partners of this program and is liable for all subgrantee and partner activity related to this the expenditure of ARPA Funds and this Agreement.
- j. Urbana Neighborhood Connections Center shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

3. Operation UNCC Boost.

- a. Services: Urbana Neighborhood Connections Center shall undertake activities toward Operation UNCC Boost under the following requirements:
 - i. Urbana Neighborhood Connections Center shall undertake costs in accordance with the proposed budget and details provided in Attachment A.
 - ii. Operation UNCC Boost shall start on project start date provided in Attachment A.
 - iii. Operation UNCC Boost shall comply with all additional terms and conditions provided in Attachment A.
 - iv. Urbana Neighborhood Connections Center shall work towards and report on all *Key Objectives and Measurable Outcomes* provided in Attachment A.
- b. Governance: The Operation UNCC Boost activities shall be overseen by the Executive Director *and include the following responsibilities*:
 - i. Duly adopt or pass as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and direct and designate the authorized representative of Urbana Neighborhood Connections Center to act in connection with this Agreement and to provide such additional information as may be required.
 - ii. Review reports and program adherence.
 - iii. Review significant changes in programs and discuss with the City prior to request for approval and implementation.

4. Roles and Responsibilities of the City.

- a. The City shall provide ARPA Funds to Urbana Neighborhood Connections Center in the amount up to \$100,000, in the form of quarterly reimbursements, available beginning in 2023. Funds shall be made available in a reasonable period of time after required reports, forms, and receipts are submitted and reviewed by the City.
- b. The City shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose and outcomes of the funds and project as set forth in this Agreement.
- c. The City is not responsible in any way for the operations of Urbana Neighborhood Connections Center.

5. Primary Contacts.

- a. The City has contracted with the Champaign County Regional Planning Commission (RPC), who shall supervise and monitor compliance with ARPA reports and regulations. The RPC shall also serve as the City’s primary contact with Urbana Neighborhood Connections Center unless the City directs otherwise in a writing.

Name: J.D. McClanahan
Title: Planner II, Champaign County Regional Planning Commission
Telephone: 217-328-3313, ext. 196
Email: jmclanahan@ccrpc.org

- b. The following individual shall serve as the Subrecipient’s primary contact with the City unless that individual directs otherwise in writing:

Name: Jeniece D. Mitchell
Title: Executive Director
Telephone: 217-954-1749
Email: jeniece@urbanaconnectionscenter.org

- 6. **Term.** This Agreement shall commence upon its execution between the Parties and shall remain in effect until December 31, 2026. Upon the expiration of this Agreement, or earlier termination as provided in Paragraph 8, Urbana Neighborhood Connections Center shall maintain all records and documents related to this Agreement for such period as may be required by ARPA rules and regulations and any other applicable Federal or State law (typically 5 years).
- 7. **Timeliness.** Time is essential to the performance of this project. Funds not spent during the anticipated period, as shown in Attachment A, due to a delay in the project, or component thereof, inclusive of unavoidable delays, may be subject to forfeiture.

Any and all discrepancies between anticipated timeline of expenditures and actual expenses shall be explained in submitted quarterly report materials. A variance of more than +/- 25 percent between estimated and actual eligible expenditures to date shall mandate an amended timeline, agreed upon by both the City and Urbana Neighborhood Connections Center. Beginning with the 2nd quarterly report in 2026, any variance greater than 5% shall mandate an amended timeline. The City shall not provide any reimbursement until the timeline is amended. Notwithstanding anything herein to the contrary, all expenditures and completion

of the terms of this Agreement shall be on or before December 31, 2026, and such deadline shall not be subject to amendment.

8. **Termination.** The Agreement may be terminated by either Party upon a 30-day notice in writing to the other Party. Upon termination, Urbana Neighborhood Connections Center shall provide to the City an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the City. Additionally, if Urbana Neighborhood Connections Center does not spend the ARPA Funds in accordance with the Federal regulations and requirements concerning ARPA Funds, as well as the requirements specified in this Agreement, Urbana Neighborhood Connections Center shall be required to repay the City in the amount of ARPA Funds that were utilized incorrectly. The requirement to repay misused funds shall remain in effect for the entire original term, even after the early termination by either Party.
9. **Amendments.** This Agreement may be amended only by an agreement of the Parties executed in the same manner in which this Agreement is executed.
10. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this Agreement. The performance and obligations of either Party will not violate or infringe upon the rights of any third-party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
11. **Indemnity.** Urbana Neighborhood Connections Center agrees to indemnify and hold harmless the City, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the negligence of or breach of this Agreement by Urbana Neighborhood Connections Center, its respective successors and assigns that occurs in connection with this Agreement. This includes, but is not limited to:
 - a. The loss of any monies paid to Urbana Neighborhood Connections Center.
 - b. Fraud, defalcation, or dishonesty on the part of any person representing, employed by, contracted, or subcontracted by Urbana Neighborhood Connections Center.
 - c. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence, or default on the part of Urbana Neighborhood Connections Center or any of its contractors, subcontractors, suppliers, and laborers etc. in the execution or performance of this Agreement.

This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either Party. In the event that any actions, suit, or proceeding is brought against the City upon any liability arising out of the Agreement, or any other matter indemnified against, the City at once shall give notice in writing thereof to Urbana Neighborhood Connections Center by registered or certified mail. Upon receipt of such notice, Urbana Neighborhood Connections Center, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the City.

12. **Limitation of Liability.** Under no circumstances shall either Party be liable to the other Party or any third party for any damages resulting from any part of this Agreement such as, but not limited to, loss of revenue or anticipated profit or lost business, costs of delay or failure of delivery that are not related to or the direct result of a Party's negligence or breach.

- 13. **Severability.** In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions shall continue in full force and effect as valid and enforceable.
- 14. **Waiver.** The failure by either Party to exercise any right, power, or privilege under the terms of this Agreement will not be construed as a waiver of any subsequent or further exercise of that right, power, or privilege or the exercise of any other right, power, or privilege.
- 15. **Conflicts.** In the event of an unresolvable dispute, both Parties agree to participate in a mediation process and to split equally any costs associated with such. Any outcomes of mediation shall be in writing and binding on the Parties.
- 16. **Assignment:** Urbana Neighborhood Connections Center shall not assign this Agreement, nor any part thereof, without the prior written approval of the City.
- 17. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. The Parties each represent that they have the authority to enter into this Agreement.
- 18. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire Agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so only by an agreement of the Parties executed in the same manner in which this Agreement is executed.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

THE CITY OF URBANA

Urbana Neighborhood Connections Center

Diane Wolfe Marlin, Mayor

Jeniece D. Mitchell, Executive Director

City Clerk

Attest

Attachment A
Scope of Services

Section 1. Summary

Project Summary

Urbana Neighborhood Connections Center (UNCC) will use the requested ARPA funds to improve accessibility of public recreation space and youth programming by repairing its newest vehicles and replacing its oldest vehicle (which is currently inoperable) for youth transportation from the schools to its facility. UNCC will also purchase signage for two existing vehicles to match the official logo and wording on the existing vehicle. Additionally, UNCC will install new fire sprinkler system in their facility.

Key Objectives and Measurable Outcomes

- Ownership of two operational and branded mini-buses and a minivan
- Installation of appropriate fire sprinkler system
- Number of youth served

Project Start Date: 4/1/2023

Project Completion Date: 12/31/2026

ARPA Funding

\$100,000

Changes from submitted application, and project specific conditions, if any.

Urbana City Council has directed that ARPA funds solely be spent on vehicle and fire sprinkler costs, with no spending of extraneous funds on supplies for Mrs. Mitchell’s Closet.

Recipient has requested that funds be provided in an alternate structure to quarterly reimbursements, with the following rationale –

Discretionary funds that are not allocated to one specific project or bill fluctuate throughout the year, dependent upon the organization’s needs. In the past, UNCC had to use these funds to repair weather-destroyed windows, replace a/c units, and install software needed to keep the organization afloat. Operating a predominately youth-serving facility comes with unexpected expenses like broken items, worn furniture, etc. at inopportune times throughout the school year and summer. Currently, UNCC is in need of more partitions, folding chairs, and plexiglass for supper time. Once UNCC purchases those items and any other immediate facility necessities, they may or may not have the flexible income to spend quarterly, while waiting for reimbursement. An alternative funding structure may be helpful in meeting the goals of the project and adhering to the grant requirements simultaneously.

These funds may be provided as a quarterly advance. Contingent upon the recipient meeting the following criteria, these advance payments will be made according to the schedule outlined in the Project Budget and Anticipated Timeline table. Recipient must –

**Attachment A
Scope of Services**

- Demonstrate the capacity to provide the project being funded (including project staffing secured, quotes secured for goods and services, or other documentation as specified by the City of Urbana),
- Have submitted all relevant reporting information to date, and
- Demonstrate that it has spent no less than 75% of the ARPA funds it has received thus far.

Regarding the first bullet point above, upfront payments are contingent upon Urbana Neighborhood Connections Center obtaining and providing evidence of three quotes for the relevant equipment purchase or installation. If Urbana Neighborhood Connections Center is not selecting the lowest quote, it must provide a detailed reason for its selection. In addition, if the cost for the relevant equipment exceeds the ARPA allocation, Urbana Neighborhood Connections Center must demonstrate ability to pay the remaining costs before receiving the ARPA allocation.

Project Budget and Anticipated Timeline

Time Period	Project Expenses	ARPA Eligible Expenses	Quarterly Funding Amount	Funding Type (Upfront vs Reimbursement)	Cumulative Reimbursement
2023 Q2 (April, May, June)	Vehicle 1 Purchase & Signage	100% - Mini-Bus 1 Purchase & Signage	\$50,000	Upfront	\$50,000
2023 Q3	Vehicle 2 Signage	100% - Mini-Bus 2 Signage	\$5,000	Upfront	\$55,000
2023 Q4	Industrial Fire Sprinkler System Installation	100% (If the total cost of the project is exactly or under \$45,000). If the project cost exceeds 45K, UNCC will cover any remaining balance through unrestricted funds.	\$45,000	Upfront	\$100,000
2024 Q1					

**Attachment A
Scope of Services**

2024 Q2					
2024 Q3					
2024 Q4					
2025 Q1					
2025 Q2					
2025 Q3					
2025 Q4					
2026 Q1					
2026 Q2					
2026 Q3					
2026 Q4					

Section 2. Additional Project Information

1. Executive Summary, attached hereto
2. Submitted Application, attached hereto
3. City Council Presentation, 12/15/22 #38 [\[Link\]](#) and slides, attached hereto



1401 East Main Street
Urbana, IL 61802
(217) 954-1749

www.urbanacnectionscenter.org

**Urbana Neighborhood Connections Center:
Operation UNCC Boost Executive Summary**

- I. **What will be the lasting impact of this project, after ARPA funds run out?**
Through this project, we are proposing much-needed maintenance and cosmetic upgrades or full replacement of our 3 vehicles. Our newest vehicle is a 2012 mini-bus and the oldest is a 2009 mini-bus. We also have a 13-passenger van. The oldest mini-bus operated with minimal issues for approximately 7 years, while in our possession. It is now inoperable. The van and mini-bus are in need of tune-ups, and the newer mini-bus that still operates could use a wheel alignment. Signage with our most recent logo added to the van and mini-bus would be very helpful for students and staff trying to identify us at our pick-up locations. We are also requesting funds to be utilized for the purchase and installation of an industrial fire sprinkler system. Once installed, this system would only require routine check-ups. My final request is for any remaining funds not expended on our vehicles and sprinkler system to be used for purchasing clothing, school supplies, hygiene products, and winter apparel for Mrs. Mitchell's Closet. This is a new initiative that has served upwards of 50 individuals and provided nearly 200 items between its two locations since its opening in October. Once ARPA funds run out at the commencement of the 4-year granting term, with proper inspections and maintenance, we will still be able to run an additional route to pick up more students, as we currently serve around 45, but at one time we were serving about 60 in our after-school program.

- II. **Why would this project be the best use of City ARPA funds?**
As many of us are aware, having supervised, productive environments for youth to dwell in significantly decreases the likelihood of their gravitation towards violence, premature sexual activity, theft, and other idle or criminal activity. Granting us these funds would help us do just that.

- III. **Why are you confident that you can use these funds in accordance with federal guidelines and achieve demonstrable results in the required timeline?**
Many of our grants do not cover transportation needs and getting outside contractors out to the center to inspect and/or repair our vehicles during the COVID shut-down was nearly an impossible task, which prolonged getting the timely attention they needed before becoming completely inoperable. Ensuring that we can provide safe, efficient transportation for youth directly from the schools to our facility aligns with federal ARPA goal- Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)-2.34. We would have another layer of protection in the areas surrounding the kitchen that would only require a 10-year inspection with likely no replacement during that timeframe. The items donated to families in Urbana are requested on nearly a day-to-day basis. Providing a child, teen, or parent with financial challenges some assistance with basic human needs helps to ensure that those other needs, such as academic achievement and development of positive self-concepts are attainable. Other considerable federal guidelines and demonstrable results we would achieve within the designated timeline are: Addressing Educational Disparities: Academic, Social, and Emotional Services 2.25 and Healthy Childhood Environments: Child Care 2.11.

A. Organization Information

Case Id: 30375

Name: Urbana Neighborhood Connections Centers

Address: 1401 E. Main Street

Completed by jeniece@urbanaconnectionscenter.org on 11/15/2022 10:24 PM

A. Organization Information

Please provide the following information.

A.1. Organization Name

Urbana Neighborhood Connections Center



A.2. Organization Type

501(c) Non-Profit Organization



A.3. Applicant Name/Point of Contact

First Name

Jeniece

Last Name

Mitchell

A.4. Mailing Address

1401 E. Main Street Urbana, IL 61802

A.5. Phone Number

(217) 954-1749

A.6. Email Address

jeniece@urbanconnectionscenter.org

B. Project Details**Case Id:** 30375**Name:** Urbana Neighborhood Connections Centers**Address:** 1401 E. Main Street*Completed by jeniece@urbanaconnectionscenter.org on
11/15/2022 10:55 PM*

B. Project Details

Please provide the following information.

B.1. Project Name

Operation UNCC Boost

B.2. Requested Funding Amount

\$100,000.00

B.3. Project Start Date

01/01/2023

B.4. Project Completion Date

01/09/2023

B.5. Urbana ARPA Funding Goal addressed by this project (check all that apply)

- Improve accessibility of public recreation space and youth programming
- Increase support for community violence interventions.
- Reduce housing costs for those that need it most
- Increase availability and affordability of mental health services.
- Increase availability and affordability of food
- Increase job training and placement opportunities
- Provide relief and support for local businesses.
- Invest in infrastructure to increase community health, safety, and future resilience

B.6. Describe how the applicant proposes to use the requested ARPA funds to address the Urbana ARPA Funding Goal(s) selected above.

Urbana Neighborhood Connections Center proposes to use the requested ARPA funds to improve accessibility of public recreation space and youth programming by repairing our newest vehicles and replacing our oldest vehicle for youth transportation from the schools to our facility, which is currently inoperable. We would also like to purchase signage for our other two vehicles that matches the official logo and wording on this one. Additionally, we are in need of a new approved water sprinkler system, in case of a fire emergency. We would use the remaining funds to ensure we get this installed.

Attachment A - Section 2.2

Item j.

B.7. Please select the [Federal ARPA Expenditure Category](#) with which you believe this project best aligns. (include expenditure category label and decimal designation from the right side of the page – eg. “Community Violence Interventions - 1.11”)

Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)-2.34

B.8. How does this project address needs that are not already met by existing local services?

This project addresses transportation needs and upgrades to the our facility that is used for youth programming. Other local grantors do not provide opportunities to utilize grant funds towards necessary building safety upgrades and/or vehicles that make it possible to provide services to a wider range of youth.

C. Project Information**Case Id:** 30375**Name:** Urbana Neighborhood Connections Centers**Address:** 1401 E. Main Street*Completed by jeniece@urbanaconnectionscenter.org on 11/16/2022 1:09 AM***C. Project Information**

Please provide the following information.

C.1. Please provide data, past experiences, and/or case studies (either from your organization or from external examples) to justify how your proposed project will be effective in addressing ARPA Funding Goals.

Urbana Neighborhood Connections Center staff and executive leadership team members have been researching new and used vehicles comparable to our current mini-buses and van. We have found websites that were previously used to purchase our mini-buses, listing them within a range of \$5,000 to \$15,000. Some of the new ones are listed at between \$60,000 and \$90,000. Repairs to our newer vehicles have typically ranged from a few hundred to a few thousand dollars. We have several major repairs needing to be done, in order for our students to have a safer, smoother ride to the center on a daily basis. Having a third vehicle has also enabled our drivers to pick up more students and transport them more efficiently, as well as complete multiple routes when needed.

C.2. Describe how your project will benefit the low-income, disadvantaged, or groups particularly impacted by the pandemic in the City of Urbana. Justification for this can be based on the qualification requirements for the proposed project, the service area of the project, the demographics of your organization's existing client base, or other information to indicate how the project will serve these groups. The [Data and Demographics](#) page on the Urbana ARPA website is one resource that may be helpful, providing maps and data on vulnerable populations in the City of Urbana.

Urbana Neighborhood Connections Center is located in east Urbana, Illinois. Currently, UNCC has enrolled approximately 5 high school students, 10 middle school students, and 25 elementary students, ranging from ages 5 to 17--all of whom are African American or bi-racial. These students attend schools in a wide range of low- to upper-middle income neighborhoods and many experience a myriad of hardships from academic challenges, to food insecurity in the home, to homelessness and domestic violence. Most of our students' parents/guardians are working at the time of school release. Therefore, they are unable to transport their children and teens to our facility, so we provide that service for them. At the height of the global pandemic in 2020, the center opened its doors, not only during the after-school programming hours, but throughout the school day, as well, so that students who did not have internet access or assistance with online learning had what they needed to be successful in their classes. We continue to provide safe, supervised spaces for our youth to thrive in and would like to continue offering safe, timely transportation to affordable youth development programming.

C.3. Has the applicant received financial support from local Champaign County governments (township, city, or county-level) within the last three years? Please describe, briefly, any funds received.

Yes. Urbana Neighborhood Connections Center has received both city and county-level funds within the last three years. These funds include our City of Urbana Community Study Center grant and Champaign County Regional Planning Commission Workforce Investment Opportunity Act (WIOA) grant. The Community Study Center (CSC) is our academic enrichment program for K-5th grade students, wherein they receive direct staff supervision, tutoring, math support, and cultural awareness lessons. The RPC WIOA grant covers our College & Career Readiness program staffing and material costs.

C.4. Please briefly describe how the stated cost for the project was determined (eg. the cost of previous similar programming administered by the applicant, the cost to other organizations of providing similar programs, estimated staff and facility costs generated by the program description).

The stated cost for the project was determined by researching to find out the estimated price range of a new service vehicle and repairs for the others. The remaining funds would then be used to cover or go towards the new water sprinkler system. If there are leftover funds after taking care of transportation and fire safety needs, I would request that a small percentage of those funds be designated for replenishing clothes, shoes, hygiene products, and school supplies for Mrs. Mitchell's Closet--a service project that is currently serving Pre-K-12 Urbana students and families in need at two locations, Urbana Neighborhood Connections Center and Urbana Middle School.

C.5. Will the requested funding amount be sufficient to fully administer the proposed project? What other funds, if any, are being pursued or have already been secured to pursue this project?

The requested funding amount will be sufficient to fully administer the proposed project. In addition to ARPA funds, I will be applying for an Illinois Department of Human Services Capital Investment Act grant, in case we do not receive these requested funds.

C.6. How does the applicant plan to continue or transition this project after ARPA funding has been exhausted?

Transportation upgrades would be a project that will likely need to occur only once within a ten-year span, with proper vehicle maintenance. Our used vehicles have last for the past several years that we have had them and they have been completely operable up until recently. In the future, when the need arises again, UNCC administrative leadership and board of directors will work together to devise a plan for the raising of funds to cover transportation needs. Most likely these funds will come from our discretionary/donation account.

C.7. Are other organizations, other than the one listed at the top of this application, partnering together to execute this project?

No. Urbana Neighborhood Connections Center is the sole applicant and executor of this project.

C.8. Describe the applicant's qualifications to:

- **Manage the awarded funds (including any previous experience with grants management).**
- **Carry out the work described in the previous questions.**

Urbana Neighborhood Connections Center has previously been awarded City of Urbana grant funds and has utilized them to meet our programming goals, needs, and improvement objectives. We have recently enlisted a local accounting firm to assist with fiscal management and grant fund allocations. We are also working with an MTD bus mechanic, who provides affordable mechanic expertise and services to us. The City's Fire Department and/or Inspector(s) will be requested to come out for a visit to determine next steps for installing our new sprinkler system. In the case of additional funds to support Mrs. Mitchell's Closet, I would simply need to purchase items, as I have been doing with money previously donated to the initiative, keep receipt copies as proof of purchase, and update my log with information about each donation.

C.9. How does the applicant plan to measure the success of the funded program? What specific metrics will be used? Using these metrics, what is the applicant's anticipated outcome of the program?

Urbana Neighborhood Connections Center plans to measure the success of the funded program by observing the overall outcomes to determine whether we have met them. By February 1st, 2023, do we have two fully functional, identifiable (branded) mini-buses and a mini-van? Do we have the appropriate sprinkler system that is up to code? Do we potentially have more funds secured to continue providing necessities for our Urbana students and families, without spending personal money for these purchases, for the next few months via Mrs. Mitchell's Closet.

C.10. Please describe any other COVID relief funding that your organization has received.

To my knowledge, our organization has not received any other COVID relief funding.

D. Project Budget

Case Id: 30375
Name: Urbana Neighborhood Connections Centers
Address: 1401 E. Main Street

Completed by jeniece@urbanaconnectionscenter.org on 11/16/2022 12:54 AM

D. Project Budget

Please provide the following information.

D.1. Please complete the table below to provide a general budget estimate for the proposed project

Line Item Budget Category	ARPA Funds Requested
Supplies - Supplies necessary to deliver the services performed	\$100,000.00
	\$100,000.00

D.2. Please complete the table below to provide an estimate of the project expenditure timeline. Federal regulations state that ARPA funds must be obligated (designated to projects) by December 31, 2024, and all funds must be fully spent by December 31, 2026.

2022	Total Expected ARPA Expenditures for the Year
2022	20000
2023	20000
2024	20000
2025	20000
2026	20000

D.3. The default expected funding format for ARPA recipients will be a quarterly reimbursement—meaning that recipients will pay ARPA project costs up front and be reimbursed by the city every three months. If necessary, applicants can negotiate for an alternative funding structure, on a case-by-case basis. Will the quarterly reimbursement structure be feasible for your project?

No

Please describe why quarterly reimbursement is not an appropriate funding structure for this project

Our discretionary funds that are not allocated to one specific project or bill fluctuate throughout the year, dependent upon our needs. In the past, we have had to use these to repair weather-destroyed windows, replace a/c units, and install software needed to keep the organization afloat. Operating a predominately youth-serving facility comes with unexpected expenses like broken items, worn furniture, etc. at inopportune times throughout the school year and summer. Currently, we are in need of more partitions, folding chairs, and plexiglass for supper time. Once we purchase those items and any other immediate facility necessities, we may or may not have the flexible income to spend quarterly, while waiting for reimbursement. An alternative funding structure may be helpful to us in meeting the goals of the project and adhering to the grant requirements simultaneously.

E. Optional Attachments

Case Id: 30375

Name: Urbana Neighborhood Connections Centers

Address: 1401 E. Main Street

Completed by jeniece@urbanaconnectionscenter.org on
11/16/2022 1:29 AM

E. Optional Attachments

Please provide the following information.

If the applicant wishes to provide additional attachments, please upload them here.

NOTE – Applicants may provide supplemental materials to their attachment, but application scoring will be solely based on the responses to the required questions.

Documentation



Additional Documentation

2019 Mini-Bus - Midwest Transit Equipment.pdf

2023 Mini-Bus - Midwest Transit Equipment.pdf

Fire Sprinkler System Installation Cost Calculator [2022]_ Commercial Fire Sprinkler System Prices Per Sq Foot - CostOwl.com.pdf

Mrs. Mitchell's Closet Flyer V2.png

Attachment A - Section 2.2

Item j.

Submit

Case Id: 30375

Name: Urbana Neighborhood Connections Centers

Address: 1401 E. Main Street

Completed by jeniece@urbanaconnectionscenter.org on
11/16/2022 1:32 AM

Submit

Please provide the following information.

- Applicant's household, organization, and/or clients are located within the city limits of Urbana.
- Applicants may apply for multiple projects, but only one project per application.
- Urbana ARPA awards will be distributed on a reimbursement basis, unless otherwise negotiated.
- I certify that the grant will be used for agency purposes only and not for household, personal, or consumer usage.
- The proposed project meets at least one of the Urbana ARPA Funding Goals and at least one of the Federal Expenditure categories detailed above.
- If awarded, funds will be used only for purposes described in this application. I understand that any award is a one-time award which does not create an obligation or guarantee of continued funding by the City of Urbana.
- Awards will be determined by the City of Urbana in its sole discretion. Applications may be awarded for the full or a partial amount of the total requested, or declined. If not awarded the full requested amount, applicant can decline the award; if not declined, applicant will provide additional information of how a partial award will be expended.
- I understand that all ARPA funds must be spent by December 31, 2026 and any funds not spent by this time must be returned to the federal government.
- If awarded, I or my organization intends to enter into a services contract with the City of Urbana and provide any required documentation at that time.
- I understand that, if awarded, I will be required to follow the ongoing federal reporting requirements (monthly/quarterly/annual) of the ARPA program.

Attachment A - Section 2.2

Item j.

As part of the application process, Urbana City Council may provide time for applicants to present their projects to the city council. In this case, a representative of the applicant organization would be willing to provide a brief (5-10 minute) presentation to the Urbana City Council.

I certify I am current on my federal and state tax payments.

If the applicant organization is a corporation, not-for-profit corporation, limited partnership, limited liability company, or limited liability partnership, then this organization is in good standing with the Office of the Illinois Secretary of State or the relevant office in its state of incorporation.

I certify that I have the authority to apply for this grant on behalf of the agency described herein.

The Applicant(s) certify that all the information in this application and all the information in support of this application is true and complete to the best of the Applicant(s) knowledge. I/We are aware that all non-exempt information is subject to Illinois's Public Records Law.

I certify that the information submitted is true and correct to the best of my knowledge. I understand that the City of Urbana will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in a repayment of funds.

I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature

Jeniece D. Mitchell

Electronically signed by jeniece@urbanaconnectionscenter.org on 11/16/2022 1:32 AM

Today's Date

11/16/2022

Item j.

Used 2019 Ford Starcraft

Midwest Transit Kankakee
 146 W. Issert Drive | Kankakee, IL 60901
 (800) 933 2412



Vehicle Details

Trim:	
Stock #:	197705
VIN	1FDFE4FSXKDC27876
Exterior Color:	White
Interior Color:	
Mileage:	50,461
Door	
Engine:	6.8
Transmission:	
Drivetrain:	HYD

Price	\$89,900
Special Price	\$84,900

Description

Market: Church , Commercial ,

Options

- 25 Capacity
- GAS
- Transmission
- Engine
- HYD Brakes

*All pricing and details are believed to be accurate, but we do not warrant or guarantee such accuracy. The prices shown above may vary from region to region, as will incentives, and are subject to change. Vehicle information is based off standard equipment and may vary from vehicle to vehicle. Call or email for complete vehicle information. All specifications, prices and equipment are subject to change without notice. Prices and payments do not include tax, titles, tags, finance charges, documentation charges, emissions testing charges, or other fees required by law, vehicle sellers or lending organizations.

Based on 2019 EPA mileage estimates, reflecting new EPA fuel economy methods beginning with 2008 models. Use for comparison purposes only. Do not compare to models before 2008. Your actual mileage will vary depending on how you drive and maintain your vehicle.

While every effort has been made to ensure display of accurate data, the vehicle listings within this website may not reflect all accurate vehicle items. Accessories and color may vary. All inventory listed is subject to prior sale. The vehicle photo displayed may be an example only. Vehicle Photos may not match exact vehicles. Please confirm vehicle price with Dealership. See Dealership for details.

While we check with car manufacturers and other sources to confirm the accuracy and completeness of the data contained in this chart, we make no guarantees or warranties, either expressed or implied, with respect to the data in this report. Although we make every attempt to keep this chart up to date, all warranty information is subject to change without notice.

Item j.

New 2023 Chevrolet Collins

Midwest Transit Kankakee
146 W. Issert Drive | Kankakee, IL 60901
(800) 933 2412



Vehicle Details

Trim:	
Stock #:	205550W
VIN	205550W
Exterior Color:	White
Interior Color:	
Mileage:	0
Door	
Engine:	4.3
Transmission:	
Drivetrain:	HYD

Description

Gas fueled w/ hydraulic brakes and V6 VORTEC Engine. Bench seats w/ 3-pt lap & shoulder belts. Back-up Camera combo in rearview mirror (11) FOLD DOWN INTEGRATED CHILD RESTRAINT SEATS ICS/CRS 9 900# GVWR Market Activity Bus / MFSAB , Childcare ,

Options

- 14 Capacity
- GAS
- Transmission
- CUTAWAY SRW
- HYD Brakes
- VORTEC Engine

*All pricing and details are believed to be accurate, but we do not warrant or guarantee such accuracy. The prices shown above may vary from region to region, as will incentives, and are subject to change. Vehicle information is based off standard equipment and may vary from vehicle to vehicle. Call or email for complete vehicle information. All specifications, prices and equipment are subject to change without notice. Prices and payments do not include tax, titles, tags, finance charges, documentation charges, emissions testing charges, or other fees required by law, vehicle sellers or lending organizations.

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While every effort has been made to ensure display of accurate data, the vehicle listings within this website may not reflect all accurate vehicle items. Accessories and color may vary. All inventory listed is subject to prior sale. The vehicle photo displayed may be an example only. Vehicle Photos may not match exact vehicles. Please confirm vehicle price with Dealership. See Dealership for details.

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By clicking 'Get Free Quotes' you agree to our [TCPA Consent](#).

Powered by Network

New & Refurbished

Fire Alarm Depot

Summary: Fire Sprinkler System Prices

Installing fire sprinklers costs **\$1-\$2 per square foot** in new construction, and **\$2-\$7 per square foot in existing**, non-historic facilities. Maintenance for smaller facilities can cost **\$250-\$1000 per year**, or **3¢-22¢ per square foot** for larger facilities. Based on these average numbers, installing and maintaining wet pipe sprinklers in an existing 2000 square foot office facility would cost **\$9,625 total** in the first year.

If you own a business, it's quite likely that your building will need to be equipped with a fire sprinkler system. Yet, choosing one that meets legal requirements and fits your budget can be quite the task. Below, we've detailed everything you need to know about selecting fire sprinkler systems and their typical costs.

Typical Cost to Install a Fire Sprinkler System

The cost of your fire sprinkler system will depend on the amount of coverage you need, the type of sprinklers you choose, and the type of building you own.

New construction is usually the cheapest to outfit, since installation can be done in tandem with the building work. On average, it costs **\$1 to \$2 per square foot** for newly-built facilities.

Existing buildings can cost **\$2-\$7 per square foot** to retrofit. But high-rises typically cost a little less, at **\$2-\$4 per square foot**.

Because historic buildings may require some difficult workarounds during the installation process, it can cost around **\$10 per square foot** for fire sprinklers.

Extra Equipment

1. Water Storage

If your fire spr
need to purch

Item j.



***Free*
School
Supplies
&
Bookbags**



***Free*
Clothing
&
Hygiene
Products**

For inquiries, contact: Ms. Jeniece D. Mitchell

M-F 8am-2:30pm

Urbana Middle School
1201 S. Vine Street, Urbana, IL
Room 1521 (Mrs. Mitchell's Former Office)

District Family Liaison, USD 116

jdmitchell@usd116.org

(217) 531-7112

M-F 3:30pm-6:00pm

Urbana Neighborhood
Connections Center
1401 E. Main Street, Urbana, IL
Stairwell East Room

Urbana Neighborhood Connections Center

*“Where our youth will grow, our parents
will help, and our community will share.”*



Operation UNCC Boost

Presented by: Jeniece D. Mitchell
Executive Director

II. Why would this project be the best use of City ARPA funds?

- The provision of access to supervised academic, recreational, and social-emotional development services.
- Increase in number of students we may serve= Decrease in idle time and potential criminal activity, which is of importance to citizens of Urbana.



I. What will be the lasting impact of this project, after ARPA funds run out?

Item j.

- 1) New and improved modes of transportation that are easily identifiable.
- 2) An industrial fire sprinkler system that helps keep our facility safe for years to come.
- 3) The continued provision of clothing, school supplies, hygiene products, and other essential items for our students and families in need minus financial strain on one individual or group.

Welcome to Mrs. Mitchell's Closet!

**Free* School Supplies & Bookbags*

**Free* Clothing & Hygiene Products*

For inquiries, contact: Ms. Jeniece D. Mitchell
District Family Liaison, USD 116
jdmitchell@usd116.org (217) 531-7112

M-F 8am-2:30pm
Urbana Middle School
1201 S. Vine Street, Urbana, IL
Room 1521 (Mrs. Mitchell's Former Office)

M-F 3:30pm-6:00pm
Urbana Neighborhood
Connections Center
1401 E. Main Street, Urbana, IL
Stairwell East Room



III. Why are you confident that you can use these funds in accordance with federal guidelines and achieve demonstrable results in the required timeline?

- Routine vehicle maintenance would allow us to run our pick-up routes for the next 7+ years with little to no additional work on a new or gently used mini-bus.
- Industrial fire sprinklers only need to be updated every 10 years.
- A small portion of the funding would go towards Mrs. Mitchell's Closet. The average child's outfit is between \$50 and \$80 (including shoes). Hygiene products come as inexpensive as \$1.25+ tax for 1 bathing cloth, deodorant stick, or toothbrush. It saves money to purchase these items in bulk and distribute them as requested. With your support, I am enabled to do so.
- Specific federal guidelines/statutes are included in my submitted proposal.

THANK YOU!

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN
ARPA SUBRECIPIENT AGREEMENT
(URBANA NEIGHBORHOOD CONNECTION CENTER)**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana allocated \$2.5 million of ARPA SLFRF funds under the Standard Allowance provision of the US Treasury’s *Final Rule* for the purposes of replacing lost public sector revenue to be spent on governmental services; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to 25 projects; and

WHEREAS, each subrecipient of ARPA funds is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and

WHEREAS, all subrecipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, the project *Operation UNCC Boost* by Urbana Neighborhood Connections Center was allocated \$100,000 as part of the ARPA Concept Plan Project List.

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

Section 1. That an Agreement providing \$100,000 in ARPA SLFRF funds, for the purpose of *Operation UNCC Boost*, performed by Urbana Neighborhood Connections Center, in substantially the form of the copy 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 said Agreement on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT

AGREEMENT

SUBRECIPIENT NAME: Champaign County Regional Planning Commission
PROJECT NO. Senior Home Repair Program
PROJECT ADDRESS 1776 E. Washington Ave., Urbana, IL 61801
CFDA No. 14.218

THIS SUBRECIPIENT AGREEMENT, made and entered into by and between the City of Urbana, an Illinois Municipal Corporation (hereinafter the "City"), and Champaign County Regional Planning Commission, an Illinois Not-For-Profit Organization (hereinafter the "Subgrantee").

WITNESSETH

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and, as an entitlement community, the City will receive an entitlement of Community Development Block Grant (hereinafter "CDBG") funds for the period beginning July 1, 2023, and ending June 30, 2025, pursuant to the CDBG Program; and,

WHEREAS, the Urbana City Council has adopted an Annual Action Plan for the year beginning July 1, 2023, and ending June 30, 2024, which allocates a CDBG budget and authorizes the establishment of public service/public facilities & improvement activities to be sponsored by non-profit agencies in the area; and,

WHEREAS, Subgrantee desires to act as the non-profit agency to administer the funds with are to be provided for a Project identified as the City of Urbana Senior Home Repair Program (Subgrantee Project No. 23-CDBG-01), and

WHEREAS, the City has the right and authority under said CDBG Program to allocate a portion of its funds to the Subgrantee for purposes of administering such activities; and,

WHEREAS, the City, as a condition of its assistance to the Subgrantee, requires the Subgrantee to file with the City certain attachments which are hereby incorporated and made a part hereof.

NOW, THEREFORE, the parties hereby agree as follows:

1. The preamble set forth above is hereby incorporated and made part of the Subgrantee Agreement.
2. The purpose of this Subrecipient Agreement is to pledge FY 2023-2024 CDBG program funds to assist with a home repair program for seniors and those with disabilities as described in Attachment D.
3. The City agrees to grant to the Subgrantee the sum of Sixty Thousand and 00/100 Dollars (\$60,000.00) and the Subgrantee agrees to abide by the CDBG Program and to use said funds for

- the purpose of carrying out Subgrantee Project **No. 23-CDBG-01** (hereinafter the “Project”). The Subgrantee acknowledges that the distribution of program funds is contingent upon the City's receipt of CDBG grant funding from HUD and successful completion of the grant in the first year by the Subgrantee.
4. The Subgrantee understands and agrees that a request for disbursement of CDBG funds pursuant to this Subrecipient Agreement shall not be made until such funds are needed to pay eligible costs related to the Project.
 5. Subgrantee understands and agrees that funding in the full amount of this Subrecipient Agreement is contingent upon the City receiving said CDBG funds, and should the entitlement funds be discontinued or reduced for any reason, Subgrantee understands and agrees that funding under this Subrecipient Agreement could cease or be reduced without advance notice.
 6. The City and the Subgrantee agree that no modification to this Subrecipient Agreement shall be effective unless in writing and executed by both the City and the Subgrantee, and where such modification complies with the CDBG program requirements.
 7. The Subgrantee agrees and authorizes the City and HUD to conduct on-site reviews, examine personnel records, and conduct any other procedures and practices to assure compliance with this Subrecipient Agreement and applicable HUD regulations. The Subgrantee shall execute and abide by the terms of Attachment A, Equal Employment Opportunity Certification, and with all City of Urbana Affirmative Action requirements.
 8. The Subgrantee shall complete and adhere to Attachment B, Assurances, of this Subrecipient Agreement and shall submit said Attachment B to the City as a condition of the final execution of this Subrecipient Agreement.
 9. The Subgrantee shall complete and adhere to Attachment C, Statement of Special Conditions, and submit said Attachment C to the City as a condition of the final execution of this Agreement.
 10. The Subgrantee shall at all times observe and comply with all laws, ordinances, or regulations of the federal, state, county, and local governments which may in any manner affect the performance of the Subgrantee with respect to the Subrecipient Agreement.
 11. The Subgrantee represents to the City that the Project shall begin on **July 1, 2023**, and shall terminate on **June 30, 2025**, unless otherwise extended in a written modification to this contract executed by the City and Subgrantee.
 12. The Subgrantee shall not assign this Subrecipient Agreement nor any part thereof and the Subgrantee shall not transfer nor assign any funds or claims due hereunder without the prior written approval of the City. Any transfer or assignment of funds pursuant to the Subrecipient Agreement, either in whole or in part, or any interest therein, without the prior written consent of the City shall be of no force or effect.
 13. The Subgrantee shall not assign, convey or otherwise transfer any of its rights, duties, or obligations under this Subrecipient Agreement to another person without the express written consent of the City and authorization of HUD. In the event Subgrantee seeks to assign, convey, or otherwise transfer any of its rights, duties, or obligations under this Subrecipient Agreement, the Subgrantee

- must demonstrate that an open, impartial, and competitive selection process will be used in making any such assignment, conveyance, or transfer of its rights, duties and/or obligations.
14. The allocation of these funds shall in no way obligate the City to any financial responsibility incurred by the project in excess of the stipulated allocation. The allocation of these funds shall in no way obligate the City to bear responsibilities for the maintenance of any project under the provision of the Housing and Community Development Act of 1974, as amended.
 15. This Agreement neither obligates nor precludes the City from further accepting or distributing funds entitled to the City nor restricts nor limits the powers of the City to use such funds pursuant to the provisions of the Housing and Community Development Act of 1974, as amended.
 16. This Agreement neither obligates nor precludes the Subgrantee from further accepting funds or assistance pursuant to the Housing and Community Development Act of 1974, as amended.
 17. The Subgrantee agrees to protect, indemnify, hold, and save harmless, and defend the City against any and all claims, costs, causes, actions, and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors or agents of the Subgrantee, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this project, whether such loss, damage, injury or liability is contributed to by the negligence of the City or its officers, employees or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that Subgrantee shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees or agents.
 18. It is mutually understood and agreed that the Subgrantee shall have full control of the ways and means of performing the services referred to herein, subject to guidelines established in Attachment D, and that the Subgrantee or its employees, representatives, subcontractors, or agents are in no sense employees of the City.
 19. However, Subgrantee agrees that in the procurement of supplies, equipment, construction, and services, the following conflict of interest provisions shall apply.
 - A. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted under this Agreement, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter.
 - B. This conflict of interest provision shall apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Subgrantee or the City.
 - C. Upon written request, exceptions to the conflict of interest provisions may be granted jointly by the City and HUD on a case-by-case basis but only after the Subgrantee has disclosed the full nature of the conflict, submitted proof that the disclosure has been made public, and provided a legal opinion that there would be no violation of state or local law if the exception were granted.

20. Upon execution of this Subrecipient Agreement, including the required submission of all required attachments, the City and the Subgrantee shall adhere to the following:
- A. The City and Subgrantee shall adhere to all special conditions described in Attachments A, B, and C of this Subrecipient Agreement;
 - B. To the greatest extent feasible, all expenditures made under this project shall be made to Champaign County firms and individuals;
 - C. Financial records and payments shall comply with all federal regulations;
 - D. The Subgrantee agrees to allow any and all audits of its records as may be required and to permit inspection of program records by representatives of the Urbana Grants Management Division and HUD.
 - E. The Subgrantee agrees to retain all records pertinent to expenditures incurred under this Agreement for a period of **five (5) years** after the termination of all activities funded under this Agreement.
 - F. The Subgrantee shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or another basis for determining eligibility, and description of service provided. Subgrantee agrees that client information collected pursuant to this Subrecipient Agreement is confidential, and the use or disclosure of such information, when not directly connected with the administration of the Project, is prohibited unless prior written consent is obtained from such persons receiving service, and in the case of a minor, that of a responsible parent/guardian.
21. The City may suspend or terminate this Subrecipient Agreement, in whole or in part, if Subgrantee materially fails to comply with any term of the Subrecipient Agreement, or with any of the rules, regulations, or provisions referred to herein; and the City may declare the Subgrantee ineligible for any further participation in the CDBG program, in addition to other remedies as provided by law.

The Subgrantee agrees that if the City determines that the Subgrantee has not complied with or is not complying with the provisions of the Subrecipient Agreement and so notifies the Subgrantee by written notice of said violations and the Subgrantee fails to correct said violations within **thirty (30) days** from receipt of said notice, the City may terminate this Subrecipient Agreement by written notice. The City may take other action as may be permitted by this Subrecipient Agreement.

If it is the decision of the City to require the repayment to the City of any grant funds provided to the Subrecipient, the Subrecipient agrees to pay back to the City all such funds up to the amount of grant funding provided to them by the City (hereafter called "Recapture") **within thirty (30) days**.

No delay or omission by the City in exercising any right or remedy available to it under this Subrecipient Agreement shall impair any such right, remedy, or constitute a waiver or acquiescence in any Subrecipient default.

22. Subgrantee shall consist of any use of grant funds for a purpose other than as authorized herein, failure of the Subrecipient to provide the essential services in the minimum amounts and for the minimum time period in accordance with the requirements of Attachment D provisions, noncompliance with the Act or Attachment A provisions, failure to return the executed Subrecipient Agreement, failure to maintain detailed financial records concerning the use of the Grant funds, or any other material breach of the Subrecipient Agreement.
23. In the event of a default by the Subrecipient, the City shall give written notice of such default which notice shall describe the nature of the default and the Section of this Subrecipient Agreement with the City believes was breached. The Subrecipient shall have **fourteen (14) calendar days** from the date it receives the previously mentioned notice to either cure the default or provide evidence in writing that no such default in fact occurred. In the event that the Subrecipient fails to cure the default or provide written evidence that no such default in fact occurred, the City shall have the right to take one or more of the following actions:
 - A. Direct the Subrecipient to submit progress scheduled for completing approved activities.
 - B. Issue a letter of warning advising the Subrecipient of the default, establishing a date by which corrective actions must be corrected and putting the Subrecipient on notice that more serious actions will be taken if the default is not corrected or is repeated.
 - C. Direct the Subrecipient to establish and maintain a management plan that aligns responsibilities for carrying out remedial actions;
 - D. Direct the Subrecipient to suspend, discontinue, or not incur costs for the affected activity;
 - E. Reduce or recapture the grant authorized herein;
 - F. Direct the Subrecipient to reimburse the City for costs inappropriately charged to the City;
 - G. Other appropriate action including, but not limited to, any remedial action legally available.
24. Subrecipient shall submit regular Progress Reports to the City in the form, content, and frequency as required by the City. Requirements for said Progress Reports are specified in Attachment D hereto and made a part hereof.
25. Notices and communications under this Agreement shall be sent first class, prepaid mail to the respective parties as follows:

TO THE CITY: **Sheila E. Dodd, Manager
Grants Management Division
Dept. of Community Development Services
City of Urbana
400 South Vine Street
Urbana, Illinois 61801**

TO THE SUBGRANTEE: **Lisa Benson
Champaign County Regional Planning Commission
1776 E. Washington Ave.
Urbana, IL 61801**

26. Any notice required to be given pursuant to this Subrecipient Agreement may be given in any one or more of the following ways and such notice shall be deemed effective as hereinafter stated:
- A. By certified or registered U.S. First Class Mail with return receipt requested in which case if such notice is placed in a properly addressed envelope bearing proper postage, such notice shall be deemed effective **four (4) days** after placement with the U.S. Postal Service.
 - B. By overnight courier services in which case if such notice is properly directed with courier service fees paid for by the sender, such notice shall be deemed effective the next business day after delivery.
 - C. By facsimile if the sender's facsimile machine provides a printed receipt that acknowledges that the recipient's facsimile machine received the transmission, such notice shall be deemed effective the next business day after delivery.
27. In the event of a dispute between the parties to this Subrecipient Agreement, the parties, before filing any court action, shall jointly select a mediator and shall make a good faith effort in such mediation to resolve their differences. The parties shall share equally in the cost of such mediation service. In the event mediation fails to resolve the dispute between the parties, either party may file and maintain an action in the Circuit for the Sixth Judicial CIRCUIT, Champaign, Illinois. The law of the State of Illinois shall govern any and all actions to enforce, construe, and/or interpret this Subrecipient Agreement.
28. This Agreement shall be effective as of the date executed by the City.

CITY

BY: _____

DATE: _____

ATTEST: _____

DATE: _____

SUBGRANTEE

BY: _____

DATE: _____

ATTEST: _____

DATE: _____

ATTACHMENT A
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The undersigned understands and agrees that it is a Subgrantee of the Urbana CDBG Program and agrees that there shall be no discrimination against any employee who is employed in carrying out work receiving assistance from the City and HUD, or against any applicant for such employment, because of race, color, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications relevant to opportunities in employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Subgrantee further agrees to the following:

- (1) It will be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the City and HUD;
- (2) It will furnish the City and HUD with such information as they may require for the supervision of such compliance and will otherwise assist the City and HUD in the discharge of primary responsibility for securing compliance;
- (3) It will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors, and subcontractors by the Secretary of Labor, the City, or HUD;
- (4) It shall abide by the Urbana Human Rights Ordinance regarding equal employment.
- (5) In the event that it fails or refuses to comply with the undertaking, the City or HUD may cancel, terminate or suspend in whole or in part any contractual agreements the City or HUD may have with the Subgrantee; may refrain from extending any further assistance to the Subgrantee under any program until satisfactory assurance of future compliance has been received from such Subgrantee; or may refer the case to HUD for appropriate legal proceedings.

Name (Please Print): _____

Title (Please Print): _____

Signature: _____

Date: _____

ATTACHMENT B
ASSURANCES

The Subgrantee hereby assures and certifies with respect to the grant that:

1. It possesses the legal authority to receive CDBG Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and directing and designating the authorized representative of the Subgrantee to act in connection with the Agreement and to provide such additional information as may be required.
3. The City of Urbana's CDBG Program has been developed to give maximum feasible priority to activities that will benefit very low-income families. As a subrecipient of CDBG Program funds, Subgrantee agrees to give maximum feasible priority to very low-income families when administering the Subgrantee program described herein.
4. The Subgrantee acknowledges and affirms that it is the organizational capacity to adhere to collection and reporting requirements, regarding performance measures, as required by Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule Subpart D, Sections 200.300-200.303. HUD will decide upon such performance measures for the category of eligible activities that the Subgrantee's program engages in. These categories have been described within HUD's "Community Development Block Grant Program: Guide to National Objectives and Eligible Activities for Entitlement Communities," and the Guide, as amended, shall be incorporated hereto by reference. The Subgrantee is permitted to demonstrate the organization's capacity by various methods, including by not limited to:
 - A. Use of OMB-approved standard information collections when providing financial and performance information;
 - B. Providing financial data showing performance accomplishments of the Grant award;
 - C. Cost information shall be distributed to the City to demonstrate cost-effective practices;
 - D. Subgrantee shall provide the City with the same information required by the Federal awarding agency under Sections 200.301 and 200.210; and
 - E. All expenditures shall be accounted for, in compliance with requirements under Section 200.302, as interpreted by the City.
 - F. Audits shall be conducted annually.
5. The Subgrantee agrees to follow either procurement guidelines set forth in Section 200.320 of the Omni Circular, or the procurement guideline/standards, which the Subgrantee uses during its normal course of business; whichever of the two guidelines is more restrictive. If the procurement methods that the Subgrantee uses during its normal course of business are more restrictive, those guidelines shall be used, and a copy of those guidelines will be attached to this agreement as

Attachment E and will be incorporated into this Agreement by reference. If the procurement guidelines set forth in Section 200.320 of the Omni Circular are more restrictive, then the program procurement methods shall be limited to procurement by (a) small purchase procedures; (b) sealed bids; (c) competitive proposals; or (d) noncompetitive proposals, as directed by and outlined in Section 200.320.

6. It will comply with

- A. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part I), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee received Federal financial assistance and will immediately take any measure necessary to effectuate this assurance.
- B. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR 570.601), which provide that no person in the United States shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Title I funds.
- C. Executive Order 11246, and all regulations issued pursuant thereto (24 CFR Part 130), which provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally-assisted contracts.

Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.

- D. Section 3 of the Housing and Urban Development Act of 1968, as amended, requires that to the greatest extent, feasible opportunities for training and employment be given lower-income residents of Champaign County and contracts for work in connection with the Project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in Champaign County.
- E. Labor Standards. The requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, Sections 103 & 107 of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*), and all other applicable Federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subgrantee agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subgrantee shall maintain documentation that demonstrates compliance with the hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.
- F. Guidelines for Energy Management / Energy Star. Guidelines have been established regarding energy management using Energy Star and are recommended by both the Dept.

Housing & Urban Development and the Illinois Department of Commerce and Economic Opportunity and subgrantees are encouraged to follow these guidelines.

- G. Copyrights. If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.
 - H. Patent Rights. Agencies shall use the standard patent rights clause specified in “Rights to Inventions made by Non-Profit Organizations and Small Business Firms” (37 CFR Part 401) when providing support for research and development.
 - I. Clean Air/Clean Water. The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:
 - A. Clean Air Act, 42 U.S.C., 7401, *et seq.*;
 - B. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
 - C. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.
 - J. Disbarment & Suspension. The Subrecipient certifies that it is not Disbarred or Suspended or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. The Subgrantee shall establish procedures to ensure that any award made to contractors or subcontractors at any tier, is not in violation of the non-procurement debarment and suspension common. The Subgrantee shall verify and document that none of its contractors or subcontractors are debarred, suspended, or otherwise excluded from participation through the effective use of the List of Parties Excluded from Federal Procurement or Non-procurement programs (“List”.) The Subgrantee may request assistance from the City of Urbana to access the List and document results to the file, or verify by using the following website (www.epls.gov) or any other approved method.
7. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 8. It will comply with the provisions of the Hatch Act, which limit the political activity of employees. No federally appropriated funds have been paid or will be paid, by or on behalf of Subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

Agreement # 23-CDBG-01

If any funds other than federally appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Subgrantee will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- 9. It will give HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

These assurances are signed with regard to Subgrantee **Project No. 23-CDBG-01** of the Urbana CDBG Program.

Subgrantee Chief Executive Officer

Attest

Date

ATTACHMENT C
STATEMENT OF SPECIAL CONDITIONS

Subgrantee understands and agrees that it is the subrecipient of Urbana's CDBG Program and is eligible to receive funds for Subgrantee **Project No. 23-CDBG-01** pursuant to this Agreement.

The following conditions, in addition to those established in the Agreement itself and other attachments thereto, and federal, state, county, and city laws, regulations, and procedures pertinent to this project, have been set forth and must be complied with in order for Subgrantee to receive CDBG Program Assistance for Subgrantee **Project No. 23-CDBG-01**.

1. This Agreement is contingent upon Subgrantee operating the Scope of Service herein outlined during the period **July 1, 2023 - June 30, 2025**.

SCOPE OF SERVICE

As stated in the Program guidelines, which are incorporated herein as part of this Subrecipient Agreement and attached as Attachment D: Senior Home Repair Program.

2. Subgrantee shall be responsible for administering the program herein described, utilizing funds from the CDBG Program in a manner satisfactory to the City and consistent with any standards required as a condition of providing these funds. Such a program shall include the following activities eligible under the CDBG Program.
 - A. **General Administration**
The Subgrantee shall provide all necessary staffing, materials, meeting sites, and anything else necessary to facilitate the services/Project described above. Subgrantee shall maintain records related to the number of persons served under this grant along with documentation of income eligibility, as well as appropriate financial documentation of the expenses of the program and how funds received under this Agreement are disbursed.
3. Subgrantee certifies that activities carried out with funds provided under this Agreement shall meet one of the CDBG Program's National Objectives which is to benefit low-income persons as defined in 24 CFR Part 570.208. Therefore, Subgrantee understands and agrees that activities funded under this Agreement shall benefit families/individuals within the following income guidelines. Income limits are subject to periodic revision by HUD:

Median Family Income Limits 2022
Median=\$91,300

Family Size	30% MFI	50% MFI	60% MFI	80% MFI	MFI
1 person	19,200	32,000	38,400	51,150	64,000
2 persons	21,950	36,550	43,860	58,450	73,100
3 persons	24,700	41,100	49,320	65,750	82,200
4 persons	27,750	45,650	54,780	73,050	91,300
5 persons	32,470	49,350	59,220	78,900	98,700
6 persons	37,190	53,000	63,600	84,750	106,000
7 persons	41,910	56,650	67,980	90,600	113,300
8 persons	46,630	60,300	72,360	96,450	120,600

Effective 5/1/2022

4. In addition to the normal administrative services required as part of this Agreement, the Subgrantee agrees to provide the following levels of program service:
- A. Total Number of Persons to Be Served: **Expect to serve 12 – 15 persons per year.**
- B. Subgrantee shall be responsible for documenting the number of persons served by submitting Certifications of income in a form provided by the City at the time requests for reimbursement of funds are submitted.
5. It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed **\$60,000.00**. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified below. The City shall make payments to the Subgrantee as reimbursement of expenses related to the administration and expenses of the program activities as stated in Article 2. The City shall make payment to Subgrantee within **twenty-one (21) calendar days** of receipt of an acceptable billing from the Subgrantee. Acceptable billing shall include such documentation as outlined herein:
- LINE ITEMS AND DOCUMENTATION NEEDED:**
- A. The initial request for reimbursement submitted by the Subgrantee to the City shall include the following supporting documentation: canceled checks, and paid receipts or copies of invoices.
- B. With each subsequent request for reimbursement, **upon immediate completion of each individual project**, Subgrantee shall submit copies of Certification of Income (or comparable) forms signed by the participants (or other such documentation as agreed upon between the City and the Subgrantee) Ethnic Information for each person served shall also be submitted.
6. Subgrantee agrees that funds received from the City pursuant to this Agreement shall be used to cover program costs. Subrecipient shall report semi-annually for periods ending December 31st and June 30th all program income generated by activities carried out with CDBG funds made available under this Agreement. The Subgrantee may use such income during the contract period for activities permitted under this Agreement and shall reduce requests for funds by the amount of any such program income balances. All program income (including investments thereof) on hand when this Agreement expires, or received after the Agreement's expiration, shall be returned to the City.

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- 7. Subgrantee agrees to submit Quarterly Progress Reports to the City in an agreed-upon format. Progress Reports shall be due **October 31st, January 31st, April 30th, and no later than July 31st**. Final billing reports shall not be processed for payment until a final Progress Report is submitted.
- 8. Subgrantee agrees to maintain financial records in accordance with and as required by the Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Rewards; Final Rule Subpart D, Sections 200.300-200.303, and to separately and accurately identify the use of CDBG Program funds pursuant to this Agreement.
- 9. Records maintained by Subgrantee pursuant to this Agreement shall be available for inspection upon request by the City and HUD.

Name of Subgrantee: _____

Address: _____

Signed by: _____

Title: _____

Date: _____

Attachment D
City of Urbana
Senior Home Repair Program

The City of Urbana Senior Home Repair program will pay for both the costs due to the contractor who performs the construction work and an administrative fee to Champaign County Regional Planning Commission to manage the program, hereinafter referred to as the “Agency”, for completely rehab Projects. The Agency’s responsibilities will include screening program applicants for eligibility and monitoring the construction contractors for quality of work.

The goal of the program shall be to provide minor home repair assistance to senior and person(s) with disabilities who own and occupy homes within the City of Urbana corporate limits. Seniors are defined as, persons over the age of 62. A person with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities has a record of such impairment; or is regarded as having such an impairment as defined in 24 CFR 5.403. The program shall provide minor home repairs to prevent serious structural problems, remediate obstacles to independent living, and ensure the health and safety of the homes’ occupants. Repair professionals will complete the minor repairs.

The Agency shall accept, review, maintain, and approve or disapprove all applications and required supporting documentation from persons who wish to participate in the program. The Agency is to use the HUD Part 5 Income definition when verifying applicants’ documents for a period of **five (5) years** from the date of Project completion. The Agency shall insure that an Environmental Assessment has been completed, for each approved file, prior to the work being started, which includes:

1. Certification of Categorical Exclusion (Subject to 58.5), Activities listed at 24 CFR 58.35(a) (4)
2. Completion of Statuary Worksheet, including documentation/maps to support all compliance factors such as photos, flood maps, location maps, pictures, Illinois Historic Preservation Office clearance, and all other maps indicating whether the Project is compliant.
3. Determination Project converts to exempt, per 58.34(a) (12).
4. Completion of Certification of Exemption not subject to 24 CFR 28.34(a) if exempt.

If necessary, the Agency shall monitor the progress of construction to ensure that safe practices, including lead-based paint practices, are being followed during the rehab project. The Agency shall also insure that any necessary permits have been obtained, inspected, and finalized by the Building Safety Division.

Once work is completed, the Agency shall verify that all work was completed in accordance with the specifications outlined at the time of work proposal. Agency staff and the homeowner will need to sign a **satisfaction statement** for the work completed. The invoice for the repairs and a completed signed satisfaction statement shall be included as part of the invoice when the Agency requests reimbursement from the City. Reimbursement request invoices, for **both program costs and administrative fees, shall be submitted to the city within 30 days of the project completion date.**

The agency shall screen each program applicant to ensure that the applicant is either a senior or disabled as previously defined and that the applicant does not have household incomes in excess of the median family income – based on family size- as determined by HUD.

The following table provides the current figures for 80% of the area’s median income:

Median Family Income Limits 2022
Median=\$91,300

Family Size	30% MFI	50% MFI	^60% MFI	80% MFI	MFI
1 person	19,200	32,000	38,400	51,150	64,000
2 persons	21,950	36,550	43,860	58,450	73,100
3 persons	24,700	41,100	49,320	65,750	82,200
4 persons	27,750	45,650	54,780	73,050	91,300
5 persons	32,470	49,350	59,220	78,900	98,700
6 persons	37,190	53,000	63,600	84,750	106,000
7 persons	41,910	56,650	67,980	90,600	113,300
8 persons	46,630	60,300	72,360	96,450	120,600

Effective 5/1/2022

Income is defined as:

- A. Gross earnings of the applicant and his/her spouse. Gross earnings shall include all income, which constitutes a regular contribution to household income, including but not limited to:
 - Wages, tips, commissions
 - Income from real estate or business operation
 - Pensions
 - Annuities
 - Social Security
 - Supplemental security income
 - Unemployment, disability compensation
 - Welfare assistance
 - Interest income
 - Child support and alimony payments (if court-ordered or otherwise stable and verifiable)
 - Armed forces pay to head of household or spouse

- B. Gross earnings (as described above) are regularly received by any other member of the household, 18 years old or older if the income is stable and verifiable.

The applicants cannot have liquid assets over \$10,000. For purposes of determining eligibility, liquid assets shall include the following as defined in 24 CFR Part 5:

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1. Cash held in savings and checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the most current balance. For checking accounts, use the average six-month balance.
2. Cash value of stocks, bonds, T-bills, CDs, mutual funds, money market funds, and other investment accounts.
3. Equity in a rental property or other capital investment. Equity is considered to be the difference between the balance of all liens secured by the property and the current market value of the property. In Champaign County, estimated market value is generally derived by multiplying the current equalized assessed value (EAV) by three. Market value based on EAV will be used to determine equity unless the owner can provide a recent appraisal, which indicates a different value.
4. Cash value of revocable trusts that are available to the household.
5. Assets, which, although owned by more than one person, have slow, unrestricted access by the applicants.
6. Lump sum or one-time receipts such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
7. Personal property held as an investment, such as gems, jewelry, coins, and collector autos.
8. Mortgages or deeds of trust held by an applicant.

Priority will be given to repairs that:

1. Allow the owner-occupant to continue to live independently
2. Prevent deterioration of the home,
3. Conserve natural resources and reduce utility charges, and
4. Conserve the financial resources of the homeowner.

Rehabilitation work shall not exceed **One Thousand Seven Hundred and Fifty Dollars and 00/100 (\$1,750.00)** per project.

Administrative fees shall not exceed **Seven Hundred Fifty Dollars and 00/100 (\$750.00)** per project.



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Mayor Diane Wolfe Marlin and City Council Members

FROM: Kimberly I. Smith, Community Development Services Director
Sheila Dodd, Manager, Grants Management Division

DATE: April 13, 2023

SUBJECT: CDBG SENIOR REPAIR PROGRAM AGREEMENT, BETWEEN THE CITY OF URBANA AND CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

Description

The City of Urbana Senior Repair Program provides general maintenance repairs to seniors and persons with disabilities that enable them to maintain their property and live independently. Since 2021, the Champaign County Regional Planning Commission (RPC) has operated this program on behalf of the City. The enclosed agreement between the City of Urbana and RPC will enable the City to continue operating the Senior Repair Program in this manner during the FY23/24 Annual Action Plan year.

Background and Discussion

The City of Urbana has offered a Senior Repair Program for over 20 years. However, staffing constraints made the program difficult to manage. Under this agreement, the City will provide \$60,000 in Community Development Block Grant (CDBG) funding to RPC for the direct administration and management of this program on behalf of the City. RPC staff will meet with the Urbana homeowners, screen applications in order to verify program eligibility, complete an environmental review record, and manage the rehabilitation process. While at an applicant’s home, RPC staff will be able to assess and refer the clients to any additional services they may need.

Executing this agreement will meet the Annual Action Plan goal of providing decent, safe, and sanitary housing to low-income residents. The agreement will also allow the City to continue a valuable program while preserving the capacity of City staff to administer other housing rehabilitation programs.

Staff is recommending a two-year program agreement covering FY 2023/24 and FY 2024/25. This agreement will be contingent upon the City's receipt of CDBG grant funding and RPC's successful completion of the grant in its first year. The program anticipates serving 12 to 15 people per year.

Options

1. Forward the agreement to City Council, with a recommendation for approval on the consent agenda.
2. Forward the agreement, with changes, to the City Council with a recommendation for approval.
3. Do not recommend approval of the agreement.

Fiscal Impacts

There will be no fiscal impact on the City General Fund, as the funding comes from HUD.

Recommendation

Staff recommends forwarding the agreement to the City Council, with a recommendation for approval.

RESOLUTION NO. _____

**A RESOLUTION APPROVING A CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT
(Champaign County Regional Planning Commission Senior Repair Program)**

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, on April 24, 2023, the Urbana City Council passed Resolution No. 2023-04-_____ approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2023-2024 authorizing certain activities under the Housing Activities Programs; and

WHEREAS, the Champaign County Regional Planning Commission has requested Sixty Thousand and 00/100 dollars (\$60,000.00) in Community Development Block Grant funds to provide support and resources to seniors and persons with disabilities for housing repairs.

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

Section 1. That an Agreement providing Sixty Thousand and 00/100 dollars (\$60,000.00) in Community Development Block Grant funds to Champaign County Regional Planning Commission Senior Repair Program to provide housing rehabilitation to seniors and persons with disabilities in Urbana, in substantially the form of the copy 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 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:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this _____ day of _____, _____.

Diane Wolfe Marlin, Mayor



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Mayor Diane Wolfe Marlin and City Council Members

FROM: Kimberly I. Smith, Community Development Services Director
Sheila Dodd, Manager, Grants Management Division

DATE: April 13, 2023

SUBJECT: **A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, SINGLE-FAMILY MORTGAGE REVENUE BONDS, AND RELATED MATTERS (Private Bond Cap Allocation – EIEDA Programs, Series 2023)**

A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, SINGLE-FAMILY MORTGAGE REVENUE BONDS, AND RELATED MATTERS (Private Bond Cap Allocation – IHDA, Series 2023)

Introduction

The Urbana Community Development Commission, at its March 28, 2023 regular meeting, recommended staff forward to City Council with a recommendation for approval the allocation of the City's Private Activity Bond Cap. In the event the City does not allocate its 2023 Private Activity Bond Cap for specific projects or purposes by May 1, 2023, the unallocated bond cap will be reserved to the Governor's Office on June 1, 2023 (the "Home Rule Pool").

Two requests were received for the City allocation of bond cap: 1) for affordable housing initiatives through the Illinois Housing Development Authority (IHDA), and 2) the Eastern Illinois Economic Development Authority (EIEDA) for developing, constructing, acquiring, or improving affordable housing. There is also the option to provide bond cap to some combination of the two. Any unused bond cap not ceded for any combination of these programs will automatically be ceded back to the State of Illinois for use by another municipality.

Background

A Private Activity Bond is a tax-exempt bond issued by a local or state government for financing a project owned and operated by a private user. Private Activity Bonds are issued to finance various types of facilities, including multi-family housing projects and single-family dwellings. Private Activity Bonds issued by the City are special obligations and do not constitute a debt or indebtedness of the City and do not give rise to a charge against the general credit or taxing power of the City.

In accordance with the IRS Code, each municipality in Illinois is allowed to issue Private Activity Bonds at \$120 per capita population (38,681) for 2023. The State of Illinois outlines the per capita amount and the population size for this calculation in the attached guidelines. The State of Illinois

will recapture any bond allocation unused by the City as of May 1 of that year. The City of Urbana has a total of \$4,641,720 in 2023 Private Activity Bond Cap available that may be utilized for:

- 1) Multi-family affordable housing projects
- 2) Nonprofit development projects (e.g., hospitals, YMCAs, etc)
- 3) Industrial development projects (e.g., manufacturing)
- 4) Below-market-rate financing for affordable housing
- 5) Mortgage credit certificates (MCC) in support of homeownership
- 6) Below-market-rate financing for limited types of industrial developments

In 2022, City Council allocated Private Activity Bonds to the Illinois Assist MCC Program and IHDA Affordable Housing Program.

Requests Received

Illinois Housing Development Authority (IHDA) Bond Cap Request

IHDA is allowed to issue taxable and tax-exempt bonds for the purpose of developing, constructing, acquiring, or improving affordable housing within the State of Illinois. IHDA has invested in several projects in the City of Urbana including Crystal View, Highland Green, and Pinewood. There are three Urbana projects being reviewed by IHDA for tax credits in 2023.

Eastern Illinois Economic Development Authority Bond Cap Request

EIEDA may issue taxable and tax-exempt bonds for the purpose of developing, constructing, acquiring, or improving affordable housing within the State of Illinois. EIEDA has invested in housing authority projects in Champaign, including the Haven at Market Place. By ceding part of the City's bond cap to EIEDA, the City may be able to access these funds for affordable housing projects.

Options

1. Forward the Resolutions to cede Private Activity Bond Cap to EIEDA and IHDA to City Council with a recommendation for approval as part of the consent agenda.
2. Forward the Resolutions to City Council with a recommendation for approval with suggested changes to cede Private Activity Bond Cap to EIEDA and IHDA as part of the consent agenda.
3. Do not forward the Resolutions to City Council and cede Private Activity funds to the State of Illinois.

Fiscal & Programmatic Impacts

There will be no fiscal impact to the City budget in ceding volume bond cap to EIEDA or IHDA, as there would be no financial risk associated with issuing the bonds for the City, and any potential associated risk would be assumed by the issuer. The City may also see benefits from eligible local projects in the future if they are supported with the bond financing provided through IHDA.

Recommendation

The Community Development Commission and staff recommend the resolutions be forwarded to City Council with a recommendation of approval for an allocation of the City of Urbana 2023

Private Activity Bond Cap in the following manner: half (50%) of its allocation in the amount of \$2,320,860 from the City of Urbana to be utilized by EIEDA and the other half (50%), \$2,320,860, to IHDA to be utilized for possible neighborhood initiatives in the community, such as multi-family affordable housing developments.

Attachments:

1. State of Illinois Guidelines and Procedures for the Allocation of Private Activity Bond Authority 2023

RESOLUTION NO. _____

A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, SINGLE-FAMILY MORTGAGE REVENUE BONDS, AND RELATED MATTERS

(Private Bond Cap Allocation – IHDA, Series 2023)

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

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (“Code”), provides that the City has volume cap equal to \$120 per resident of the City in calendar year 2022, which volume cap may be allocated to certain tax-exempt private activity bonds; and

WHEREAS, Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act (30 ILCS 345/6 and 6.1) authorize the corporate authorities of any home rule unit, before May 1 of each calendar year, to reallocate all or any portion of its unused volume cap to any home rule or non-home rule unit, the State, or a State agency; and

WHEREAS, the Urbana City Council, after due consideration, finds that the City’s best interests are served by the transfer a portion of the City’s volume cap allocation for calendar year 2023 to the Illinois Housing Development Authority (“Issuer”), to be applied toward the issuance of single-family or multi-family mortgage revenue bonds (“Bonds”) by the Issuer or for such other purpose permitted by this Resolution.

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

Section 1. Pursuant to Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act, the City hereby transfers and reallocates \$2,320,850 of its volume cap for calendar year 2023 to the Issuer, which shall issue the Bonds using such transfer of volume cap, without any further action required on the part of the City. The adoption of this Resolution shall be deemed to be an allocation

of such volume cap to the issuance of the Bonds or other private activity bonds, or mortgage credit certificates.

Section 2. The City and the Issuer shall maintain a written record of this Resolution for the term of all private activity bonds it issues for that calendar year to which such allocation applies.

Section 3. The officers, officials, agents, and employees of the City are hereby authorized, empowered, and directed to perform all acts as may be necessary to carry out the purposes and intent of this Resolution.

Section 4. The invalidity of any section or provision of this Resolution hereby passed and approved shall not invalidate other sections or provisions thereof.

Section 5. All Resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded. This Resolution shall be in full force and effect from and after its passage.

Section 6. Upon approval of this Resolution, the City Clerk is directed to give notice of the reallocation made herein to the Governor of the State of Illinois pursuant to 30 ILCS 345/6 and the guidelines and procedures promulgated thereunder.

PASSED BY THE CITY COUNCIL this ____day of April, 2023.

AYES:
NAYS:
ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this ____day of April, 2023.

Diane Wolfe Marlin, Mayor

STATE OF ILLINOIS



GUIDELINES AND PROCEDURES

FOR THE

ALLOCATION OF PRIVATE ACTIVITY BONDING AUTHORITY

IN ACCORDANCE WITH THE TAX REFORM ACT OF 1986

AND 30 ILCS 345

OFFICE OF THE GOVERNOR

Effective January 1, 2023

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Questions regarding these guidelines and procedures may be directed to the Capital Markets Unit of the Governor’s Office of Management and Budget at (312) 814-0023. **** Please note that the Hard Copy Submission address has changed to 555 W. Monroe Street, Suite 1500-S-GOMB, Chicago, IL 60661**

INTRODUCTION

The Federal Tax Reform Act of 1986 (the “Code”) as amended, imposes a limit on the aggregate amount of “tax exempt private activity” bonds (also known as “Volume Cap”) that can be issued by a state. While the Code provides an allocation scheme for specific issuing authorities, it also provides that a state may, by law, provide a different formula for allocating the State ceiling among the governmental units in the State having authority to issue such bonds. The State of Illinois (“the State”) has adopted procedures for the allocation of Volume Cap pursuant to the Illinois Private Activity Bond Allocation Act, 30ILCS 345 (the “Illinois Allocation Act”).

The Governor’s Office is the entity charged with authority to allocate Volume Cap among the political subdivisions within the State. In the event of conflict between the Code and Illinois Allocation Act and these “2023 Guidelines and Procedures” (the “Guidelines”), the Code and the Illinois Allocation Act shall control. Any matters not covered by the Code or the Illinois Allocation Act or the Guidelines shall be decided by the Governor’s Office, and the Governor’s Office reserves the right to amend the Guidelines at any time.

These Guidelines are provided by the Governor’s Office to assist issuers in understanding how the allocation formula will be administered. They do not represent a binding legal interpretation of either the Code or the Illinois Allocation Act. The Governor’s Office will not make a legal determination of the applicability of the Code to an issuer, nor will it determine an issuer’s compliance under the Code. Issuers should consult their own legal counsel to make these determinations.

The Guidelines require certain issuers to submit requests to the Governor’s Office for allocations of Volume cap. In addition, they require issuers within the State to report on reallocations and their use of Volume Cap.

PLEASE NOTE – ALL REQUESTS AND REPORTING SUBMISSIONS, AS DESCRIBED HEREIN, MUST BE SUBMITTED IN BOTH (i) HARD AND (ii) ELECTRONIC FORMATS (ADOBE ACROBAT “PDF”) TO THE FOLLOWING ADDRESSES:

HARD COPY SUBMISSIONS TO:

**Governor’s Office of Management and Budget
Capital Markets Unit– Volume Cap Submission
555 W. Monroe Street – Suite 1500-S-GOMB
Chicago, IL 60661
Attn: Sophia Ronis**

ELECTRONIC (PDF) SUBMISSIONS TO:

Omb.volumecaprequest2023@Illinois.gov

Please indicate the (i) name, (ii) status of your organization (Home Rule, Non-Home Rule or State Agency) and (iii) type of submission (either a “REPORT” or a “REQUEST”) in the “SUBJECT” line of your submission e-mail. Please include the following information for a primary and secondary contact person in the body of each electronic submission (email):

- Name
- Title
- Department/Division
- Phone Number
- Email address

IMPORTANT NOTE – The time and date stamp of the email will be used for the purpose of determining the order in which the submissions are received unless otherwise noted herein.

**** Please note that the Hard Copy Submission address has changed to 555 W. Monroe Street, Suite 1500-S-GOMB, Chicago, IL 60661**

Calendar Year 2023 State Ceiling and Allocations

2023 State Ceiling – Background and Calculation

Section 146 of the Code limits the amount of qualified private activity bond debt that may be issued in a state during a calendar year (“the State Ceiling”). Section 146(d) of the Code was amended by H.R. 5662, the “Community Renewal Tax Relief Act of 2000 (the “CRTF Act”),” to specify that beginning in calendar year 2002 the limit shall be the greater of \$75 multiplied by a state’s population or \$225 million. The CRTF Act further specifies that beginning in calendar year 2003 the volume limit may be adjusted annually for inflation. Pursuant to Revenue Procedure 2008-66 published by the Internal Revenue Service, the volume limit on qualified private activity bonds adjusted for inflation for calendar year 2023 is (\$120 multiplied by the state’s population).

Section 146(j) of the Code further requires that the calculation of the State Ceiling be based on the most recent resident population estimate released by the U. S. Bureau of the Census before the beginning of the calendar year. On December 30, 2019, the Population Division of the U.S. Census Bureau issued “Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000, to July 1, 2022 (NST-EST2022-01)” which reports Illinois’s estimated population as 12,582,032.

Illinois 2023 State Ceiling is \$1,509,843,840.00 (\$120 x 12,582,032).

Allocations

Pursuant to the Statute, the table below denotes the initial allocation of the 2023 State Ceiling.

Home Rule Units	\$ 973,257,000.00
Non-Home Rule Units	268,293,420.00
State Agencies/Authorities	268,293,420.00
Total	\$1,509,843,840.00

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HOME RULE UNITS

Allocation

January 1 Benchmark

As described in “2023 State Ceiling – Background and Calculation” above, each Home Rule community is allocated an amount equal to (\$120 multiplied by its population and Cook County, as a Home Rule County, is allocated an amount equal to \$120.00 multiplied by the population of its unincorporated area). Based on the most recent US Census estimates the total amount for all Home-Rule units has been determined to be \$973,257,000.00. Appendix C attached identifies the list of Home Rule units and the population count used by the Governor’s Office for the volume cap allocation. Special census estimates or other estimates for individual municipalities are not recognized by the Governor’s Office.

During the period from January 1, 2023, through May 1, 2023, Home Rule units may not apply to the State for an allocation under the Illinois Allocation Act. Rather, Home Rule units must determine and monitor their own private activity bond limits as provided in the Illinois Allocation Act. Please see reporting requirements detailed below in “Home Rule Reporting”.

June 1 Benchmark

Of the total amount available to each Home Rule unit of government with less than 2,000,000 inhabitants, the amount that has not been granted, transferred, or reserved by Home Rule units for specific projects or purposes as of May 1, 2023, shall be reserved to the Governor’s Office on June 1, 2023 (the “home Rule Pool”). From the period of June 1 through July 15, 2023, one-half of the home rule Pool will be available to all Home Rule units with less than 2,000,000 inhabitants (the remaining half is available for allocation to the State or State Agencies as herein after described).

The Governor’s Office will accept Home Rule units’ requests for volume cap from the Home Rule Pool beginning on the first State business day on or after June 1, 2023. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., June 1, 2023. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor’s Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the Home Rule Pool upon a request made, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signatory of the application letter Express mail will be used upon request and at the issuer’s expense. The allocation is valid for a period of 60 calendar days from the date of the letter or December 28 of the year of the allocation. This period is set by Illinois Allocation Act and cannot be extended.

July 15 Benchmark

On and after July 15, 2023, the amount of the unused allocation from the Home Rule Pool shall be available to both Home Rule units of government (with less than 2,000,000 inhabitants) and to State agencies. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed after July 15 if cap still is requested.

The Governor’s Office will accept Home Rule units’ requests for volume cap from the Home Rule pool beginning on the first State business day on or after July 15, 2023. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2023. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor’s Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

Please Note –

- **A completed “Allocation Request Letter” (Appendix A) and a copy of an “Official action”, as defined in the Statute, must accompany all request submissions (June 1 or July 15). A submission will not be deemed complete unless a copy of Official action is included in the transmittal.**
- **No Home Rule unit may be granted more than 10% of the amount of total allocation initially available for Home Rule units for a single project. Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Requests will be processed only for allocation to be used directly by the requesting Home Rule unit. Joint requests from more than one unit or requests from one unit for allocation that will also be used by other units of government will not be considered. Once an allocation is given to a specific unit, the Governor’s Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.**
- **The allocation approval letter to Home Rule units of government is valid for a period of 60 calendar days from the date of the letter or through December 31, 2023, whichever date comes first. If an issuer’s allocation has expired, it may apply for a new allocation if allocation is still available. Such application will be processed by the Governor’s Office in the same manner as any other new application.**
- **The State, a State agency or Home Rule unit may reallocate all or a portion of its ORIGINAL allocation to a Home Rule Unit, the State, a State agency or a Non Home Rule Unit of local government. Home Rule units may reallocate by official action of their governing body only as to volume cap reserved prior to May 1, 2023. Home Rule units MAY NOT reallocate any allocation granted by the Governor’s Office after June 1. Please see “REALLOCATION PROVISIONS” for further details.**

Home Rule Reporting

Item I.

Confirmation of Issuance

Pursuant to Section 7 of the Illinois Allocation Act, any Home Rule unit utilizing Volume Cap (regardless of its source) is required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer.
- (b) Principal amount of the issue.
- (c) Purpose for which the private activity bonds were issued.
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the “Confirmation of Bond Issuance” letter is provided in Appendix A.

If the amount of bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the amount of unused allocation shall be added to the remaining pool allocation available. This “lapsed” volume cap will be offered first to all issuers who have requested volume cap whose requests were not completely fulfilled, in the order that such requests were initially filed. If more than one request was initially filed at the same time, the order of filing will be randomly assigned for purposes of offering lapsed cap. Volume cap is not considered lapsed unless the issuer or issuer’s representative states in writing that all or a portion of the cap will not be used.

Mid-Year Reporting

No later than May 10, 2023, each Home Rule unit with less than 2,000,000 inhabitants must report to the Governor’s Office in writing on volume cap (i) granted, (ii) transferred, or (iii) reserved by official action of the unit’s governing body prior to May 1, 2023. The form described in Appendix A is provided for this purpose – “Report of Allocation Granted by Home Rule”.

Once Volume Cap is properly reserved by a Home Rule unit prior to May 1, 2023, the Governor’s Office will not object to the subsequent transfer or reallocation of such cap or filing of a carry-forward of such volume cap, and no notice to the Governor’s Office of any such subsequent action is required. {Please note, however, that Home Rule units must provide notice to the Governor’s office, as provided in Section 6 of the Illinois Allocation Act, within fourteen days of said reallocation. }

Please Note - Copies of “Official Action”, as defined in the Illinois Allocation Act, must accompany this reporting submission. Submission will not be deemed complete unless a copy of Official Action is included with the submissions.

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NON-HOME RULE UNITS

Allocation Requests

January 1 Benchmark

The 2023 allocation of Volume Cap available on or after January 1, 2023, to be issued by Non-Home Rule units of local government is expected to be \$ 268,293,420.00. Non-Home Rule units are defined as municipalities or counties, other than Home-Rule units. All other forms of government, such as local water districts or airport authorities, must apply for Volume Cap as a State Agency.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Local Government Pool beginning on the first State business day on or after January 1, 2023 (January 3, 2023). Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., January 3, 2023. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission received, and processed on a first come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the total available allocation, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signatory of the application letter. Express mail may be used upon request and at the issuer's expense.

July 15 Benchmark

Of the total amount allocated to Non-Home Rule units, the amount of remaining allocation as of July 14, 2023 (the "Non-Home Rule Pool") shall be reserved to the Governor's Office on July 15, 2023, to be allocated to the State, State agencies or Non-Home Rule units as described in the Illinois Allocation Act. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed on or after July 15 if volume cap is still requested.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Non-Home Rule Pool beginning on the first State business day on or after July 15, 2023. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2023. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

Please Note –

- A completed "Allocation Request Letter" (Appendix A) and a copy of an "Official Action", as defined in the Illinois Allocation Act, **must** accompany **all** request submissions (January 1 or July 15). A submission **will not** be deemed complete unless a copy of Official Action is included in the transmittal.
- No Non-Home Rule unit may be granted more than 10% of the amount of total allocation initially available to units of local government for a single project. Non-Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Non-Home Rule units do not have power under statute to transfer or reallocate cap to other Non-Home Rule or Home-Rule units. Requests may be made only for cap that will be used within the Non-Home Rule unit's jurisdiction, as evidenced by such documentation or evidence as the Governor's Office shall request. Letters of intent from lenders shall be deemed

prima facie evidence. Units planning to pool their allocations must certify their intent to comply with this section in their request letter.

- **The allocation approval letter is valid for a period of 60 calendar days from the date of the letter. This period is set by the Illinois Allocation Act and cannot be extended.**
- **Pursuant to Section 6 of Illinois Allocation Act, a Non-Home Rule unit IS NOT AUTHORIZED TO REALLOCATE all or any unused portion of its allocation. Direct and indirect reallocations by Non-Home Rule Units are strictly prohibited. This prohibition is discussed more fully in the “Reallocation Provisions” of these Guidelines.**
- **The proceeds from bonds utilizing Volume Cap allocated to a Non-Home Rule unit pursuant to these Guidelines must be used within the jurisdiction of the Non-Home Rule unit.**

Item I.

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Non-Home Rule Reporting

Item I.

Confirmation of Issuance

Pursuant to Section 7 of the Illinois Allocation Act, Non-Home Rule units are required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer.
- (b) Principal amount of the issue.
- (c) Purpose for which the private activity bonds were issued.
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the “Confirmation of Bond Issuance” letter is provided in Appendix A.

If the amount of bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the amount of unused allocation shall be added to the remaining pool allocation available. This “lapsed” volume cap will be offered first to all issuers who have requested volume cap whose requests were not completely fulfilled, in the order that such requests were initially filed. If more than one request was initially filed at the same time, the order of filing will be randomly assigned for purposes of offering lapsed cap. Volume cap is not considered lapsed unless the issuer or issuer’s representative states in writing that all or a portion of the cap will not be used.

Annual Reporting of Housing Projects

The Illinois Allocation Act requires Non-Home Rule units to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in the Section 7.5 of the Illinois Allocation Act. A form to aid reporting has been provided in Appendix B to these Guidelines. Calendar Year 2023 submissions are to be sent via the instructions set forth on page 3 of these Guidelines by February 1, 2023. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority (“IHDA”) at the following address:

Illinois Housing Development Authority
Attention: General Counsel
401 North Michigan Avenue
Chicago, IL 60611

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STATE AGENCIES

Allocation Requests

For calendar year 2023 there is expected to be \$ 268,293,420.00 for use by State Agencies, (the “State Agency Pool”), defined as any State agency, commission, board, authority, or body politic and corporate of the State authorized by law to issue Private Activity Bonds, other than a Non-Home Rule or Home-Rule unit.

The Governor’s Office may allocate among all State agencies from the State Allocation Pool available after January 3, 2023. In addition, State agencies may apply beginning on or after the first State business day after June 1, 2023, for the allocation retained by the Governor’s Office from the Home-Rule Pool and beginning on or on July 15, 2023, for the allocation retained, if any, from the Non-Home Rule Pool. Requests submitted prior to June 1 which are not completely fulfilled, and requests submitted prior to July 15 which are not completely fulfilled must be re-filed after July 15 if cap from the Non-Home Rule pool is requested. Please see “HOME RULE” and “NON-HOME RULE” sections for submission procedures.

Please Note-

- **Requests will be processed only for allocation to be used directly by the requesting State agency. Requests may be requested and granted on a lump-sum by private activity bond category or individual project basis as the Governor’s Office may determine. Joint requests from more than one State agency or units of government or requests from one State agency for an allocation that will be used by other units of government will not be considered. Once an allocation is given to a specific State agency, the Governor’s Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.**
- **State agencies may submit requests for allocations of any amount. The 10% limit does not apply to State Agencies**
- **The Governor’s Office may consult with State agencies prior to submission of their allocation requests and determine the amount of allocation that shall be requested and approved. The allocation shall be valid through the end of the calendar year.**
- **State agencies may reallocate their unused allocation in the manner described in “REALLOCATION PROVISIONS” with the approval of the Governor’s Office. A State agency that issues bonds after receiving a reallocation from a Home-Rule unit or another State agency shall submit the information described in the “Reporting” section below.**
- **State agencies also may file a carry-forward of an allocation remaining at the end of one calendar year to the next under certain circumstances, with the approval of the Governor’s Office. Issuers should consult their legal counsel with respect to the applicability of this provision to their circumstances**

State Agency Reporting

Confirmation of Issuance

Pursuant to Section 7 of the Illinois Allocation Act. State Agencies are required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer.
- (b) Principal amount of the issue.
- (c) Purpose for which the private activity bonds were issued.
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the “Confirmation of Bond Issuance” letter is provided in Appendix A.

If the amount of the bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the unused allocation amount shall be retained by the State Agency unless otherwise directed by the Governor’s Office.

Annual Reporting of Housing Projects

Pursuant to the Illinois Allocation Act, State Agencies are required to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in Section 7.5 of the Illinois allocation Act and a form has been provided in Appendix B for submission. Calendar Year 2023 Submissions are to be sent via the instruction set forth on page 3 of these guidelines by February 1, 2023. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority (“IHDA”) at the following address:

Illinois Housing Development Authority
Attention: General Counsel
401 North Michigan Avenue
Chicago, IL 60611

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REALLOCATION PROVISIONS

Reallocations by the State, a State Agency or a Home Rule Unit

The State, any State Agency or Home Rule unit may voluntarily reallocate to any Non-Home Rule unit of local government, Home-Rule unit, the State or any State agency all or any portion of its unused allocation. { The State Agency or Home Rule unit reallocating all or a portion of its unused allocation must provide notice to the Governor’s office within fourteen days of said reallocation. }

Consistent with the Illinois Allocation Act and these guidelines, entities that issue private activity bonds on the basis of reallocations must submit to the Governor’s Office written evidence of such reallocation and a confirmation of bond issuance letter within ten calendar days from the date the bonds are issued.

Reallocations by a Non-Home Rule Unit Are Prohibited

Non-Home Rule units may not reallocate to any issuer. This prohibition applies to direct reallocations and to reallocations attempted via an intergovernmental or other agreement. Allocations made to Non-Home Rule units pursuant to the Illinois Allocation Act and these Guidelines may not be used in an issuance by another governmental entity on behalf of the Non-Home Rule unit or as a surrogate for the Non-Home Rule unit via an intergovernmental or other agreement.

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STANDARD FORM OF LETTERS

(Letterhead of Signatory)

**ALLOCATION REQUEST LETTER
FROM ALL ISSUERS**

(Date)

Office of the Governor
Governor’s Office of Management and Budget
555 W Monroe Street - Suite 1500 S GOMB
Chicago, IL. 60661

Attn: Sophia Ronis

ATTENTION: Debt Management Unit

RE: Issuer: _____
Type: (Home-Rule, Non-Home Rule or State agency)
Maximum Principal Amount: _____
Bond Description: (project, beneficiary, location, type/category of bonds)

Dear Governor J B Pritzker:

In accordance with the Tax Reform Act of 1986 as passed by 99th Congress 2nd Session (1986), as amended, and 30 ILCS 345, the (name of issuer) respectfully requests an allocation for the above-captioned private activity bonds. In preparation for this bond issue to date, all applicable Federal and State requirements have been complied with. A copy of the inducement resolution or similar official action for this issue has been attached herewith.

[(The following is required only of Non-Home Rule units which expect to join other units in a single bond issue as described in the guidelines): I hereby certify that (name of issuer) intends to comply with requirements set forth in the Governor's Office guidelines and will not transfer or reallocate any cap received from the Governor's Office to other Non-Home Rule or Home-Rule units and will use the cap only within our jurisdiction.]

I hereby certify under penalty of perjury, that to the best of my knowledge, the issuance of the Private Activity Bond was or will not be made in consideration of any bribe, gift, gratuity or direct or indirect contribution to any political campaign.

Please forward the allocation approval letter to the undersigned [or to: _____]. Bond counsel for these bonds [is expected to be _____, who may be reached at [phone number]] [has not yet been selected].

Sincerely,
(Name of issuer)

(Signature of authorized public official)
(Title)
(Phone number)

[Note: The Bond description cannot be materially changed after submission.]

(Governor’s Letterhead)

BOND ALLOCATION APPROVAL LETTER

(Date)

Allocation Number (our assigned number)

(Name of issuer)

Attention: (Name of Official)

Re: Issuer: _____
Type: (Home-Rule, Non-Home Rule or State agency)
Maximum Principal Amount: _____
Bond Description: (project, beneficiary, location, type/category of bonds)

Ladies and Gentlemen:

In accordance with the Tax Reform Act of 1986, as amended, and 30 ILCS 345, the above-captioned Issuer has requested an allocation for Private Activity Bonds with respect to the above-captioned bonds. In support of this request, I have been presented with the resolution duly adopted by the Issuer or similar official action with respect to the above-captioned bonds.

I hereby allocate \$ _____ of the State’s 2023 maximum limit on private activity bonds to the above-captioned Issuer.

Pursuant to Section 6 of the Illinois Private Activity Bond Allocation Act, this allocation is only valid if:

- (1) the proceeds from the bonds (the “Bonds”) utilizing the bond volume cap are to originate single family mortgages to finance the purchase of homes located within the jurisdiction of the unit local government applying for the bond volume cap, or the costs associated therewith, or, if not so used, applied to redeem the Bonds; and
- (2) the unit of local government is the Issuer of the Bonds.

“Issuer” as used herein is the entity named on the Bonds and obligated for the repayment of the Bonds and does not include an entity for whom bonds have been issued by another party via an intergovernmental or other agreement.

This allocation is valid through and including _____. If the above-captioned bonds have not been issued by said date this allocation automatically expires and is available for reallocation.

Sincerely,
J B PRITZKER

Governor

(Letterhead of Signatory)

**CONFIRMATION OF BOND ISSUANCE
TO BE PROVIDED BY ISSUER**

(Date) [Within 10 calendar days of issuance]

Allocation Number: (assigned by us in the allocation approval letter)

Office of the Governor
Governor’s Office of Management and Budget
555 W Monroe Street - Suite 1500 S GOMB
Chicago, IL. 60661
Attn: Sophia Ronis

ATTENTION: Debt Management Unit

Re: Issuer: _____
Type: (Non Home-Rule, Home-Rule or State agency)
Date of Issuance: _____
Principal Amount Issued: _____
Bond Description: (project, beneficiary, location, type/category of bonds)

Dear _____:

In accordance with the Tax Reform Act of 1986, as amended, and 30 ILCS 345, the above-captioned Issuer is giving notice that the above-captioned private activity bonds have been issued. With regard to the issuance of these bonds, all applicable federal and state requirements have been complied with. The total allocation provided for this bond issue in the Allocation Approval Letter dated _____ was \$_____. The total principal amount actually issued was \$_____ and, therefore, the amount of \$_____ is unused allocation that may be added to the total available allocation.

Sincerely,

(Name of issuer)

(Signature of authorized public official)
(Title)

Attachments

[Note: If the bonds were issued on the basis of a voluntary reallocation of unused allocation or as a result of a carry-forward of allocation from a prior year, this fact should be so stated in this confirmation letter and a copy of the written evidence of such reallocation or carry-forward should be attached.]

(Letterhead of Signatory)

**REPORT OF ALLOCATION GRANTED
BY HOME-RULE UNITS**

(Date) [Due Thursday, May 10, 2023]

Office of the Governor
Governor’s Office of Management and Budget
555 W Monroe Street - Suite 1500 S GOMB
Chicago, IL. 60661
Attn: Sophia Ronis

ATTENTION: Debt Management Unit

Re: Issuer: (Home-Rule unit)
Total 2023 Volume Cap Allocation: [see list attached to guidelines for population, multiplied by \$120.00]

Volume Cap allocations granted, transferred, or reserved by Issuer resolution prior to May 1, 2023:

- 1. Principal Amount of Issue: _____
- Bond Description: (Type of bond)
- (Repeat as necessary identify all specific allocations)
- If reallocated to another issuer, state name of issuer: _____

Copies of allocation resolutions or ordinances are attached. [Note: Memorandums of agreements with businesses need not be attached.]

Total Allocation Granted or Reallocated \$ _____

Sincerely,

(Name of issuer)

(Signature of authorized public official)
(Title)
(Phone number)

APPENDIX B

ANNUAL HOUSING REPORT

SAMPLE FORM

Bond Issuer Annual Reporting Form		
Statutory Requirement (30 ILCS 345/7.5)	Explanation/Detail	Insert Required Information
Information Required for All Bond Issues		
Bond Issuer	Entity Issuing Bonds:	
Person Completing Report (Drafter)	Name:	
Drafter Contact Information	Company:	
	Address:	
	Address:	
	City, State, Zip:	
	Phone:	
	E-mail Address:	
Reporting Period	Calendar Year:	
Date of Report	Date (no less than 45 days prior to end of Reporting Period):	
Bond Proceeds Used for Projects and Loans	Percentage of Total Issuance:	
Total Cost of Issuance	Amount:	
Bond Proceeds Used to Refund Prior Bonds	Amount:	
Unused Proceeds at Time of Report	Amount:	
Plan for Use of Any Unused Proceeds	<i>Attach Narrative and Supporting Documentation Showing Commitments to Utilize Proceeds, including timetable for use.</i>	
For Multifamily Rental Units Only		
Total Number of Developments	Total:	
Total Number of Units	Total:	
Income Levels for All Units (using Area Median Income, or "AMI")	No. Units at 30% AMI or less:	
	No. Units at 40% AMI:	
	No. Units at 50% AMI:	
	No. Units at 60% AMI:	
	No. Units at 80% AMI:	
	No. of Other Restricted Units (% AMI):	
	No. of Other Restricted Units (% AMI):	
	No. of Other Restricted Units (% AMI):	
	Unrestricted (Market Rate):	
Annual Comprehensive Housing Plan Priorities (see below for priority key)	<i>Attach detail showing the number units serving the priority populations described below, along with documentation showing efforts to serve Priority Populations, when available.</i>	
For Single Family Units Only		
Loans and Households Achieving Homeownership with Bond Proceeds	Number of Mortgage Loans:	
	Number of Households:	
Loan Amounts, Actual and Effective Interest Rates	<i>Attach List of Individual Loan Amounts, detailing the actual and effective interest rate for each loan.</i>	
Annual Comprehensive Housing Plan Priorities (see below for priority key)	<i>Attach detail showing the number units serving the priority populations described below, along with documentation showing efforts to serve Priority Populations, when available.</i>	
First-time Homebuyers	Number:	
Homeownership Counseling	No. of assisted homeowners who received any homeownership counseling:	
Key to Priorities		
Disabled - No. Units Serving People with Disabilities (as defined in the Illinois Comprehensive Housing Plan, found at www.ihda.org ; choose "Housing Policy and Planning" in the left margin)		
Extremely Low Income - No. Units Serving Very Low-Income (less than 30% AMI) Households and Families		
Homeless - No. Units Serving Homeless People and Families and Those At-Risk of Homelessness		
Live Near Work - No. Units Serving Low and Moderate-Income Families and People Unable to Find Affordable Housing Near Employment or Transportation		
Preservation - No. of Units for Low-Income Families and People Living in Existing Affordable Housing that is in Danger of Becoming Unaffordable		
Very Low Income - No. Units Serving Very Low-Income (31 to 50% AMI) Households and Families		
QUESTIONS?		
Any questions on how to complete this form should be directed to IHDA's CFO or General Counsel at 312-836-5200 or TTD 312-836-5222.		

APPENDIX C

POPULATION ESTIMATES

Home Rule Unit ¹	Population ²	Home Rule Unit ¹	Population ²
Addison Village	35,353	East Dundee Village	3,115
Alsip Village	18,601	East Hazel Crest Village	1,262
Alton City	25,422	East St. Louis City	18,195
Arlington Heights Village	76,000	Edwardsville City	25,218
Aurora City	179,266	Elgin City	113,911
Bannockburn Village	1,002	Elk Grove Village Village	32,066
Barrington Hills Village	4,060	Elmhurst City	45,326
Bartlett Village	40,539	Elmwood Park Village	23,945
Bartonville Village	5,855	Elwood Village	2,216
Batavia City	26,092	Evanston City	77,517
Bedford Park Village	589	Evergreen Park Village	19,471
Belleville City	41,751	Fairview Heights City	16,474
Bellwood Village	18,331	Flora City	4,753
Belvidere City	25,134	Forest View Village	778
Benton City	6,708	Freeport City	23,650
Berkeley Village	5,214	Galesburg City	29,712
Berwyn City	55,772	Gilman City	1,731
Bloomington City	78,283	Glendale Heights Village	32,796
Bolingbrook Village	73,597	Glen Ellyn Village	28,533
Bridgeview Village	16,715	Glenview Village	47,856
Bryant Village	163	Glenwood Village	8,477
Buffalo Grove Village	42,794	Golf Village	507
Burbank City	28,789	Granite City City	27,484
Burnham Village	3,989	Gurnee Village	30,521
Cahokia Village	11,912	Hanover Park Village	36,774
Calumet City City	35,159	Harvey City	19,871
Calumet Park Village	6,843	Harwood Heights Village	8,836
Carbon Cliff Village	1,818	Hazel Crest Village	13,098
Carbondale City	21,741	Herrin City	12,253
Carlock Village	539	Highland Park City	30,177
Carol Stream Village	39,333	Highwood City	5,374
Carpentersville Village	37,598	Hillside Village	8,142
Cartersville City	5,828	Hodgkins Village	1,472
Champaign City	89,114	Hoffman Estates Village	51,350
Channahon Village	13,706	Homer Glen Village	24,516
Chicago City	2,696,555	Hopkins Park Village	575
Chicago Heights City	26,905	Huntley Village	28,008
Chicago Ridge Village	14,130	Inverness Village	7,449
Christopher City	2,657	Jacksonville City	17,816
Cicero town	83,161	Johnston City City	3,349
Collinsville City	24,320	Joliet City	150,372
Cook County, Unincorporated	102,529	Kankakee City	23,922
Country Club Hills City	16,407	Lake Barrington Village	5,080
Countryside City	6,275	Lake Bluff Village	5,589
Crainville Village	1,460	Lake Forest City	19,253
Crystal Lake City	40,411	Lake in the Hills Village	28,945
Danville City	28,787	Lansing Village	28,379
Darien City	21,751	LaSalle City	9,499
Decatur City	69,646	Lincolnshire Village	7,932
Deerfield Village	19,079	Lincolnwood Village	13,191
DeKalb City	40,486	Lockport City	26,118
De Pue Village	1,601	McCook Village	243
Des Plaines City	59,459	McHenry City	27,372
Dolton Village	20,941	Manhattan Village	10,037
Downers Grove Village	49,654	Marion City	16,742
Du Quoin City	5,811	Mascoutah City	8,676
		Matteson Village	18,664

1. Home Rule Communities: Secretary of State – Index Department

2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000, to July 1, 2021 (NST-EST2021-02) on December 29, 2022

<u>Home Rule Unit¹</u>	<u>Population²</u>
Maywood Village	23,112
Melrose Park Village	24,206
Mettawa Village	534
Midlothian Village	13,983
Moline City	42,418
Monee Village	5,103
Monmouth City	8,778
Morton Grove Village	24,712
Mound City City	524
Mount Prospect Village	55,541
Mount Vernon City	14,454
Muddy Village	56
Mundelein Village	31,560
Murphysboro City	7,023
Naperville City	149,104
Naples town	99
Nauvoo City	932
New Lenox Village	27,477
Niles Village	30,345
Normal town	53,594
Norridge Village	15,009
Northbrook Village	34,587
North Chicago City	30,029
Northfield Village	5,634
Northlake City	12,664
North Utica Village	1,321
Oakbrook Terrace City	2,725
Oak Forest City	26,793
Oak Lawn Village	57,013
Oak Park Village	53,224
O'Fallon City	32,292
Old Mill Creek Village	164
Onarga Village	1,319
Orland Park Village	57,850
Oswego Village	35,316
Palatine Village	66,321
Park City City	7,867
Park Forest Village	21,261
Park Ridge City	38,810
Pekin City	31,448
Peoria City	111,666
Peoria Heights Village	5,827
Peru City	9,842
Phoenix Village	1,666
Plainfield Village	45,398
Posen Village	5,497
Prairie Grove Village	1,961
Quincy City	39,131
Rantoul Village	12,119
Riverdale Village	10,397
River Grove Village	10,531
Riverwoods Village	3,765

<u>Home Rule Unit¹</u>	<u>Population²</u>
Robbins Village	4,627
Rockdale Village	1,990
Rock Island City	36,636
Rolling Meadows City	23,781
Romeoville Village	40,469
Rosemont Village	3,855
Round Lake Beach Village	27,081
St. Charles City	33,009
Sauget Village	136
Savoy Village	8,823
Schaumburg Village	77,082
Schiller Park Village	11,424
Sesser City	1,865
Sherman Village	4,635
Shorewood Village	18,254
Skokie Village	66,422
South Barrington Village	5,016
South Chicago Heights Village	3,924
South Holland Village	21,015
Springfield City	113,394
Standard Village	223
Stickney Village	6,963
Stone Park Village	4,470
Streamwood Village	38,651
Summit Village	10,875
Sycamore City	18,580
Thornton Village	2,333
Tilton Village	2,616
Tinley Park Village	54,864
Tuscola City	4,654
University Park Village	7,082
Urbana City	38,681
Valier Village	552
Valmeyer Village	1,221
Vernon Hills Village	26,786
Volo Village	6,269
Warrenville City	14,655
Washington City	15,978
Watseka City	4,622
Waukegan City	88,614
West Chicago City	25,370
West City Village	644
West Dundee Village	7,784
West Frankfort City	7,229
Wheaton City	53,126
Wheeling Village	38,499
Williamsville Village	1,424
Willowbrook Village	9,127
Wilmette Village	27,587
Winnetka Village	12,475
Woodridge Village	33,826
Woodstock City	25,646

1. Home Rule Communities: Secretary of State – Index Department

2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000, to July 1, 2021 (NST-EST2021-02) on December 29, 2022

RESOLUTION NO. _____

A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, SINGLE-FAMILY MORTGAGE REVENUE BONDS, AND RELATED MATTERS

(Private Bond Cap Allocation – EIEDA, Series 2023)

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

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (“Code”), provides that the City has volume cap equal to \$120 per resident of the City in calendar year 2022, which volume cap may be allocated to certain tax-exempt private activity bonds; and

WHEREAS, Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act (30 ILCS 345/6 and 6.1) authorize the corporate authorities of any home rule unit, before May 1 of each calendar year, to reallocate all or any portion of its unused volume cap to any home rule or non-home rule unit, the State, or a State agency; and

WHEREAS, the Urbana City Council, after due consideration, finds that the City’s best interests are served by the transfer a portion of the City’s volume cap allocation for calendar year 2023 to Eastern Illinois Economic Development Authority (“Issuer”), to be applied toward the issuance of single-family or multi-family mortgage revenue bonds (“Bonds”) by the Issuer or for such other purpose permitted by this Resolution.

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

Section 1. Pursuant to Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act, the City hereby transfers and reallocates \$2,320,850 of its volume cap for calendar year 2023 to the Issuer, which shall issue the Bonds using such transfer of volume cap, without any further action required on the part of the City. The adoption of this Resolution shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or other private activity bonds.

Section 2. The City and the Issuer shall maintain a written record of this Resolution for the term of all private activity bonds it issues for that calendar year to which such allocation applies.

Section 3. The officers, officials, agents, and employees of the City are hereby authorized, empowered, and directed to perform all acts as may be necessary to carry out the purposes and intent of this Resolution.

Section 4. The invalidity of any section or provision of this Resolution hereby passed and approved shall not invalidate other sections or provisions thereof.

Section 5. All Resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded. This Resolution shall be in full force and effect from and after its passage.

Section 6. Upon approval of this Resolution, the City Clerk is directed to give notice of the reallocation made herein to the Governor of the State of Illinois pursuant to 30 ILCS 345/6 and the guidelines and procedures promulgated thereunder.

PASSED BY THE CITY COUNCIL this ____ day of April, 2023.

AYES:
NAYS:
ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this ____ day of April, 2023.

Diane Wolfe Marlin, Mayor



CITY OF URBANA, ILLINOIS
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

M E M O R A N D U M

TO: Mayor Diane Wolfe Marlin and Members of the City Council
FROM: John C. Zeman, City Engineer
DATE: April 12, 2023
RE: A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT
 CONCERNING BONEYARD CREEK PROJECT

Introduction

A segment of the Boneyard Creek located west of Broadway Avenue has eroded and will need to be repaired, and the bank needs to be stabilized before the erosion expands and impacts adjacent property. Through coordination with the Urbana-Champaign Sanitary District (UCSD), this bank stabilization scope was expanded upstream to include protection of an elevated UCSD sewer where it crosses the creek. UCSD will pay for their portion of the expanded scope.

The attached intergovernmental agreement (IGA) provides for cooperation between the City and UCSD for this project and the distribution of costs according to the quantities in the cost sharing spreadsheet which is included as Exhibit A to the IGA. The bid tabulation and cost sharing spreadsheet will be filled out after the bids have been opened and the contract awarded to the low responsive and responsible bidder. An invitation to bid for this project was advertised on March 30, 2023. Bid proposals from contractors will be opened on Friday, April 14, 2023. Construction is to be completed by September 1, 2023.

Financial Impact

Following the budget amendment that was passed by Council earlier this month, the total budget for this project is \$545,000, with the estimated distribution of costs as \$145,000 from UCSD and \$400,000 from the City's stormwater utility fund. The City will pay the project costs upfront, and UCSD will reimburse the City for their portion.

Recommendation

Staff recommends that Council approve the attached resolution authorizing the Mayor to sign an intergovernmental agreement providing for cooperation in the creek bank stabilization of Segment #3 of the Boneyard Creek.

Attachment: Resolution No. 2023-04-028R: A Resolution Approving an Intergovernmental Agreement Concerning Boneyard Creek Project
 An Intergovernmental Agreement Providing for Cooperation in the Creek Bank Stabilization of Segment #3 of the Boneyard Creek.

RESOLUTION NO. 2023-04-028R**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT
CONCERNING BONEYARD CREEK PROJECT**

WHEREAS, the City of Urbana (the “Urbana”) is an Illinois municipal corporation and a home rule unit of local government pursuant to Section 6 of Article VII of the Illinois Constitution of 1970 and the statutes of the State of Illinois; and,

WHEREAS, the Urbana & Champaign Sanitary District (the “UCSD”) is a body politic organized under the authority of the Sanitary District Act of 1917; 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 parties to enter into and execute agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the Parties have identified a need for certain improvements and stabilization of the Boneyard Creek bank; and,

WHEREAS, the identified improvements and stabilization are necessary for the protection of the bank from further erosion and negatively impacting UCSD sewer facilities; and,

WHEREAS, the Parties desire to enter into an Intergovernmental Agreement concerning the Boneyard Creek Project.

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

Section 1.

The Intergovernmental Agreement between Urbana and UCSD concerning the Boneyard Creek Project, which is attached hereto and incorporated by reference herein, shall be and hereby is authorized and approved.

Section 2.

The Mayor of the City of Urbana, Illinois, shall be and hereby is authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, shall be and hereby is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2023.

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, 2023.

Diane Wolfe Marlin, Mayor

AN INTERGOVERNMENTAL AGREEMENT
PROVIDING FOR COOPERATION IN THE CREEK BANK STABILIZATION OF
SEGMENT #3 OF THE BONEYARD CREEK

This Intergovernmental Agreement (hereinafter, the “Agreement”), including any exhibits and attachments appended hereto and incorporated herein, is made and entered into as of this _____ day of _____, 2023 by and between the Urbana & Champaign Sanitary District, an Illinois Municipal Corporation (hereinafter, the “Sanitary District”) and the City of Urbana, an Illinois Municipal Corporation (hereafter, the “City”).

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 parties hereto to make and enter into agreements by and between themselves and provide authority for intergovernmental cooperation; and,

WHEREAS, the creek bank in Segment #3 of the Boneyard Creek between Race Street and Broadway Avenue has eroded away exposing the Sanitary District’s 1923 Interceptor sewer pipe; and,

WHEREAS, the City plans to install rip-rap armoring, boulders, rock, and j-hooks to stabilize the creek bank in Segment #3 protecting the Sanitary District’s interceptor sewer from future erosion and bank loss; and,

WHEREAS, the Sanitary District and its constituents will benefit directly from the contemplated Boneyard Segment #3 Bank Stabilization Project, and thus it is appropriate for the Sanitary District to contribute funds to cover certain Project costs.

NOW therefore, in consideration of the exchange of good, valuable and mutual consideration which each party hereto acknowledges as having in hand received and for the

exchange of the terms, provisions and conditions contained in this Agreement, the parties hereto agree as follows:

1. The City is authorized to act as contracting agent for and on behalf of itself and the Sanitary District to do that which is reasonably necessary to undertake the Project in consultation with the Sanitary District. In performance of said undertaking the City will comply with all laws relating to the services it is to provide pursuant to this Agreement.

2. Exhibit A (which consists of pertinent pages the Boneyard Creek Segment #3 Bank Stabilization project plans and bid opening tabulation) attached hereto shall be and hereby is incorporated into and made a part of this Agreement as if fully set forth herein, for the purpose of specifically defining the scope of the Project. Provisions set forth in Exhibit A may be modified and/or supplemented as contemplated in Paragraph 4 of this Agreement.

3. Notwithstanding anything to the contrary provided for in this Agreement, the Sanitary District shall reimburse the City for construction costs for the Boneyard Creek Segment #3 Bank Stabilization Project based on contract unit prices for the project.

4. The Sanitary District and the City acknowledge that during the course of the Project it may become necessary to issue change orders to the City's contract with the successful bidder to address unforeseen conditions and/or additional work requests. The City agrees to provide the Sanitary District's Executive Director with an opportunity to review and approve or object to change orders that are directly related to work and improvements to the Boneyard Creek Segment #3 Bank Stabilization Project prior to approval by the City. If the Sanitary Executive Director approves any change order directly related to work and improvements to the Boneyard Creek Segment #3 Bank Stabilization Project, the Sanitary District shall be responsible for the additional cost(s) set forth in the change order. If the Sanitary District's Executive

Director does not approve a proposed change order to the Boneyard Creek Segment #3 Bank Stabilization Project, and the Sanitary District and the City do not agree to modification of the proposed change order, the City may not proceed with the change order in the form submitted to the Sanitary District.

5. The City shall make all payments to the Project contractor in accordance with the contract entered into with the winning bidder. The Sanitary District shall promptly reimburse the City for the Sanitary District’s portion of the Project costs, including any change orders related to Boneyard Creek Segment #3 Bank Stabilization Project as provided in paragraph 4 above, paid by the City. In any event, the Sanitary District shall make payment to the City within sixty (60) days of receipt of an invoice from the City; provided payment shall be subject to approval of the Sanitary District’s Director of Engineering, which approval shall not be unreasonably withheld or delayed.

6. Notice given hereunder shall be given to:

<p>City at:</p> <p>Delivery: Public Works Director Urbana Public Works Department 706 South Glover Avenue Urbana, IL 61802</p> <p>Mail: (same as above)</p>	<p>The Sanitary District at:</p> <p>Executive Director Urbana & Champaign Sanitary District 1100 East University Avenue Urbana, IL 61802</p> <p>Executive Director Urbana & Champaign Sanitary District P.O. Box 669 Urbana, IL 61803</p>
--	---

Notice shall be deemed effective:

a. If given by First Class Mail, four (4) days after placement with the U.S. Postal Service if placed in a properly addressed and stamped envelope.

b. If given by courier service, the day after delivery if the courier service provides, whether in hardcopy or electronically, a receipt stating that delivery was made.

c. If sent by certified mail, return receipt requested, upon mailing.

7. In the event either party to this Agreement defaults (the “Defaulting Party”) on any of its obligations provided in this Agreement, the other party (the “Non-Defaulting Party”) shall give the Defaulting Party notice of any such default. All Notices of Default shall be in writing, describe the nature of the default and specify the paragraph of this Agreement or the exhibit designation and paragraph therein claimed to be in default. The Defaulting Party shall have seven (7) calendar days in which to (i) cure the default, (ii) provide a written statement to the Non-Defaulting Party which explains why the Defaulting Party is not in default; or (iii) provide the Non-Defaulting Party with a reasonable timetable in which it will cure the default if the same cannot reasonably be cured within the said seven (7) calendar-day period.

8. In the event of a dispute between the parties regarding the withholding of any approval, any terms provided for in this Agreement or any exhibit attached hereto and made a part hereof, or the performance of any obligation provided for in this Agreement, the parties shall meet face-to-face in an effort to resolve their dispute. If such face-to-face resolution effort fails, the parties to this Agreement shall agree to and shall participate in good faith in mediation. Should mediation fail, either party shall have the right to file and maintain an action in the Circuit Court for the Sixth Judicial Circuit, Champaign County, Illinois seeking the relief which the filing party deems appropriate. Any dispute regarding the construction, interpretation or application of any term contained in this Agreement or any exhibit appended hereto and any breach hereof shall be governed by the laws of the State of Illinois and Sanitary District ordinances.

9. City will agree to protect, save, defend, indemnify, and hold harmless the Sanitary District from and against any and all expenses, damages, claims, suits, action, judgments, and/or costs whatsoever, including attorney's fees, arising out of, or in any connected with, any claim or action arising out City's performance under this Agreement. The provisions of this section shall survive any termination or expiration of this Agreement. The provisions of this section shall survive any termination or expiration of this Agreement.

IN WITNESS WHEREOF, the City and the District have executed this Agreement.

CITY OF URBANA

URBANA & CHAMPAIGN SANITARY DISTRICT

By _____
Diane Marlin – Mayor

By _____
Jennifer Putman – Board President

Date: _____

Date: _____

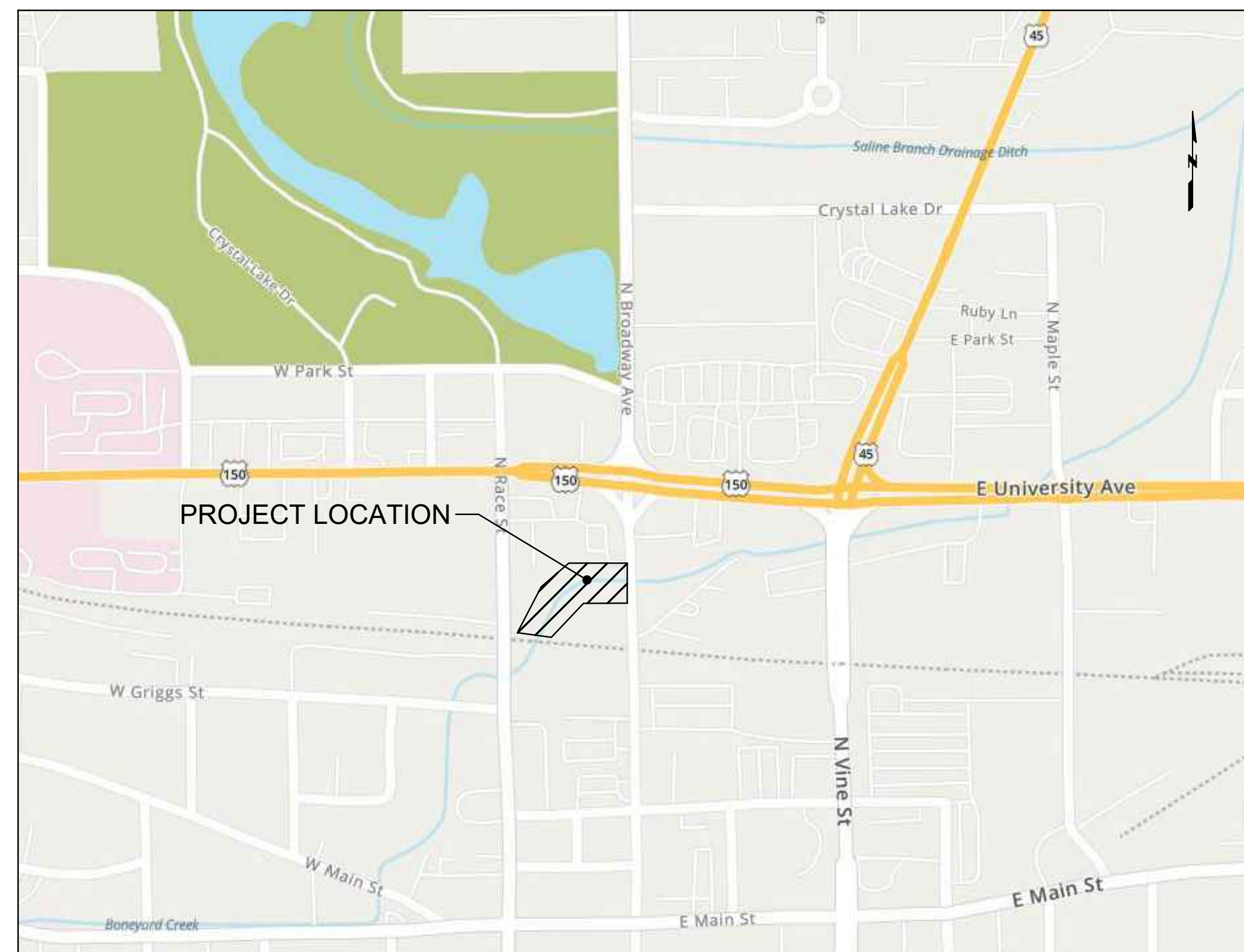
City of Urbana, Illinois

Boneyard Creek Segment 3 Bank Stabilization

INDEX OF DRAWINGS

SHEET NO.	SHEET NAME	ISSUE DATE	REVISION DATE	REVISION DATE
C0.0	COVER SHEET	08/05/2022	03/23/2023	04/06/2023
C0.1	GENERAL NOTES & LEGENDS	08/05/2022	03/23/2023	04/06/2023
C1.0	EXISTING TOPOGRAPHY & DEMOLITION PLAN	08/05/2022	03/23/2023	-----
C2.0	SITE PLAN	08/05/2022	03/23/2023	04/06/2023
C3.0	CHANNEL CROSS SECTIONS	08/05/2022	03/23/2023	-----
C3.1	CHANNEL CROSS SECTIONS	08/05/2022	03/23/2023	-----
C4.0	SITE DETAILS	08/05/2022	03/23/2023	-----
C4.1	SITE DETAILS	08/05/2022	03/23/2023	04/06/2023

LOCATION MAP



UTILITY INFORMATION



PERMITS

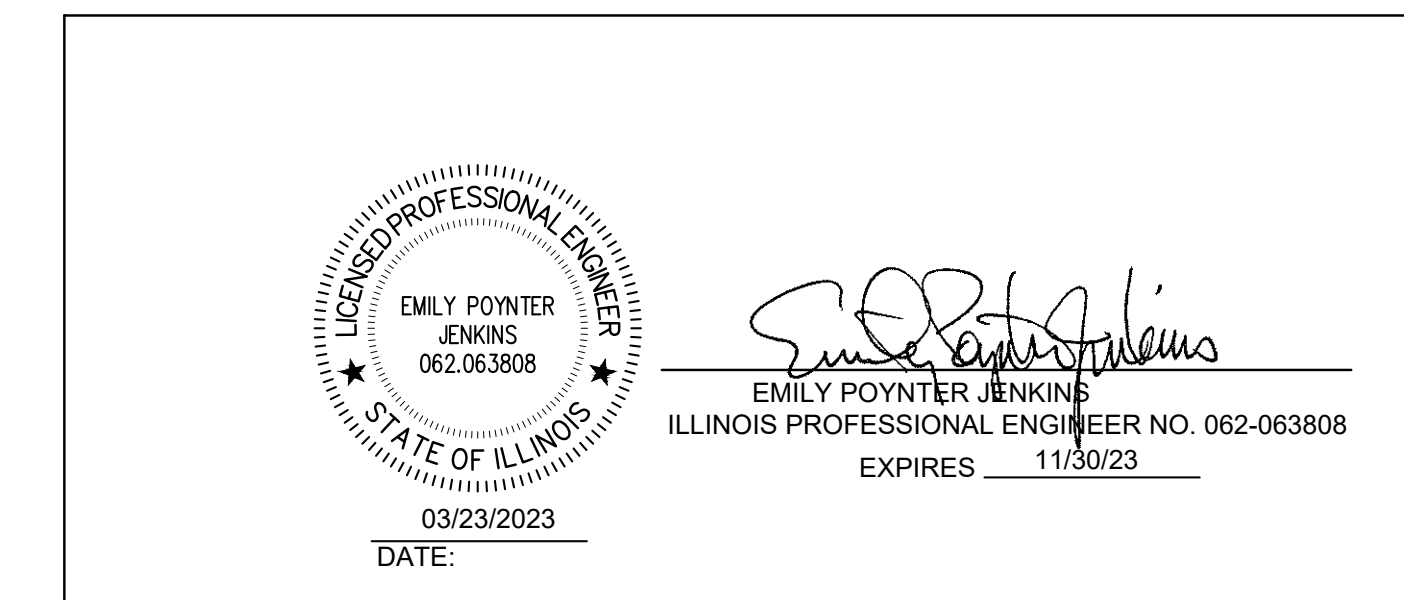
THIS WORK WILL BE PERFORMED UNDER THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES PERMIT NUMBER 9 AUTHORIZING MINOR SHORELINE, STREAM BANK, AND CHANNEL PROTECTION ACTIVITIES AND THE U.S. ARMY CORPS OF ENGINEERING NATIONWIDE PERMIT NUMBER 13 AUTHORIZING BANK STABILIZATION.

CITY OF URBANA

APPROVED _____ 20__ 23

CITY ENGINEER

PROFESSIONAL REGISTRATIONS

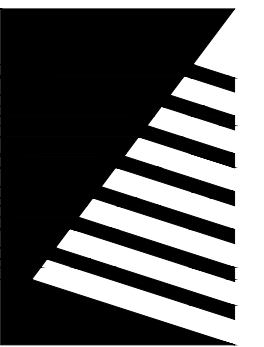


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PROJECT NO.: 0220721.00

Design Firm Registration #184001856

DATE: 08/05/2022
REVISION DATES: 03/23/2023, 04/06/2023



Farnsworth GROUP

2211 WEST BRADLEY AVENUE
CHAMPAIGN, ILLINOIS 61821
(217) 352-7408 / info@f-w.com

www.f-w.com
Engineers | Architects | Surveyors | Scientists

#	DATE:	DESCRIPTION:
1	03/23/23	RE-DESIGN FOR ADDITIONAL SCOPE OF WORK AND RE-BID
2	04/06/23	REMOVE SANITARY STABILIZATION WORK.

CONSTRUCTION SET

PROJECT:
City Of Urbana, Illinois

Boneyard Creek Segment 3 Bank Stabilization

DATE: 03/23/2023

DESIGNED: EPJ

DRAWN: GB/EM

REVIEWED: EPJ/JAH

FIELD BOOK NO.: ---

SHEET TITLE:

GENERAL NOTES AND LEGENDS

SHEET NUMBER:

C0.1

PROJECT NO.: 0220721 356

EXISTING LEGEND (STANDARD LEGEND - NOT ALL ITEMS DEPICTED ON PLANS)

	SET IRON ROD WITH ALUMINUM CAP STAMPED "C WALLACE LS21000238"		STORM SEWER
	IRON ROD (EXISTING)		SANITARY SEWER
	BENCHMARK		WATER LINE
	STORM MANHOLE		GAS LINE
	STORM INLET		OVERHEAD COMMUNICATION LINE
	CLEANOUT		UNDERGROUND ELECTRIC LINE
	SANITARY MANHOLE		UNDERGROUND ELECTRIC LINE
	FIRE HYDRANT		OVERHEAD UTILITY LINE
	WATER METER		DITCH FLOWLINE
	WATER VALVE		BOUNDARY OF SURVEY
	WATER WELL		ADJACENT LOT LINE
	GAS VALVE/REGULATOR		LOT LINE
	GAS METER		EASEMENT LINE
	ELECTRIC METER		RIGHT-OF-WAY LINE
	UTILITY POLE		FENCE
	GUY WIRE		BUILDING
	WOOD POST		SPOT ELEVATION
	TRAFFIC LIGHT SIGN		RECORD DATA
	HVAC UNIT		MEASURED DATA
	DOWNSPOUT		EVERGREEN TREE / SIZE
	MAILBOX		DECIDUOUS TREE / SIZE
	CLOTHESLINE POLE		STUMP
			BUSH
			ROCK / BOULDER

DEMOLITION LEGEND (STANDARD LEGEND - NOT ALL ITEMS DEPICTED ON PLANS)

	CONCRETE REMOVAL		DECIDUOUS TREE REMOVAL
	ASPHALT PAVEMENT REMOVAL		NON-DECIDUOUS TREE REMOVAL
	GRAVEL PAVEMENT REMOVAL		BUSH REMOVAL
	ASPHALT PAVEMENT 1-1/2" MILL FOR NEW PAVEMENT		STRUCTURE REMOVAL
	GAS SERVICE REMOVAL		PAVEMENT SAWCUT LINE
	TELEPHONE LINE REMOVAL		TELEPHONE LINE RELOCATION
	OVERHEAD TELEPHONE LINE REMOVAL		OVERHEAD ELECTRIC LINE RELOCATION
	ELECTRIC LINE REMOVAL		ORANGE CONSTRUCTION FENCING
	OVERHEAD ELECTRIC LINE REMOVAL		CURB REMOVAL

PROPOSED LEGEND (STANDARD LEGEND - NOT ALL ITEMS DEPICTED ON PLANS)

	WATER METER PIT W/ METER		SITE LIGHTING
	WATER SERVICE		END SECTION
	SANITARY SERVICE		STORM INLET
	STORM SEWER		CURB INLET
	GAS SERVICE		STORM MANHOLE
	ELECTRIC CONDUITS		SANITARY MANHOLE
	CONCRETE MONOLITHIC CURB & GUTTER		SEWER CLEAN OUT
	COMBINED CONCRETE CURB & GUTTER (PUBLIC STREET) PER LOCAL SPECIFICATIONS		GROUND CONTOUR
	DEPRESSED CURB		SILT FENCE
	INTEGRAL P.C.C. SIDEWALK CURB, 6"		EROSION CONTROL WATTLE
	P.C.C. SIDEWALK, 6"		INLET PROTECTION
	STANDARD PAVEMENT HMA SURFACE COURSE, 1 1/2" HMA BINDER COURSE, 1 1/2" AGG. BASE COURSE, TYPE B, 8"		SEEDING AND MULCHING
	HEAVY-DUTY PAVEMENT P.C.C. PAVEMENT, 8" (MAX JOINT SPACING 12") AGG. BASE COURSE, TYPE B, 8"		DRAINAGE DIRECTION
	PAVEMENT REPAIR FOR UTILITY CONNECTION		ACCESSIBLE PATH
	LAWN/TURF		DETECTABLE WARNING STRIP
			BOLLARD
			FINISHED TOP OF WALK ELEV.
			FINISHED PAVEMENT ELEV.
			SHRUBS, GROUNDCOVERS, AND/OR GRASSES
			GROUNDCOVERS AND LOW GRASSES
			TREES

A. INSPECTION AND MAINTENANCE SCHEDULE

- SOIL EROSION AND SEDIMENT CONTROLS SHALL BE MAINTAINED BY THE CONTRACTOR AT LEAST ONCE EVERY SEVEN CALENDAR DAYS AND/OR WITHIN 24-HOURS OF THE END OF A STORM EVENT THAT IS 0.5-INCHES OR GREATER OR EQUIVALENT SNOWFALL. CONTRACTOR SHALL PERFORM VISUAL INSPECTIONS CONTINUOUSLY FOR DEWATERING/DIVERSIONS/BYPASS AND AT LEAST DAILY WHEN WORKING IN AND NEAR THE STREAM.
- THE CONTRACTOR SHALL NOT TRACK OR SPILL DIRT CLUMPS ONTO ADJACENT PAVEMENT. AT A MINIMUM, THE CONTRACTOR SHALL PERFORM STREET AND/OR HAND SWEEPING AT THE END OF EACH DAY'S OPERATION. ADDITIONAL STREET CLEANING SHALL BE DONE AS NECESSARY.
- STOCKPILES OF MATERIALS SHALL BE OUTSIDE OF FLOOD PRONE AREAS AND ADJACENT TRIBUTARY AREAS. ALL DISTURBED GRASS AREAS SHALL BE STABILIZED WITH TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES AND PERMANENTLY STABILIZED UPON COMPLETION OF THE PROJECT.

GENERAL NOTES (CONT.)

- THE GENERAL CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION LAYOUT FOR THIS PROJECT. THE ENGINEER WILL PROVIDE THE CONTRACTOR WITH AN AUTOCAD V. 2020 MODEL DRAWING OF THE SITE IMPROVEMENTS SHOWN ON THESE PLANS FOR THEIR USE FOR CONSTRUCTION LAYOUT AND STAKING BY TOTAL STATION. ADEQUATE PRIMARY CONTROL EXISTS ON-SITE FOR THE CONTRACTOR TO ESTABLISH HIS HORIZONTAL POSITION ON THE SITE.
- THE CONTRACTOR SHALL SUBMIT FOR REVIEW AND APPROVAL AN EROSION AND SEDIMENT CONTROL PLAN FOR MANAGING CONSTRUCTION IN THE STREAM. THE PLAN MUST BE APPROVED BY THE OWNER AND ENGINEER AND SHALL MINIMIZE DISCHARGE OF EXCESSIVELY TURBID WATER.
- ALL DISTURBED AREAS ON THE NORTH AND WEST BANKS SHALL BE GRADED AND HYDRO-SEEDED WITH IDOT MIX NO. 4B UNLESS NOTED OTHERWISE. ALL DISTURBED AREAS ON THE SOUTH BANK SHALL BE RESTORED TO EXISTING LANDSCAPING, UNLESS NOTED OTHERWISE.
- STREET SWEEPING, STOCKPILING AND PLACEMENT WILL NOT BE PAID FOR SEPARATELY BUT SHALL BE CONSIDERED AS INCLUDED IN THE BID PRICE OF THE CONTRACT AND NO ADDITIONAL COMPENSATION WILL BE ALLOWED.
- CONSTRUCTION ACCESS PLAN MUST BE PRESENTED TO CITY OF URBANA AT PRE-CONSTRUCTION MEETING AND APPROVED BY CITY PRIOR TO BEGINNING WORK.
- THE CONTRACTOR SHALL PROVIDE ALL TRAFFIC CONTROL SIGNAGE FOR PEDESTRIAN AND BIKE TRAFFIC FOR PATH AND/OR SIDEWALK CLOSURES. THE CONTRACTOR MUST SUBMIT A MAINTENANCE OF TRAFFIC PLAN FOR APPROVAL BY THE CITY PRIOR TO BEGINNING WORK.
- ALL ELEVATIONS IN THE PLANS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN EXISTING FIELD CONDITIONS BEFORE BIDDING ON THE PROJECT.

D. GENERAL EROSION AND SEDIMENT CONTROL NOTES

- UNLESS OTHERWISE INDICATED, ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL PRACTICES WILL BE CONSTRUCTED ACCORDING TO THE MINIMUM GUIDELINES & RECOMMENDATIONS IN THE ILLINOIS URBAN MANUAL, LATEST REVISION.
- A COPY OF THE APPROVED EROSION AND SEDIMENT CONTROL PLANS SHALL BE MAINTAINED ON THE SITE AT ALL TIMES.
- SOIL DISTURBANCE SHALL BE CONDUCTED IN SUCH A MANNER AS TO MINIMIZE EROSION. SOIL STABILIZATION MEASURES SHALL CONSIDER THE TIME OF YEAR, SITE CONDITIONS AND THE USE OF TEMPORARY OR PERMANENT MEASURES.
- SOIL EROSION AND SEDIMENT CONTROL FEATURES SHALL BE CONSTRUCTED PRIOR TO THE COMMENCEMENT OF SOIL DISTURBANCE WITHIN UPLAND AREAS.
- DISTURBED AREAS SHALL BE STABILIZED WITH PERMANENT MEASURES IMMEDIATELY FOLLOWING GROUND PREPARATION. STREAM BANKS SHOULD NOT REMAIN DISTURBED AND UNSTABILIZED OVERNIGHT OR BEFORE A RAIN EVENT.
- ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION IS ACHIEVED, OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED.
- ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES MUST BE MAINTAINED AND REPAIRED AS NEEDED.
- A STABILIZED MAT OF AGGREGATE UNDERLAIN WITH FILTER CLOTH (STABILIZED CONSTRUCTION ENTRANCE) SHALL BE LOCATED AT ANY POINT WHERE TRAFFIC WILL BE ENTERING OR LEAVING DISTURBED DIRT AREAS TO OR FROM A PAVED AREA. ANY SEDIMENT OR SOIL REACHING A PAVED AREA SHALL BE REMOVED BY SCRAPING OR STREET CLEANING AS ACCUMULATION WARRANTS AND TRANSPORTED TO A CONTROLLED SEDIMENT DISPOSAL AREA.
- IF DEWATERING SERVICES ARE USED, ADJOINING PROPERTIES AND DISCHARGE LOCATIONS SHALL BE PROTECTED FROM EROSION. DURING DEWATERING OPERATIONS, WATER WILL BE PUMPED INTO SEDIMENT BASINS OR SILT TRAPS. DEWATERING DIRECTLY INTO FIELD TILES OR STORMWATER STRUCTURES IS PROHIBITED.
- IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO INFORM ANY SUB-CONTRACTOR(S) WHO MAY PERFORM WORK ON THIS PROJECT OF THE REQUIREMENTS IN IMPLEMENTING AND MAINTAINING THESE EROSION CONTROL PLANS.
- THE CONTRACTOR WILL ASSUME RESPONSIBILITY FOR MAINTENANCE OF ALL SOIL EROSION CONTROL DURING CONSTRUCTION.
- THE CONTRACTOR SHALL CHECK ALL ESC MEASURES WEEKLY AND AFTER EACH RAINFALL, 0.5 INCHES OR GREATER IN A 24 HOUR PERIOD, OR EQUIVALENT SNOWFALL. ADDITIONALLY DURING WINTER MONTHS, ALL MEASURES SHOULD BE CHECKED BY THE CONTRACTOR AFTER EACH SIGNIFICANT SNOWMELT.
- TEMPORARY OR PERMANENT STABILIZATION SHALL BE INITIATED IMMEDIATELY UPON COMPLETION OF DISTURBANCE OR IF THE WORK AREA IS TO BE LEFT UNDISTURBED FOR 14 DAYS OR MORE.
- DURING WORK ON THE BANKS, WORK MUST BE TIMED TO TAKE PLACE DURING LOW OR NON-FLOW CONDITIONS.
- IF DEWATERING IS NECESSARY, THE INLET OF THE HOSE SHALL BE PLACED IN A SUMP PIT AND THE OUTLET PLACED ON NON-ERODIBLE, ENERGY DISSIPATING SURFACE PRIOR TO REJOINING THE STREAM FLOW.
- IF DEWATERING THE CONSTRUCTION AREA IS NECESSARY, THE CONTRACTOR SHALL FILTER ALL WATER BY USING FILTER BAGS, AN INLINE FILTER SUMP PIT OR APPROVED ALTERNATE MEASURE. WATER MUST HAVE SEDIMENT REMOVED AT A MINIMUM TO THE BASELINE TURBIDITY OF THE EXISTING, UNDISTURBED UPSTREAM WATERCOURSE BEFORE BEING ALLOWED TO DISCHARGE TO THE STREAM.
- CRITICAL SIDE SLOPES MUST BE STABILIZED PRIOR TO BEING EXPOSED TO STREAM FLOW.
- ALL PERMANENT SEEDING SHALL TAKE PLACE IMMEDIATELY FOLLOWING FINAL GRADING OPERATIONS IN ANY COMPLETED AREA WITHIN THE CONSTRUCTION LIMITS.
- NO CONSTRUCTION WASTE MATERIALS WILL BE BURIED ON SITE. ALL TRASH AND CONSTRUCTION DEBRIS WILL BE HAULED TO THE LOCAL MUNICIPAL DUMP AND DISPOSED OF IN ACCORDANCE WITH STATE AND LOCAL SOLID WASTE MANAGEMENT REGULATIONS.
- TEMPORARY SECURITY FENCE SHALL CONSIST OF 6 FT. CHAIN LINK PANELS WITH SELF SUPPORTING BASE. PANELS SHALL BE SECURED TO ADJOINING PANELS. SHOP DRAWINGS REQUIRED. PLACEMENT DEPICTED IS APPROXIMATE. THE CONTRACTOR SHALL DEPLOY AS NEEDED TO MAINTAIN SITE SECURITY.

OWNER ENGINEER/SURVEYOR

CITY OF URBANA 706 S GLOVER AVE URBANA, IL 61802	FARNSWORTH GROUP / EMILY POYNTER JENKINS 2211 WEST BRADLEY AVENUE CHAMPAIGN, IL 61821 PHONE 217-352-7408
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GENERAL NOTES

A. GENERAL NOTES - AUTHORITY AND RESPONSIBILITY

- THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE MEANS, METHODS, PROCEDURES, TECHNIQUES, OR SEQUENCES OF CONSTRUCTION, NOR SAFETY ON THE JOB SITE, NOR SHALL THE ENGINEER BE RESPONSIBLE FOR THE CONTRACTOR'S FAILURE TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. NEITHER THE PROFESSIONAL ACTIVITIES OF THE ENGINEER NOR THE PRESENCE OF THE ENGINEER AT A CONSTRUCTION SITE SHALL RELIEVE THE CONTRACTOR OF THEIR OBLIGATIONS, DUTIES, AND RESPONSIBILITIES INCLUDING ANY HEALTH AND SAFETY PRECAUTIONS REQUIRED BY ANY REGULATORY AGENCIES.

IN ADDITION, THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION SHALL BE MODIFIED AS FOLLOWS:

UNDER SECTION 105, ADD THE FOLLOWING SENTENCE:

NOTHING CONTAINED HEREIN SHALL RELIEVE CONTRACTOR OF ITS DUTY TO OBSERVE AND COMPLY WITH ALL APPLICABLE LAWS, NOR SHALL ENGINEER BE RESPONSIBLE FOR CONTRACTOR'S COMPLIANCE OR NON-COMPLIANCE WITH SUCH LAWS.

UNDER SECTION 107.01, ADD THE FOLLOWING SENTENCE:

ENGINEER SHALL NOT BE RESPONSIBLE FOR CONTRACTOR'S DUTY TO OBSERVE AND COMPLY WITH THE PROVISIONS OF THIS SECTION, OR FOR CONTRACTOR'S FAILURE TO DO SO.

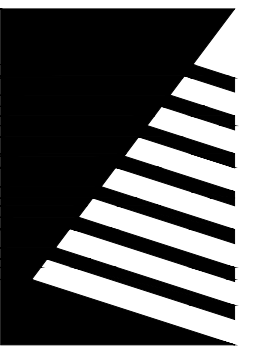
B. TYPICAL CONSTRUCTION SEQUENCING

- INSTALL ROCK VANE CONTROL MEASURES. NOTE THAT TO AID IN SEDIMENT CONTROL IN-STREAM STRUCTURES SHALL BE INSTALLED FROM UPSTREAM TO DOWNSTREAM. THIS WILL ENCOURAGE DISTURBED SEDIMENT TO DROP OUT.
- HYDRO-SEED IMMEDIATELY FOLLOWING INSTALLATION OF ROCK VANE WEIR AND RIPRAP BANK.

C. GENERAL NOTES

- ALL EXCESS CONSTRUCTION MATERIALS SHALL BE DISPOSED OF OFF THE JOB SITE BY THE CONTRACTOR.
- CALL J.U.L.I.E. 48 HOURS BEFORE ANY CONSTRUCTION IS TO BEGIN.
- BUILDING OWNERS AT 405 N BROADWAY AVE, 401 N BROADWAY AVE, 402 N RACE ST AND THE CITY OF URBANA SHALL BE GIVEN WRITTEN NOTICE 48 HOURS PRIOR TO COMMENCEMENT OF ANY WORK ON THE SITE.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REPAIR AND/OR REPLACE ANY ROADWAYS, SIDEWALKS, CURBS AND GUTTERS AND ENTRANCES DAMAGED DURING THE COURSE OF THE CONSTRUCTION OF THE PROJECT. SUCH REPAIRS OR REPLACEMENTS SHALL BE IN ACCORDANCE WITH IDOT STANDARDS AND BE ADA COMPLIANT WHERE APPLICABLE.

ITEM NO.	PAY ITEM	UNIT	QUANTITY
1	CLEARING VEGETATION	L.S.	1
2	REMOVAL OF GABIONS AND SOIL BAGS	C.Y.	9
3	ROCK VANE, FURNISH AND INSTALL	TON	45
4	J-HOOK, FURNISH AND INSTALL	TON	60
5	STONE RIPRAP GRADATION RR4	S.Y.	253
6	COIR LOG	L.F.	77
7	BOULDERS	EACH	5
8	FURNISHED EXCAVATION	C.Y.	111
9	SANITARY PIPE REPAIR	L.S.	1
10	PIPE CONNECTION	L.S.	1
11	MOBILIZATION	L.S.	1
12	TEMP. EROSION AND SEDIMENT CONTROLS	L.S.	1
13	SEEDING	ACRE	0.2
14	PERENNIALS: PACHYSANDRA TER.	EACH	500
15	CONSTRUCTION LAYOUT	L.S.	1



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CHAMPAIGN, ILLINOIS 61821
(217) 352-7408 / info@f-w.com

www.f-w.com
Engineers | Architects | Surveyors | Scientists

#	DATE:	DESCRIPTION:
1	03/23/23	RE-DESIGN FOR ADDITIONAL SCOPE OF WORK AND RE-BID
2	04/06/23	REMOVE SANITARY STABILIZATION WORK.

CONSTRUCTION SET

PROJECT:
City Of Urbana, Illinois

Boneyard Creek Segment 3 Bank Stabilization

DATE: 03/23/2023

DESIGNED: EPJ

DRAWN: GB/EM

REVIEWED: EPJ/AH

FIELD BOOK NO.: ---

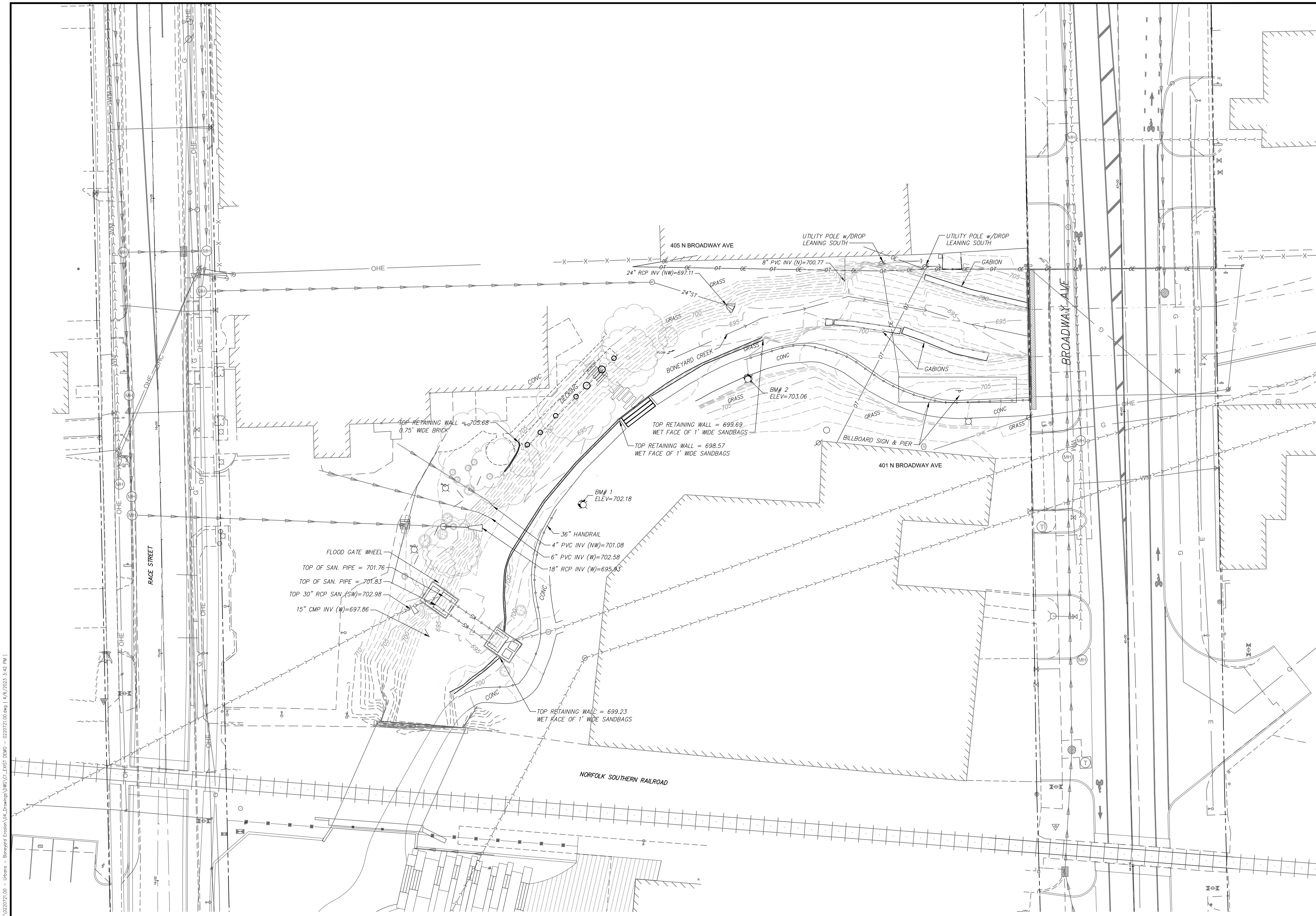
SHEET TITLE:

EXISTING TOPOGRAPHY

SHEET NUMBER:

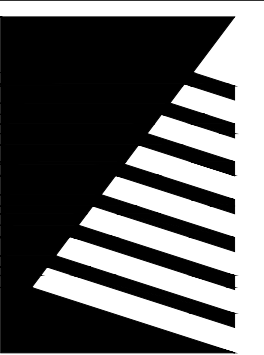
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PROJECT NO.: 0220721 357



1 EXISTING TOPOGRAPHY
SCALE: 1"=20'

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ISSUE #	DATE	DESCRIPTION
1	03/23/23	RE-DESIGN FOR ADDITIONAL SCOPE OF WORK AND RE-BID
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CONSTRUCTION SET

PROJECT:
City Of Urbana, Illinois

Boneyard Creek Segment 3 Bank Stabilization

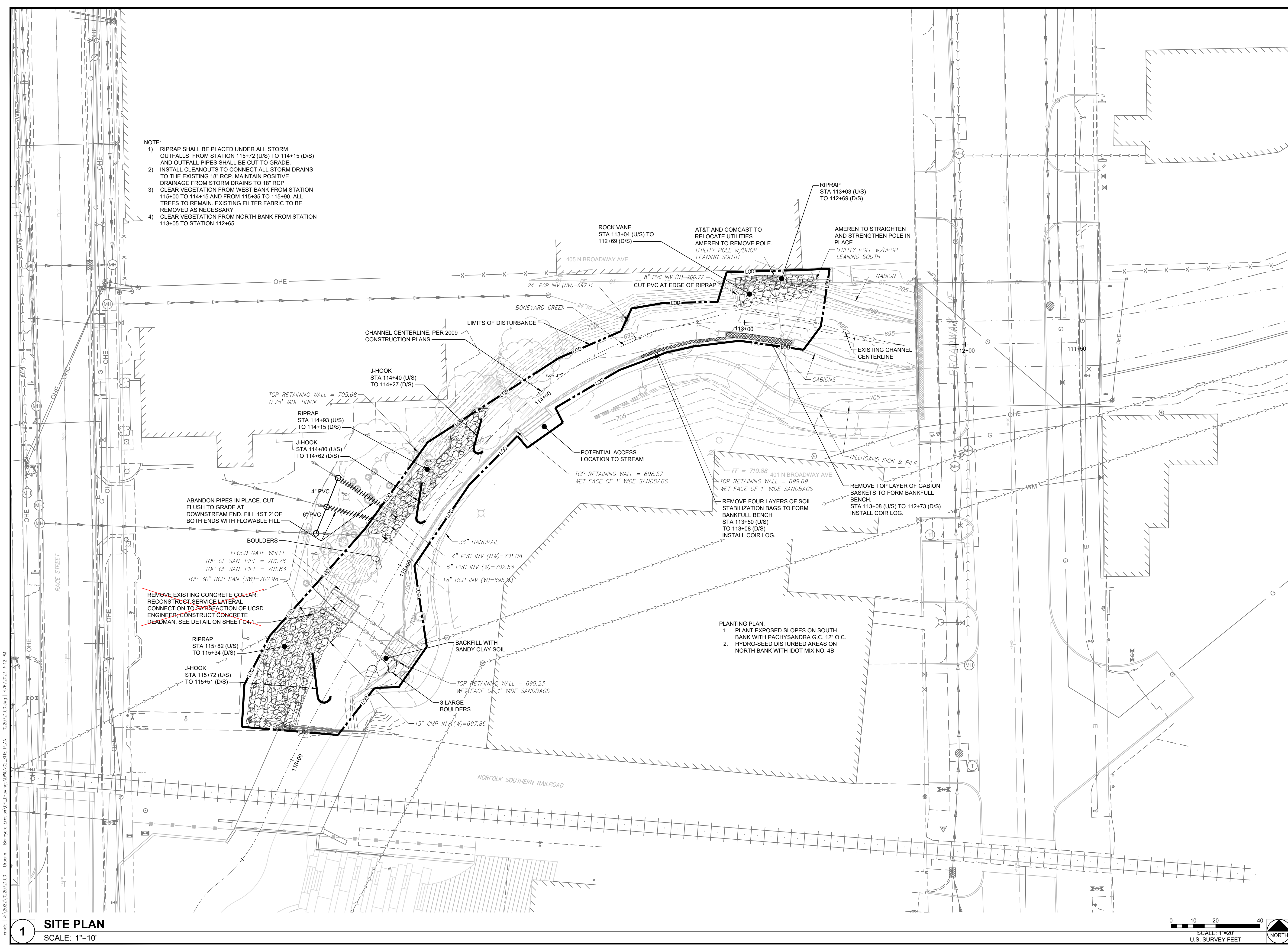
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DESIGNED:	EPJ
DRAWN:	GB/EM
REVIEWED:	EPJ/AH
FIELD BOOK NO.:	---

SITE PLAN

SHEET NUMBER:

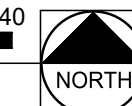
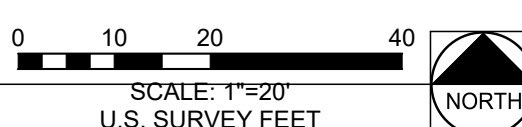
C2.0

PROJECT NO.: 0220721 358



- NOTE:
- 1) RIPRAP SHALL BE PLACED UNDER ALL STORM OUTFALLS FROM STATION 115+72 (U/S) TO 114+15 (D/S) AND OUTFALL PIPES SHALL BE CUT TO GRADE.
 - 2) INSTALL CLEANOUTS TO CONNECT ALL STORM DRAINS TO THE EXISTING 18" RCP. MAINTAIN POSITIVE DRAINAGE FROM STORM DRAINS TO 18" RCP.
 - 3) CLEAR VEGETATION FROM WEST BANK FROM STATION 115+00 TO 114+15 AND FROM 115+35 TO 115+90. ALL TREES TO REMAIN. EXISTING FILTER FABRIC TO BE REMOVED AS NECESSARY.
 - 4) CLEAR VEGETATION FROM NORTH BANK FROM STATION 113+05 TO STATION 112+65.

- PLANTING PLAN:
1. PLANT EXPOSED SLOPES ON SOUTH BANK WITH PACHYSANDRA G.C. 12" O.C.
 2. HYDRO-SEED DISTURBED AREAS ON NORTH BANK WITH IDOT MIX NO. 4B



1 SITE PLAN

SCALE: 1"=10'

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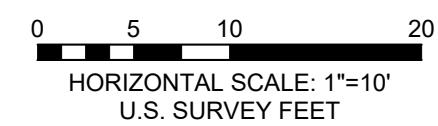
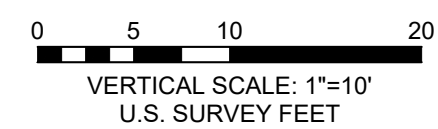
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ISSUE:

#	DATE:	DESCRIPTION:
1	03/23/23	RE-DESIGN FOR ADDITIONAL SCOPE OF WORK AND RE-BID
2	04/06/23	REMOVE SANITARY STABILIZATION WORK.



CONSTRUCTION SET

PROJECT:
City Of Urbana, Illinois

Boneyard Creek Segment 3 Bank Stabilization

DATE: 03/23/2023

DESIGN/DRAWN: EPJ/GB

REVIEWED: EPJ/AH

FIELD BOOK NO.: ---

SHEET TITLE:

CHANNEL CROSS SECTIONS

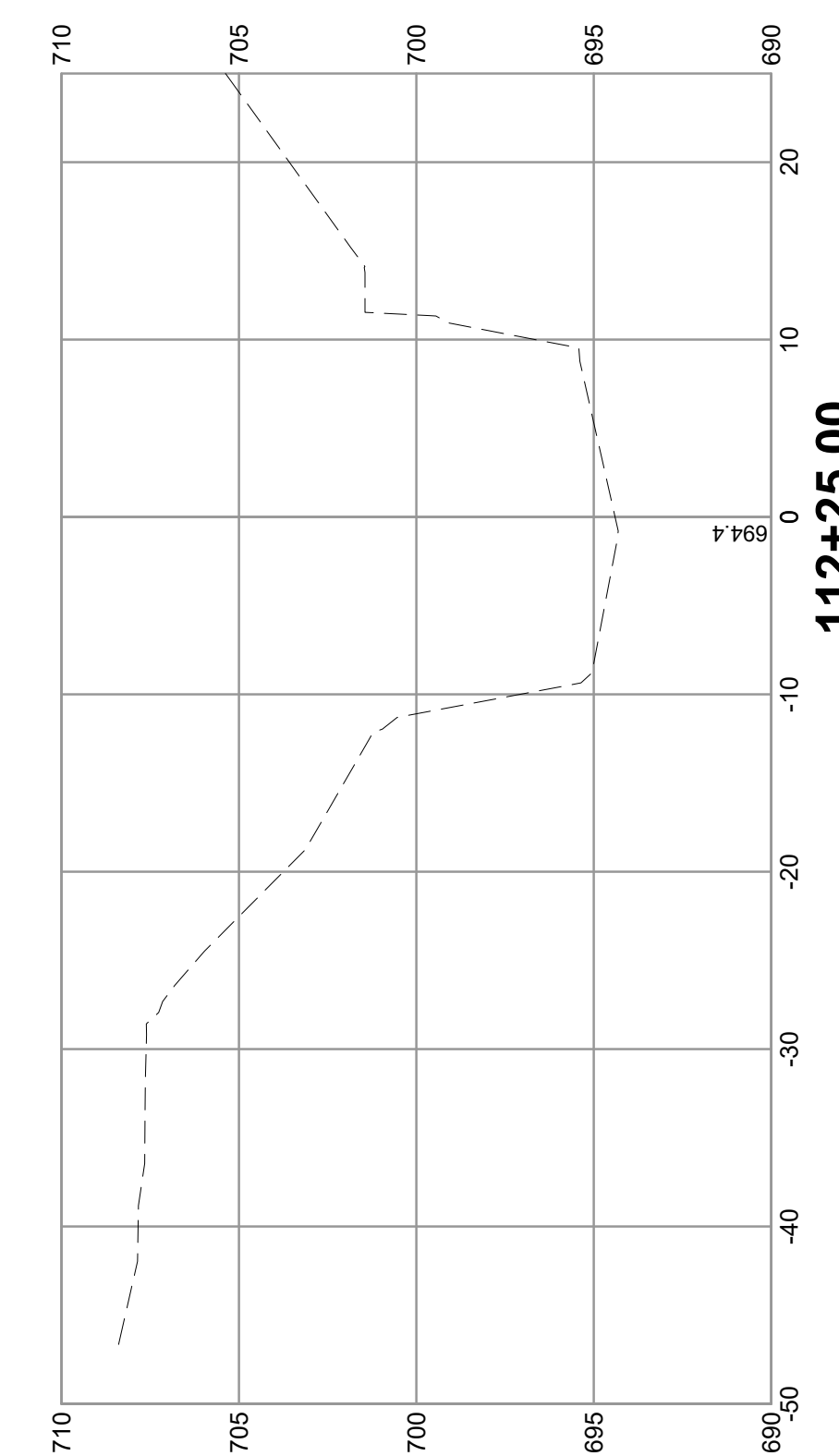
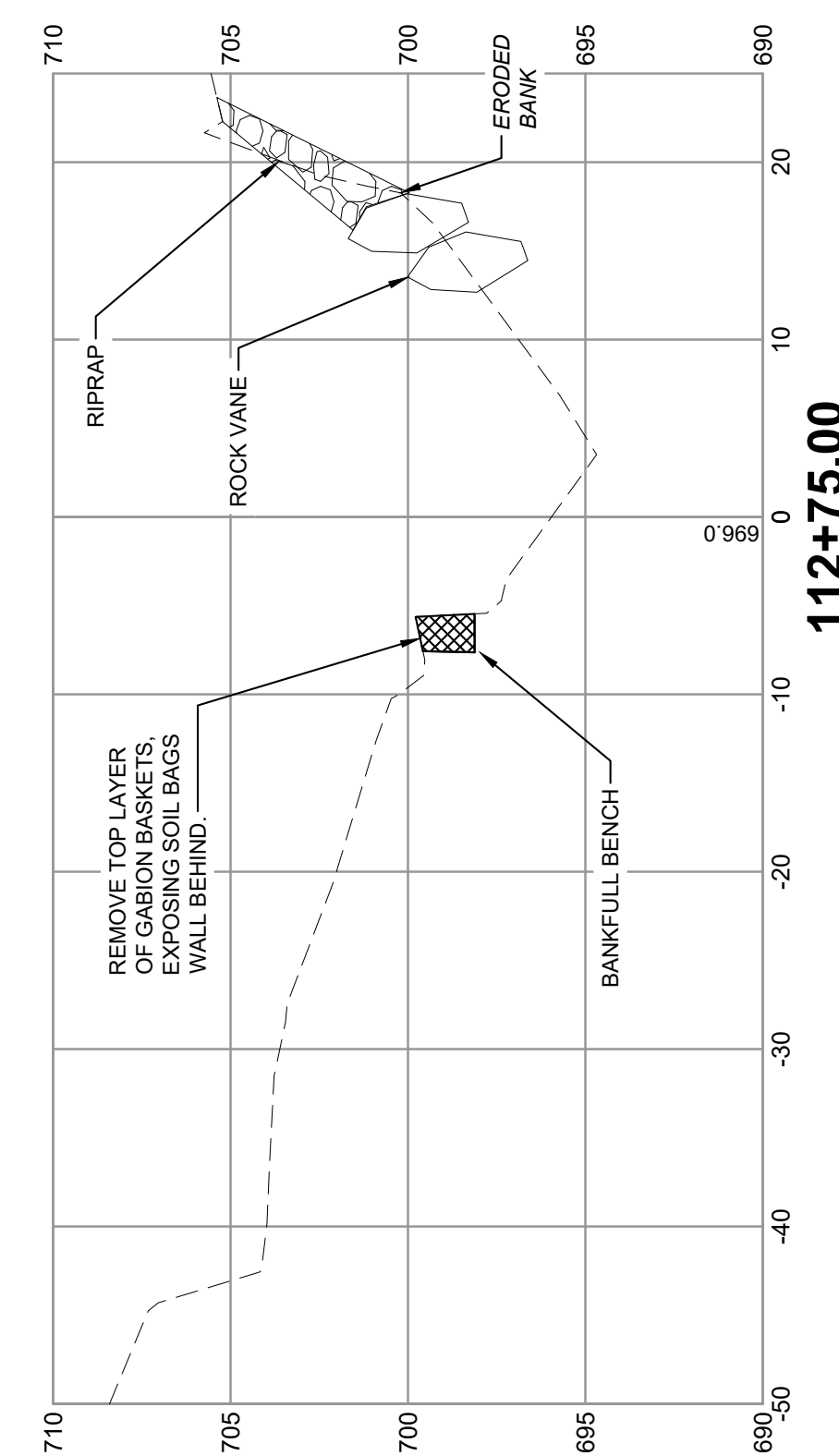
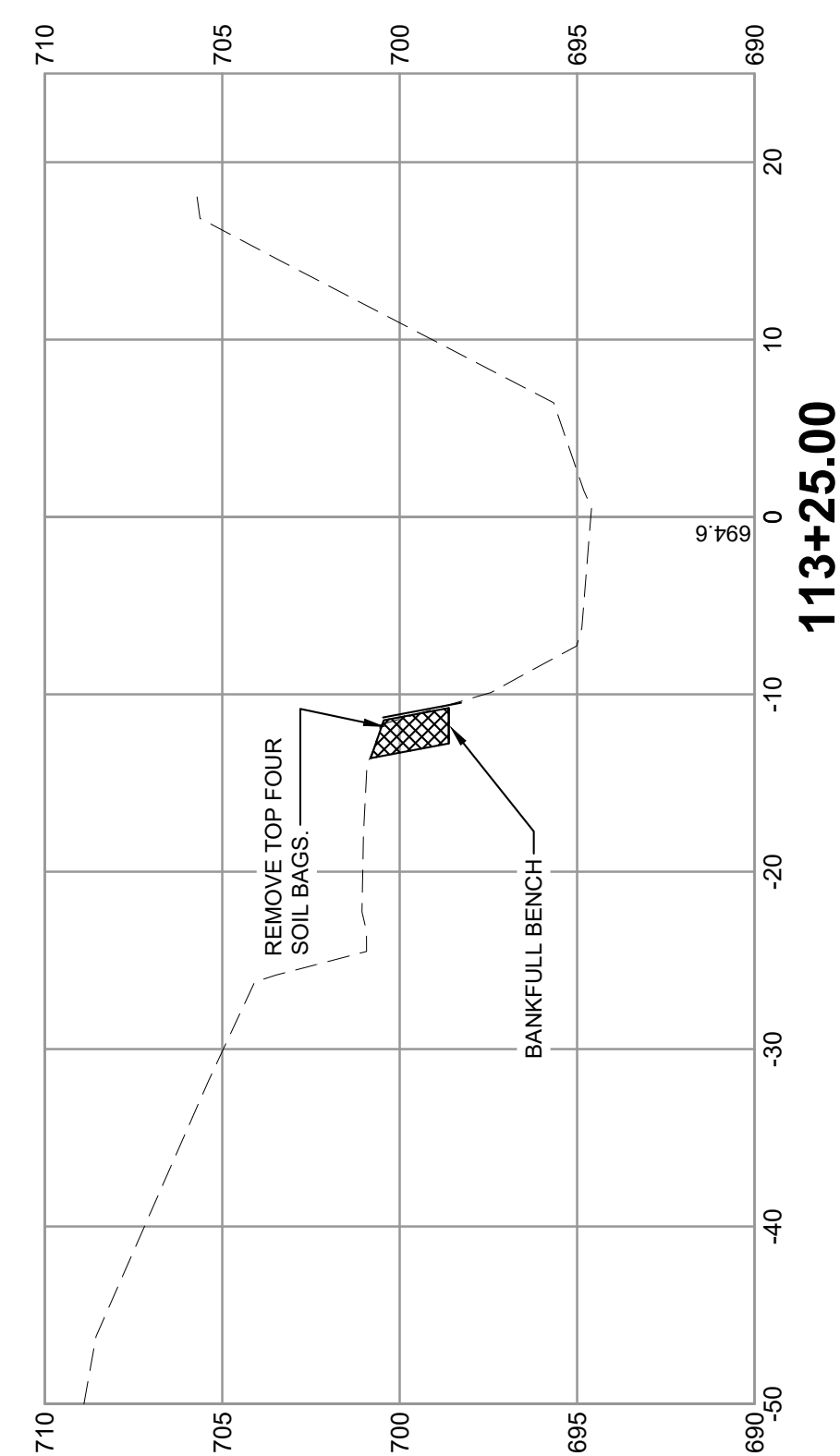
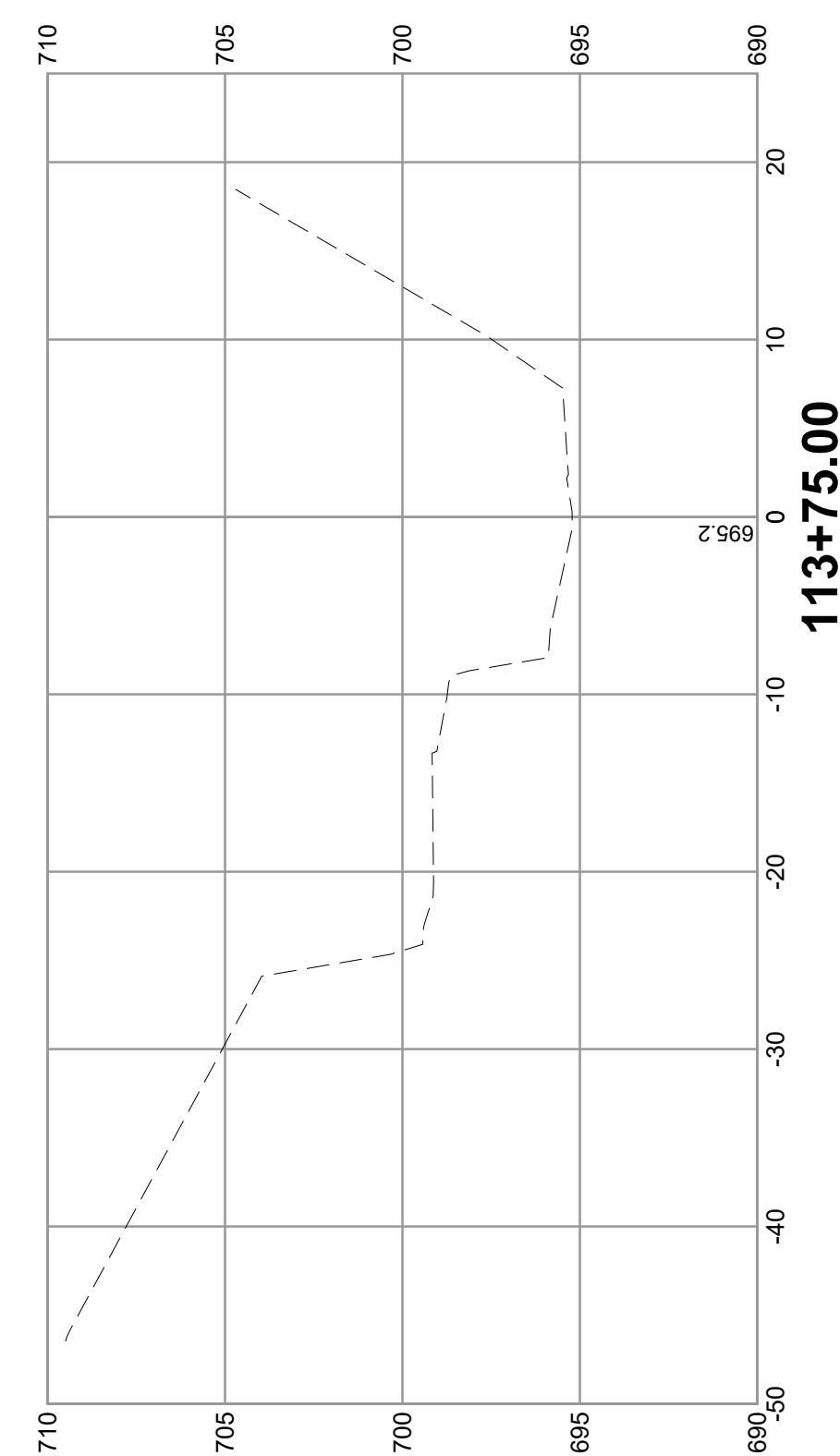
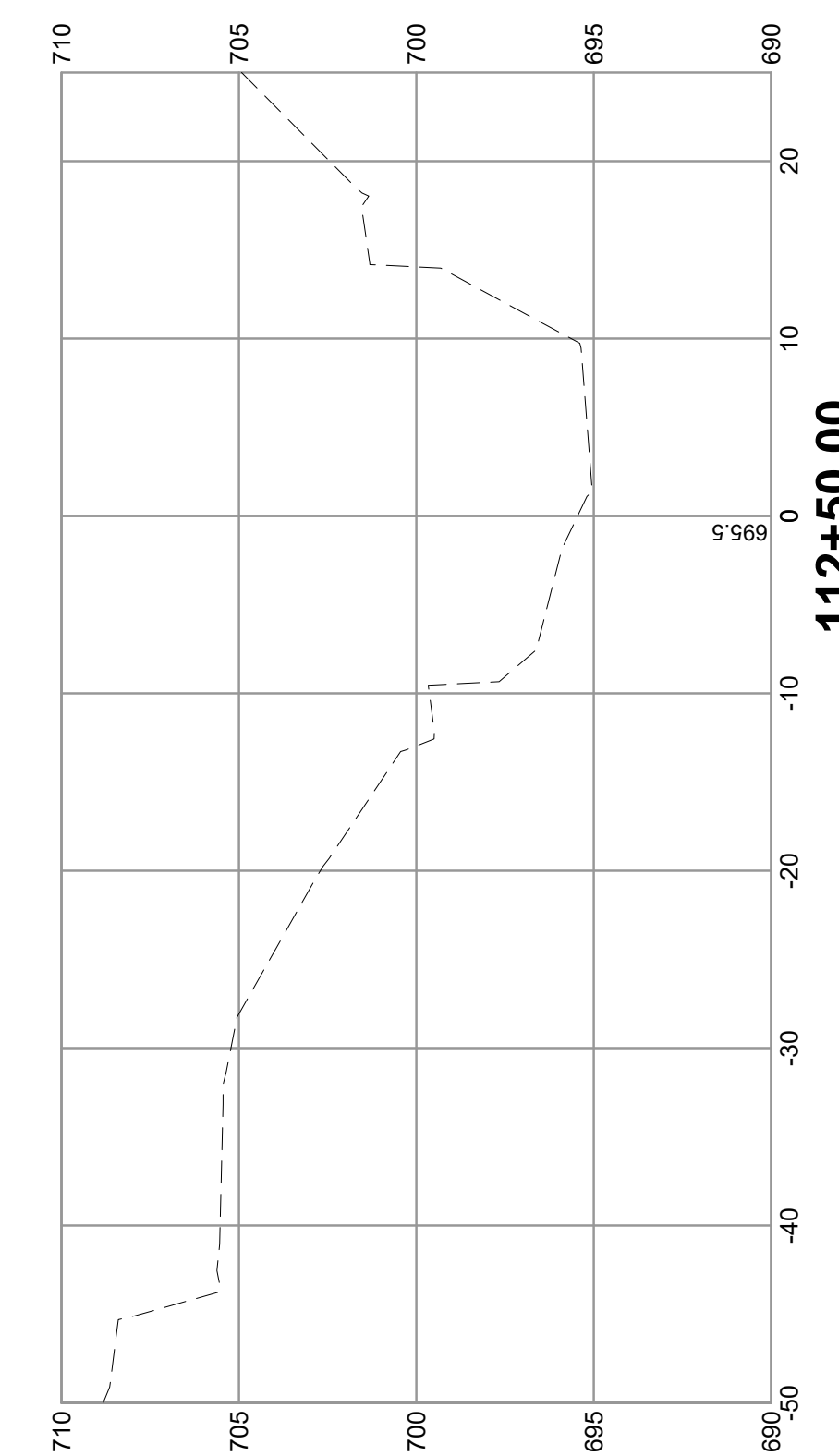
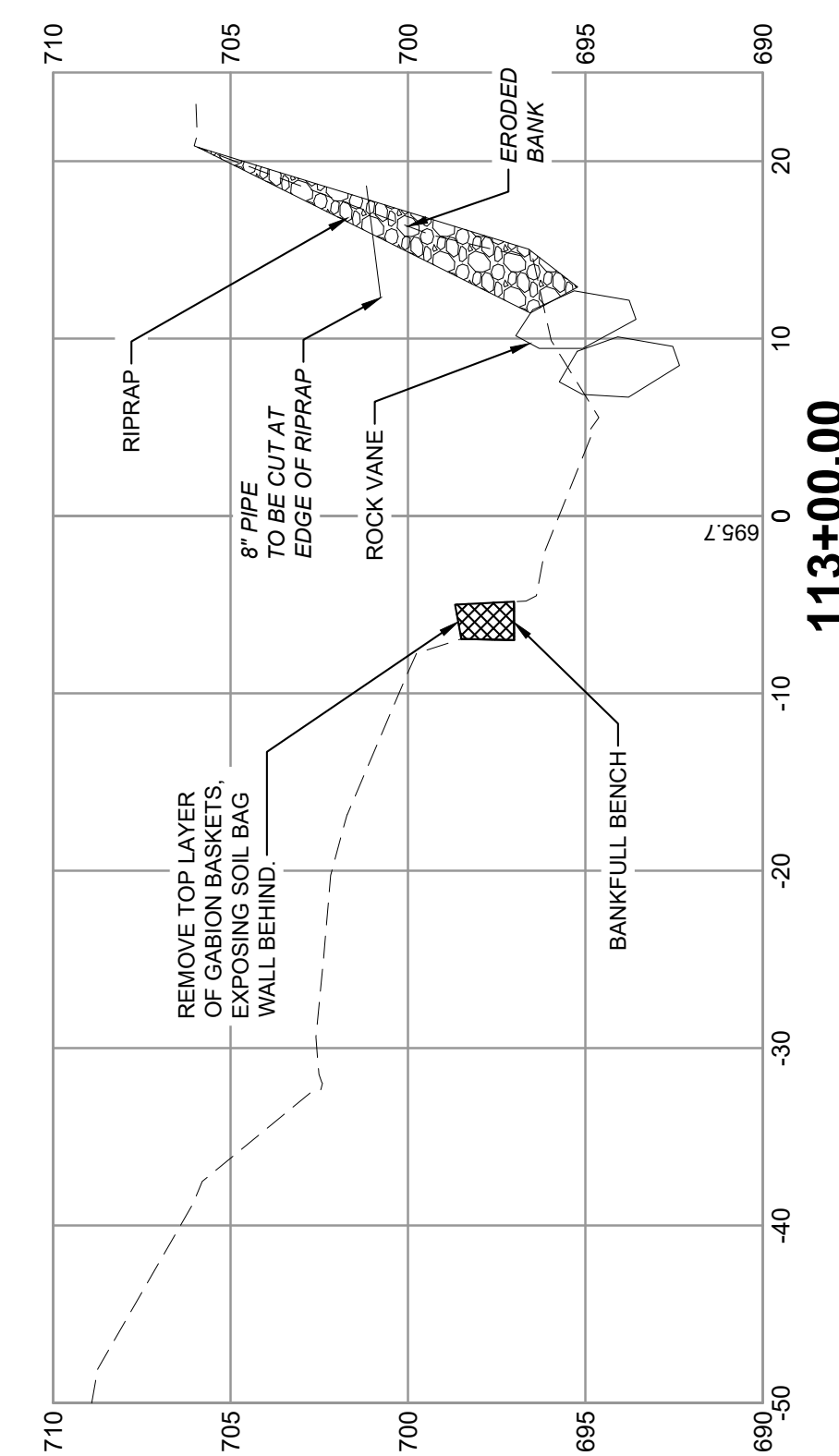
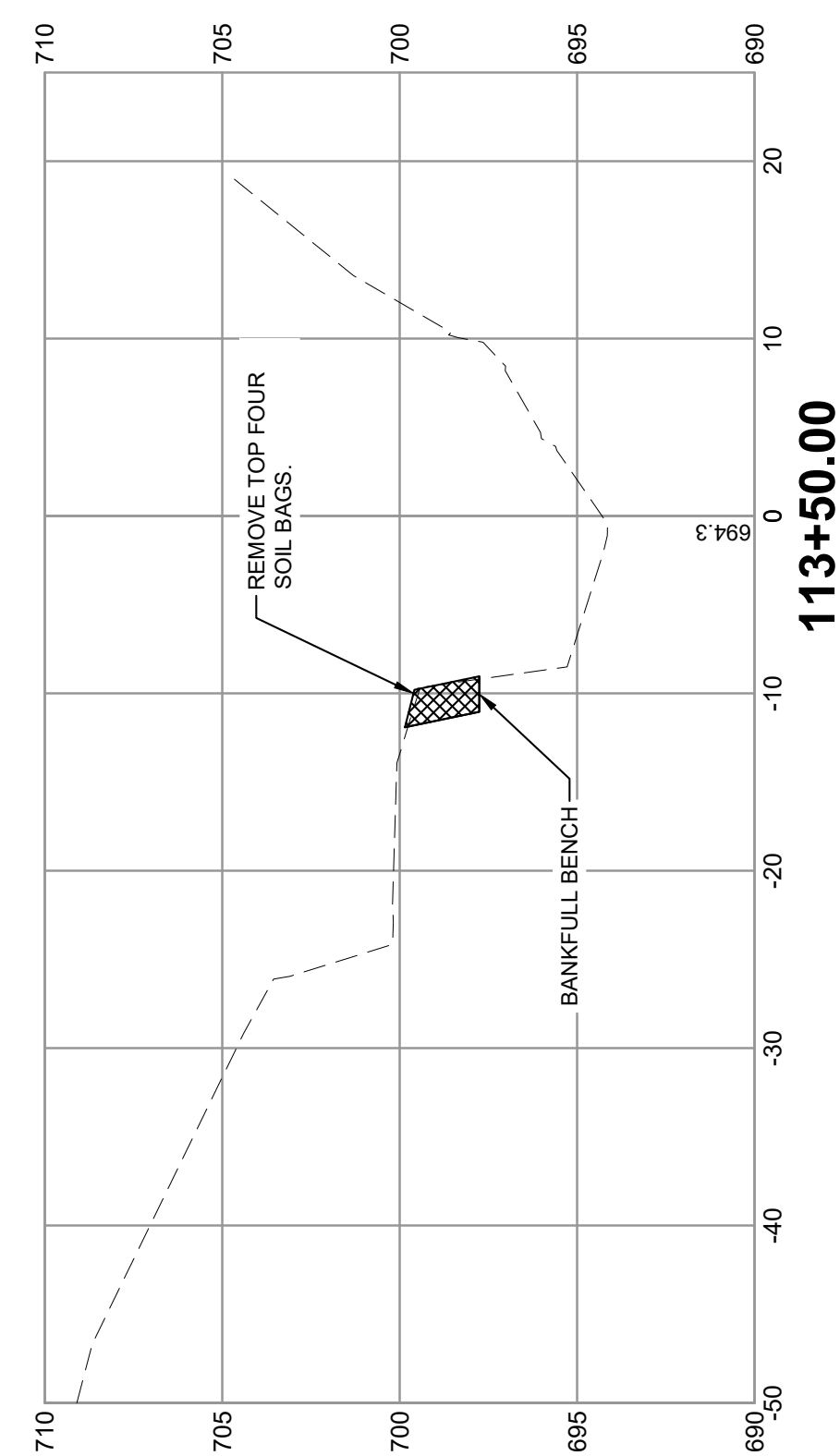
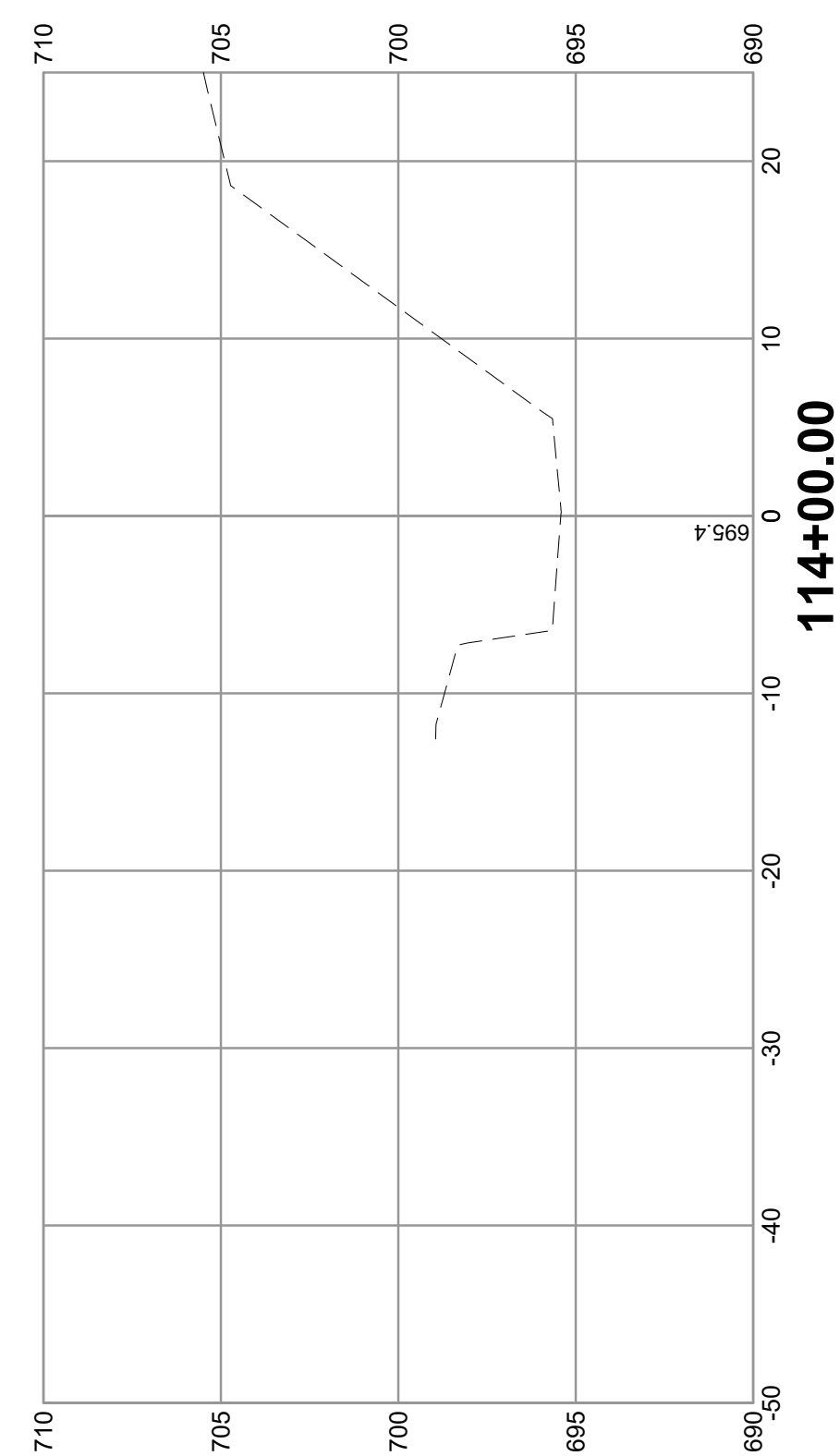
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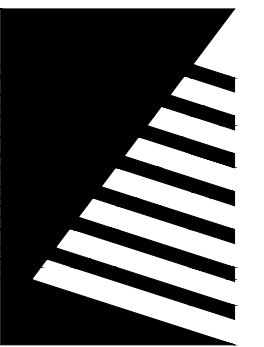
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PROJECT NO.: 0220721 359

NOTES

- CROSS SECTION BASE LINE IS FROM THE PROPOSED CHANNEL CENTERLINE, PER 2009 CONSTRUCTION PLANS





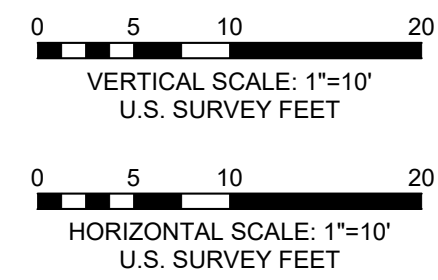
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#	DATE:	DESCRIPTION:
1	03/23/23	RE-DESIGN FOR ADDITIONAL SCOPE OF WORK AND RE-BID
2	04/06/23	REMOVE SANITARY STABILIZATION WORK.



CONSTRUCTION SET

PROJECT:
City Of Urbana, Illinois

Boneyard Creek Segment 3 Bank Stabilization

DATE: 03/23/2023

DESIGN/DRAWN: EPJ/GB

REVIEWED: EPJ/AH

FIELD BOOK NO.: ---

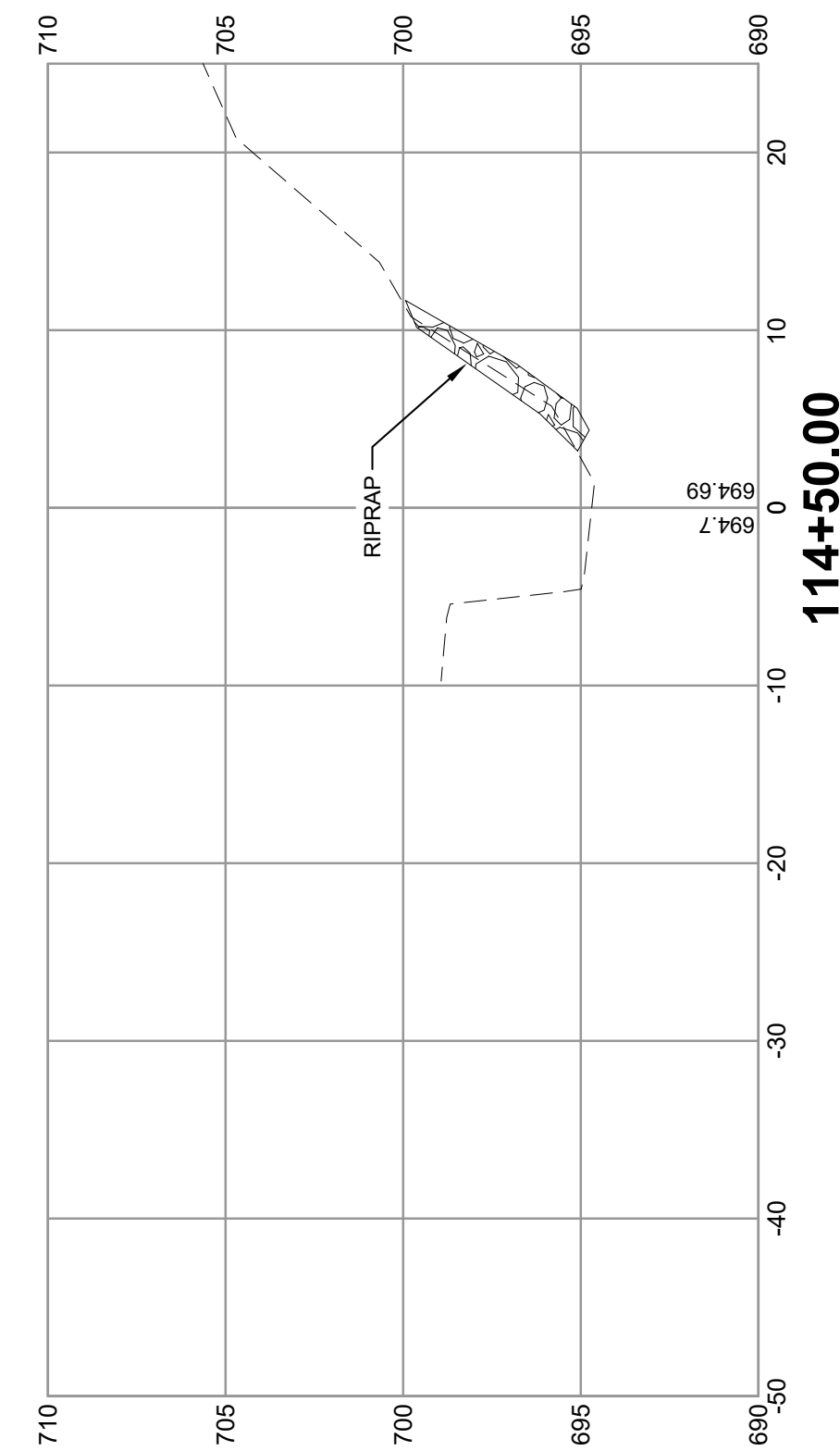
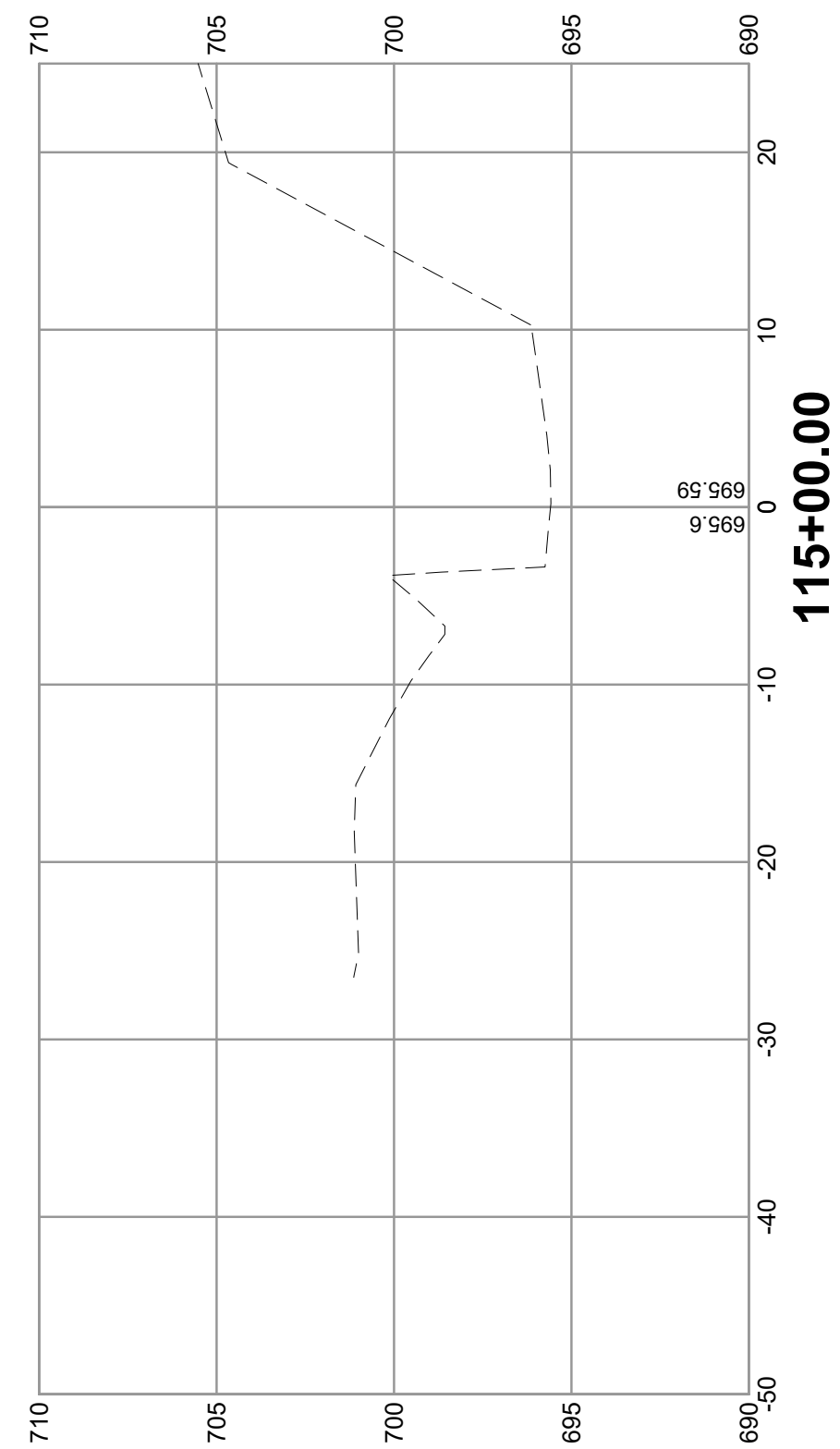
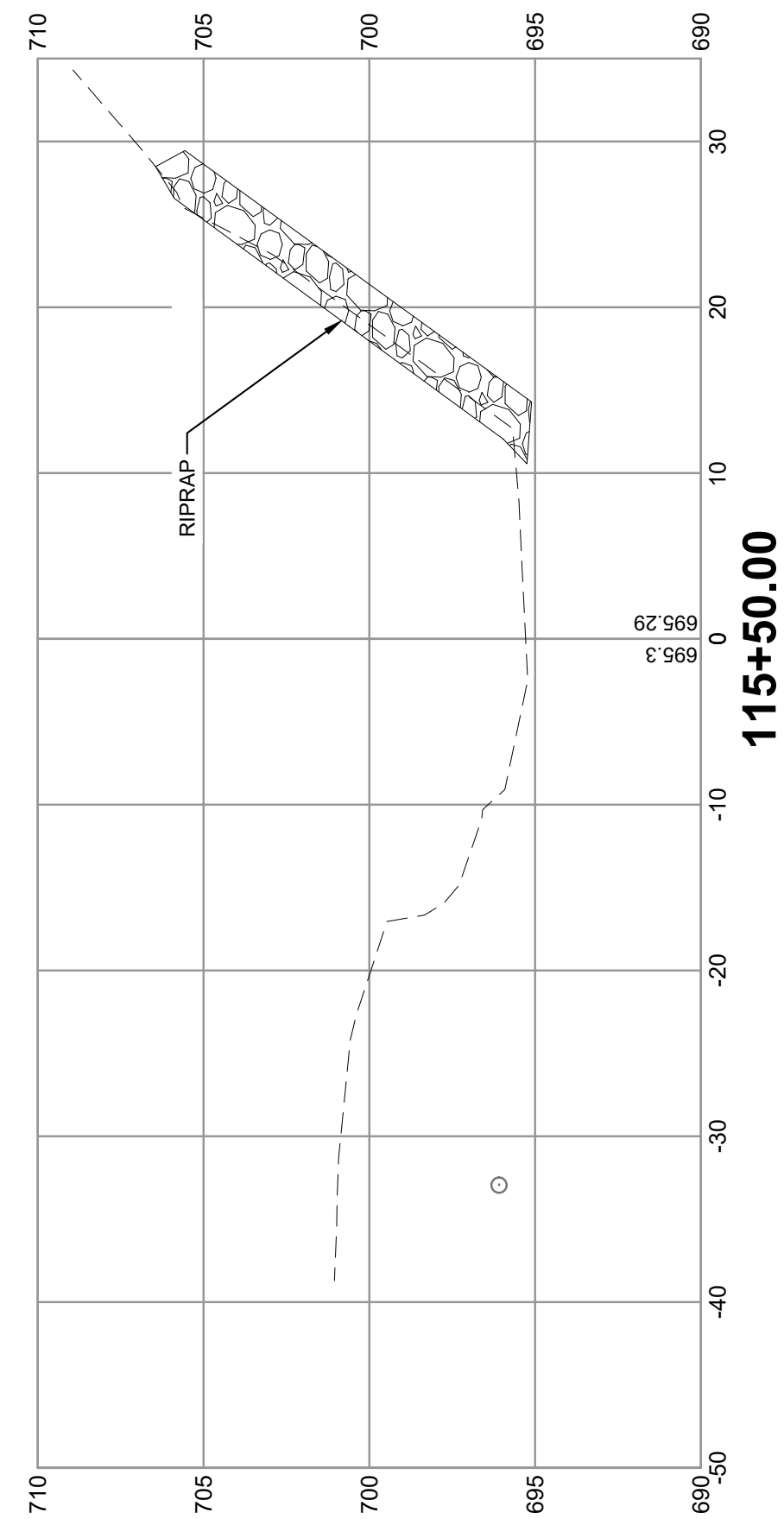
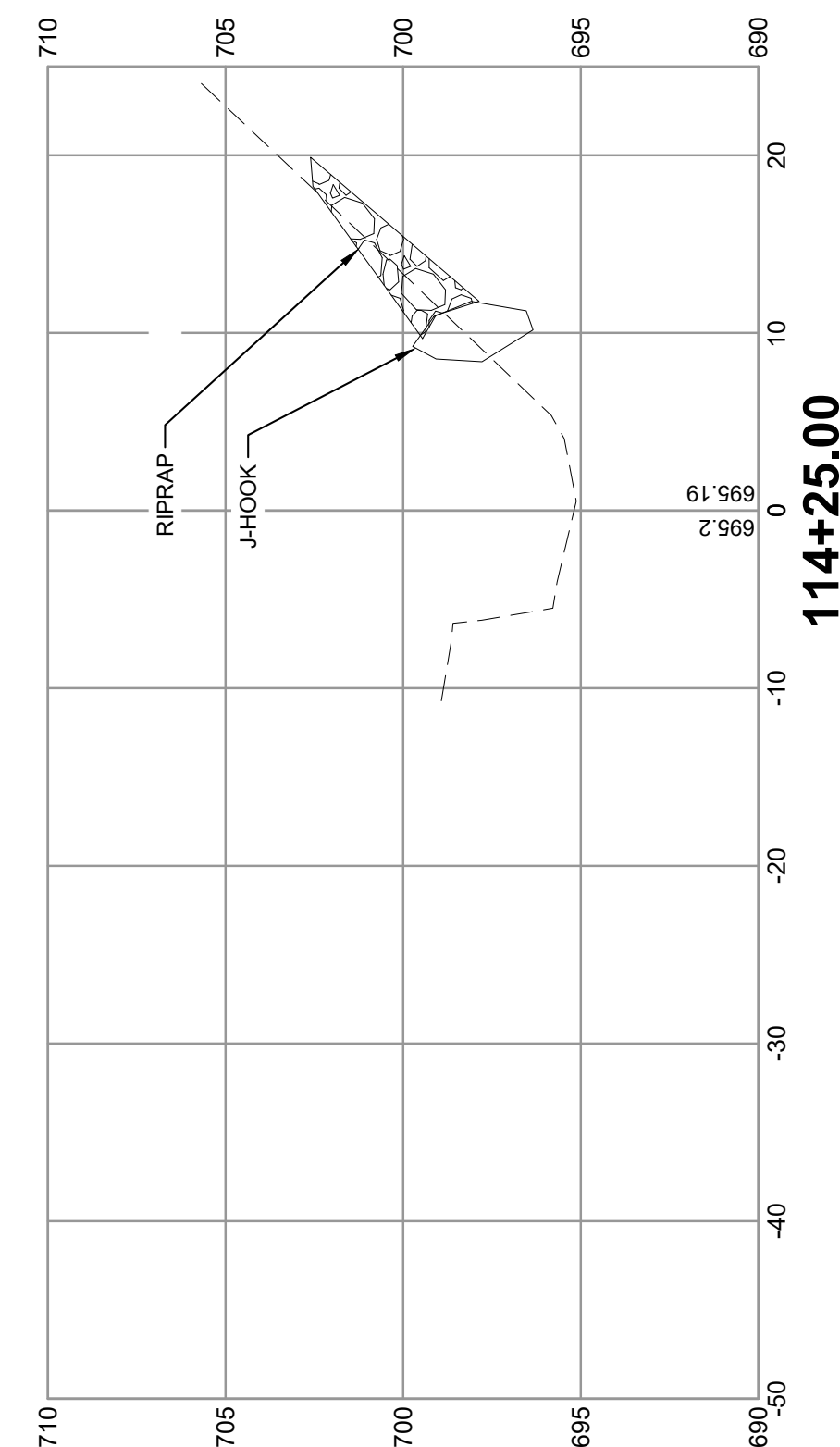
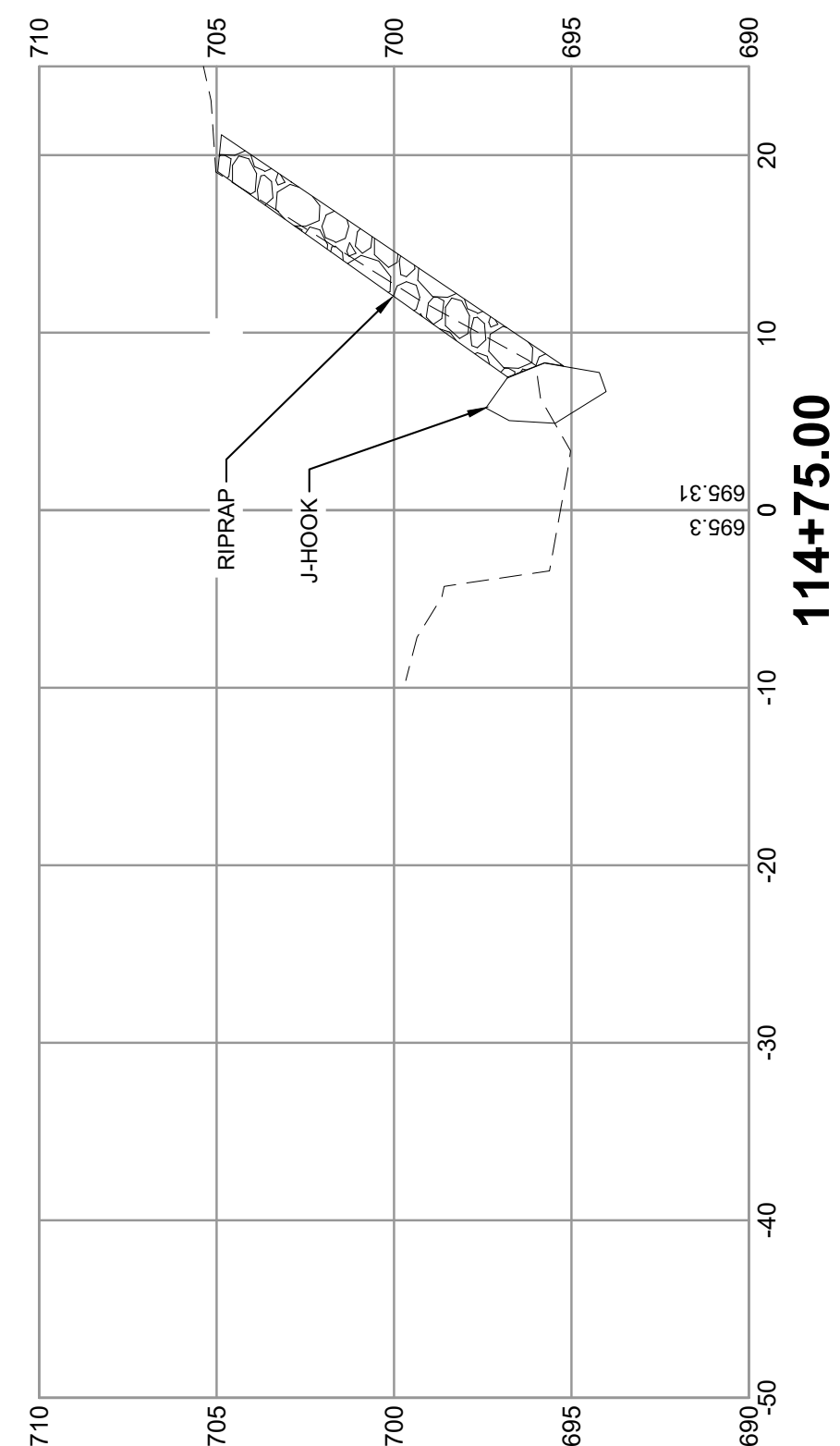
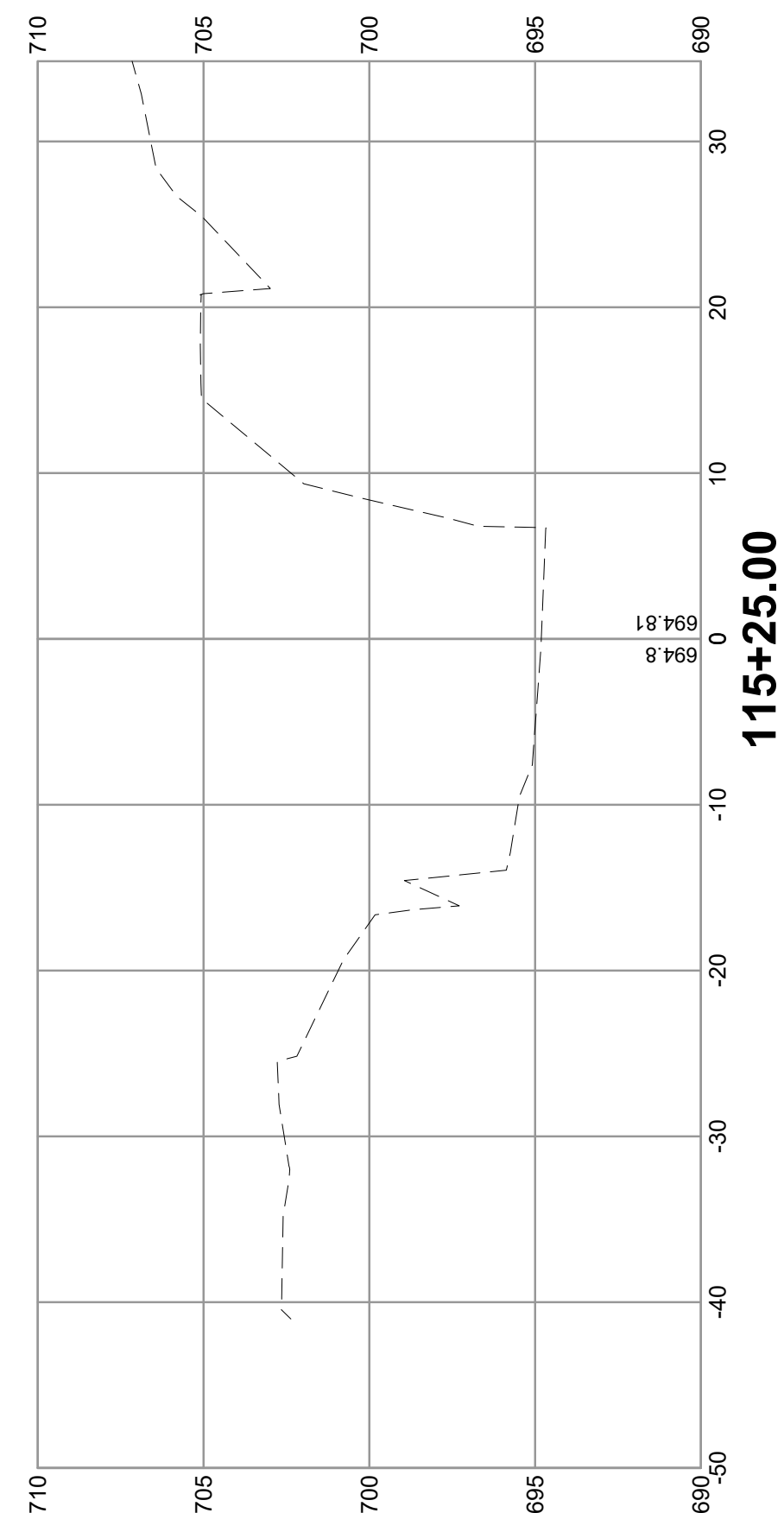
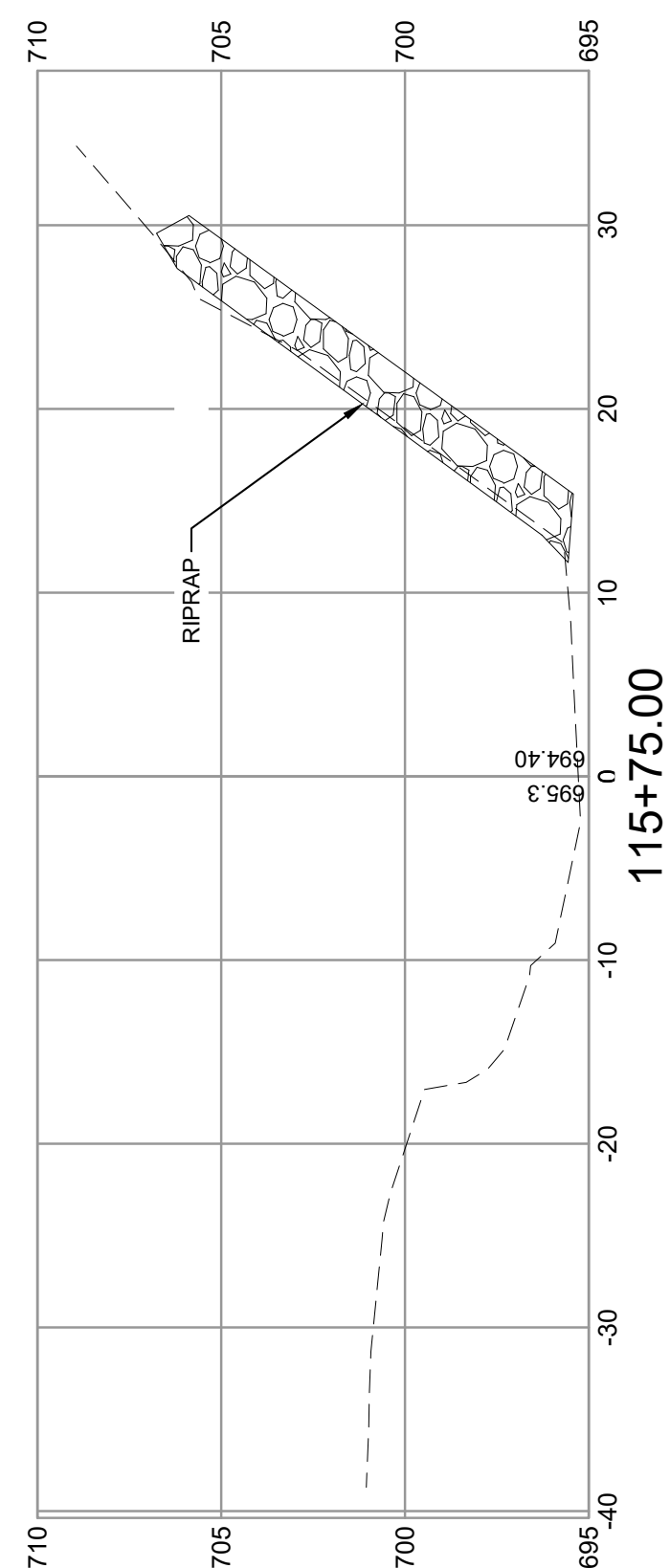
CHANNEL CROSS SECTIONS

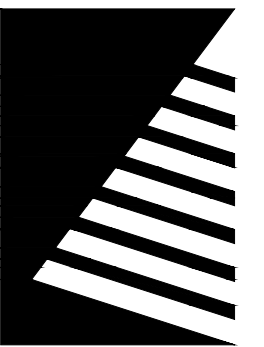
SHEET NUMBER:

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NOTES

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#	DATE:	DESCRIPTION:
1	03/23/23	RE-DESIGN FOR ADDITIONAL SCOPE OF WORK AND RE-BID
2	04/06/23	REMOVE SANITARY STABILIZATION WORK.

CONSTRUCTION SET

PROJECT:
City Of Urbana, Illinois

Boneyard Creek Segment 3 Bank Stabilization

DATE: 03/23/2023

DESIGNED: EPJ

DRAWN: GB/EM

REVIEWED: EPJ/AH

FIELD BOOK NO.: ---

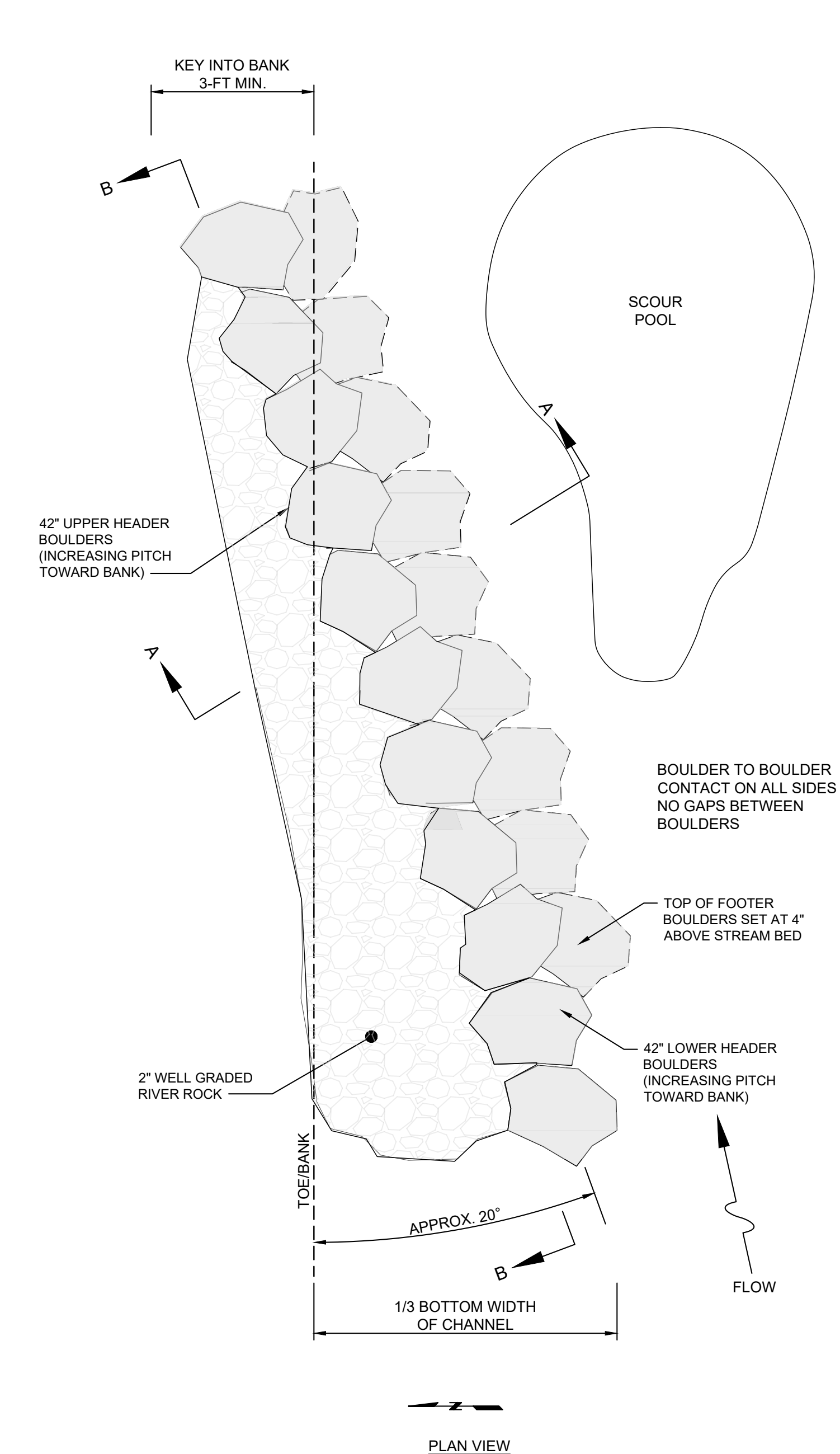
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SITE DETAILS

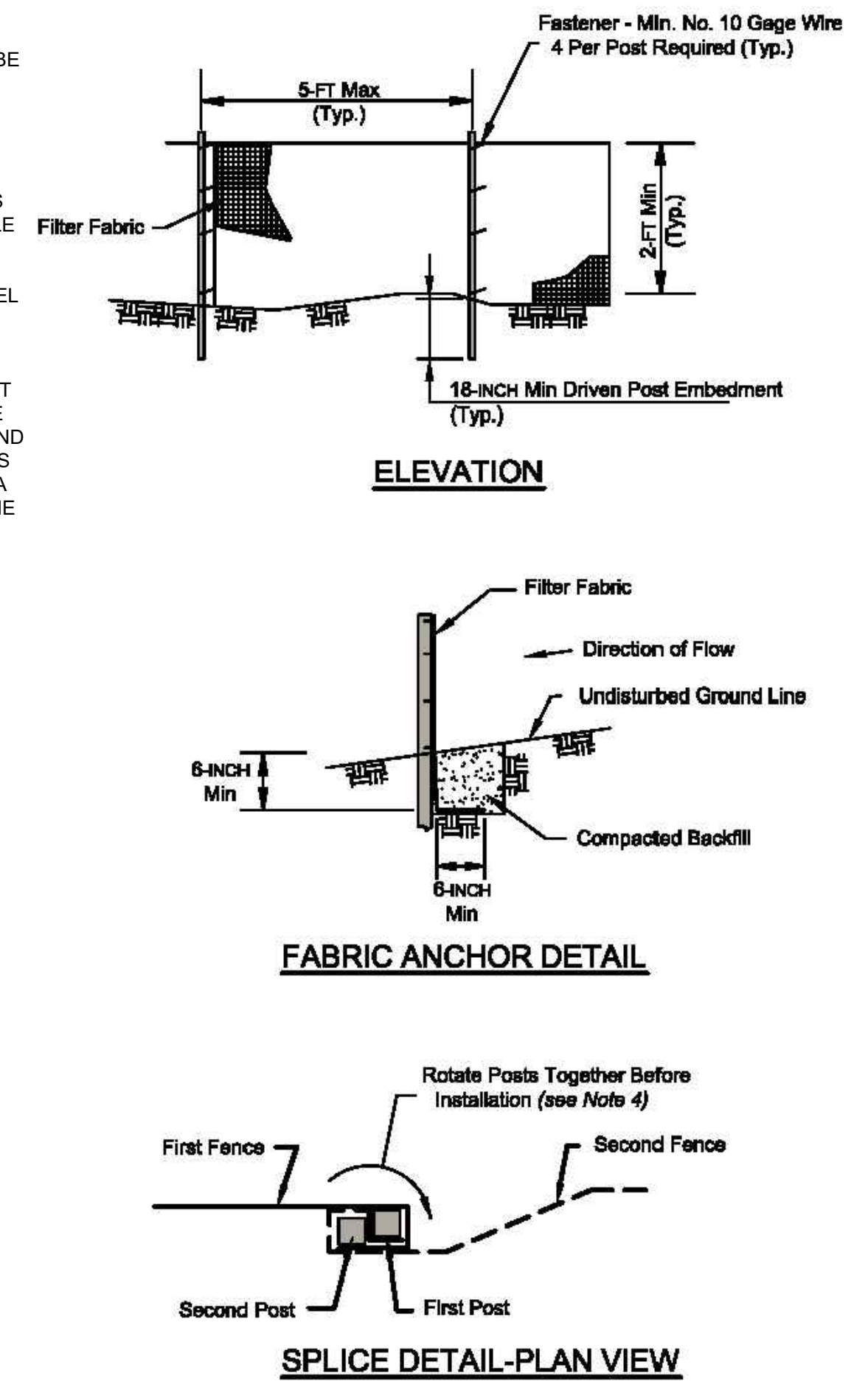
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C4.0

PROJECT NO.: 0220721 361

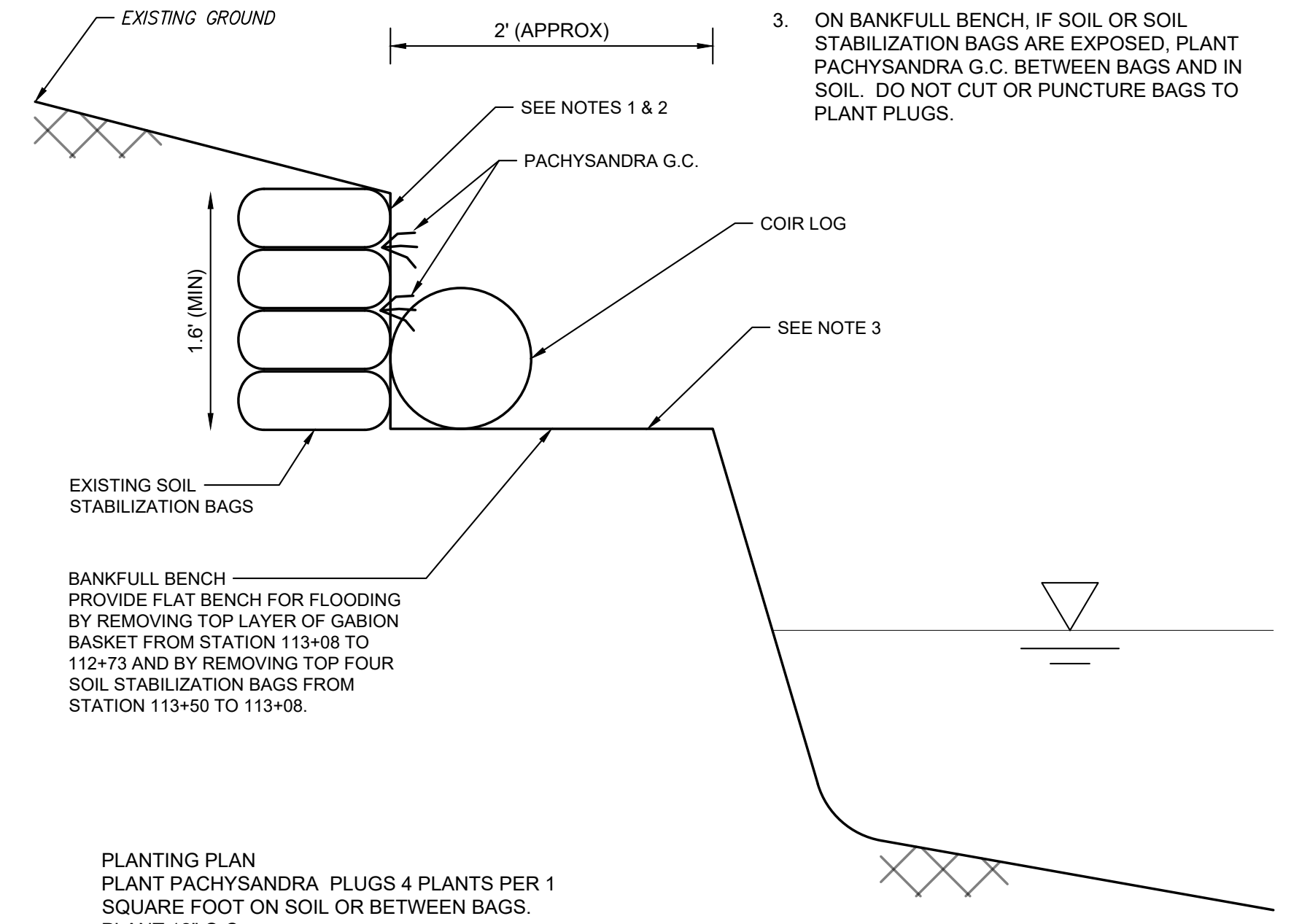


- NOTES FOR ROCK VANE STRUCTURE**
- FIELD MEASURE BOULDERS THAT HAVE ARRIVED ON-SITE AND ADJUST THE TRENCH DIMENSIONS ACCORDINGLY TO MEET THE PROPOSED GRADE AND PITCH OF THE ROCK VANE. BOULDER DIMENSION OF 42" IS MEASURED ALONG INTERMEDIATE AXIS. NUMBER OF BOULDERS WILL VARY DEPENDING UPON THEIR SIZE.
 - CONTRACTOR MAY PERFORM THE WORK IN THE MANNER THEY SEE FIT, BY WORKING IN THE WET, SANDBAGGING THE ROCK VANE AREA, OR PUMPING THE STREAM AROUND THE WORK SITE.
 - ANY STREAM BED AND SURROUNDING INFRASTRUCTURE DISTURBANCE MUST BE RESTORED TO PRE-CONSTRUCTION CONDITIONS.
 - EXCAVATE TRENCH WIDE ENOUGH FOR ALL COURSES OF FOOTER AND HEADER BOULDERS. OVER-EXCAVATE TO PROVIDE A 4 INCH (MIN) COURSE OF RIVER ROCK/AGGREGATE BEDDING UNDER FOOTER BOULDERS TO ALLOW FOR GRADE ADJUSTMENT OF THE FOOTER BOULDERS AND TO DETER SETTILING.
 - START AT UPSTREAM END OF ROCK VANE, PLACING FOOTER (BOTTOM) BOULDERS FIRST AT SAME GRADE. ONCE FOOTER BOULDERS ARE COMPLETE, PLACE HEADER BOULDERS USING RIVER ROCK/AGGREGATE MIX AS A BEDDING AND LEVELING COURSE. ENSURE THAT THERE IS BOULDER-TO-BOULDER CONTACT BETWEEN BOULDERS. ENSURE THAT ROCK VANE INCREASES IN ELEVATION AS IT EXTENDS FROM THE UPSTREAM END OF ROCK VANE INTO THE BANK.
 - CONTINUE INSTALLING RIVER ROCK/AGGREGATE MIX AS A LEVELING STONE UNDER BOULDERS AND AS A CHOKE STONE BEHIND BOULDERS, EXTENDING TO THE TOP OF BOULDERS AND EXTENDING UPSTREAM OF THE BOULDERS (BETWEEN THE VANE ARM AND THE STREAM BANK). HAND PLACE LARGE RIVER ROCK BETWEEN BOULDERS TO FILL GAPS.

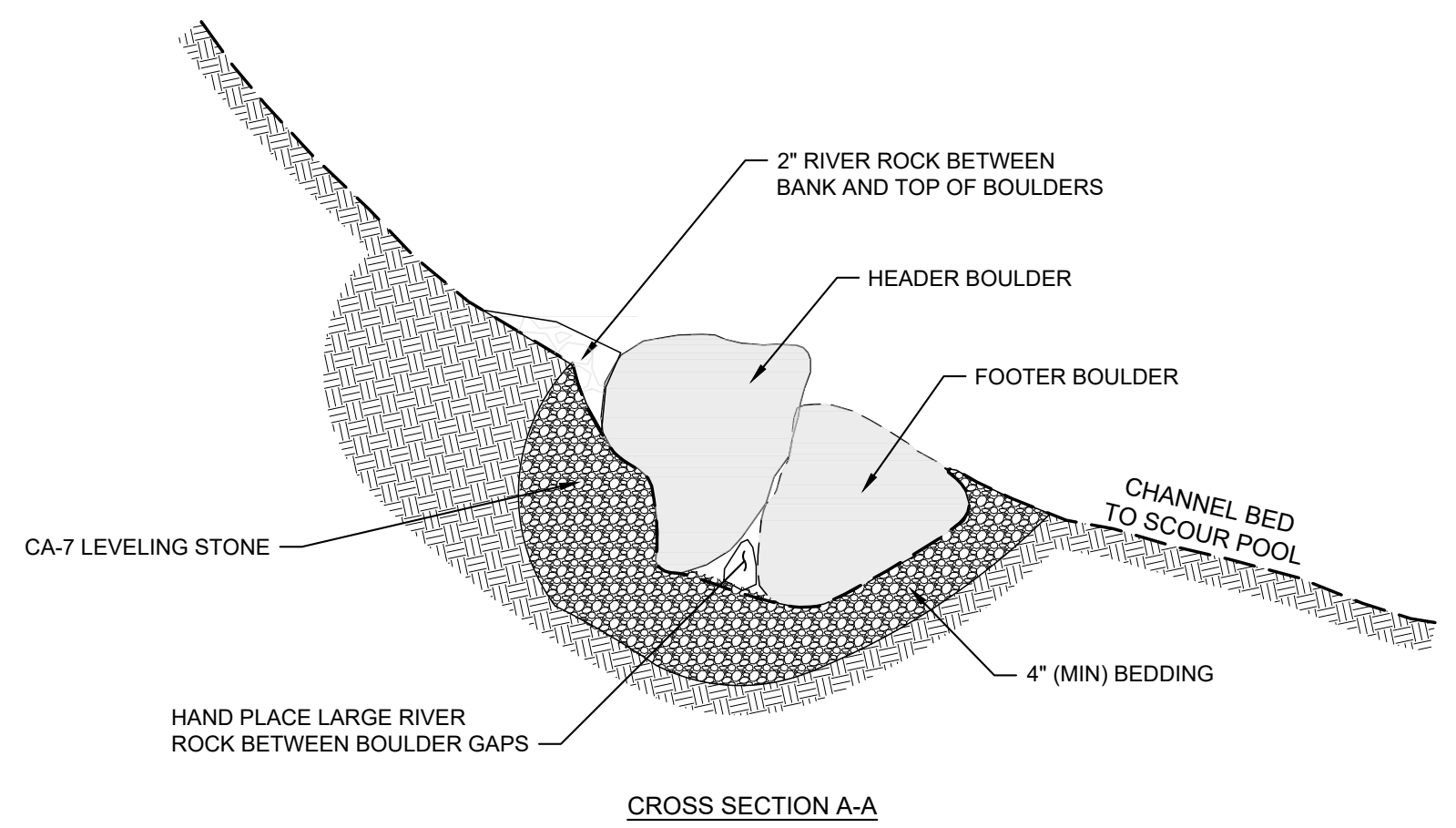


3 SILT FENCE DETAIL
SCALE: NOT TO SCALE

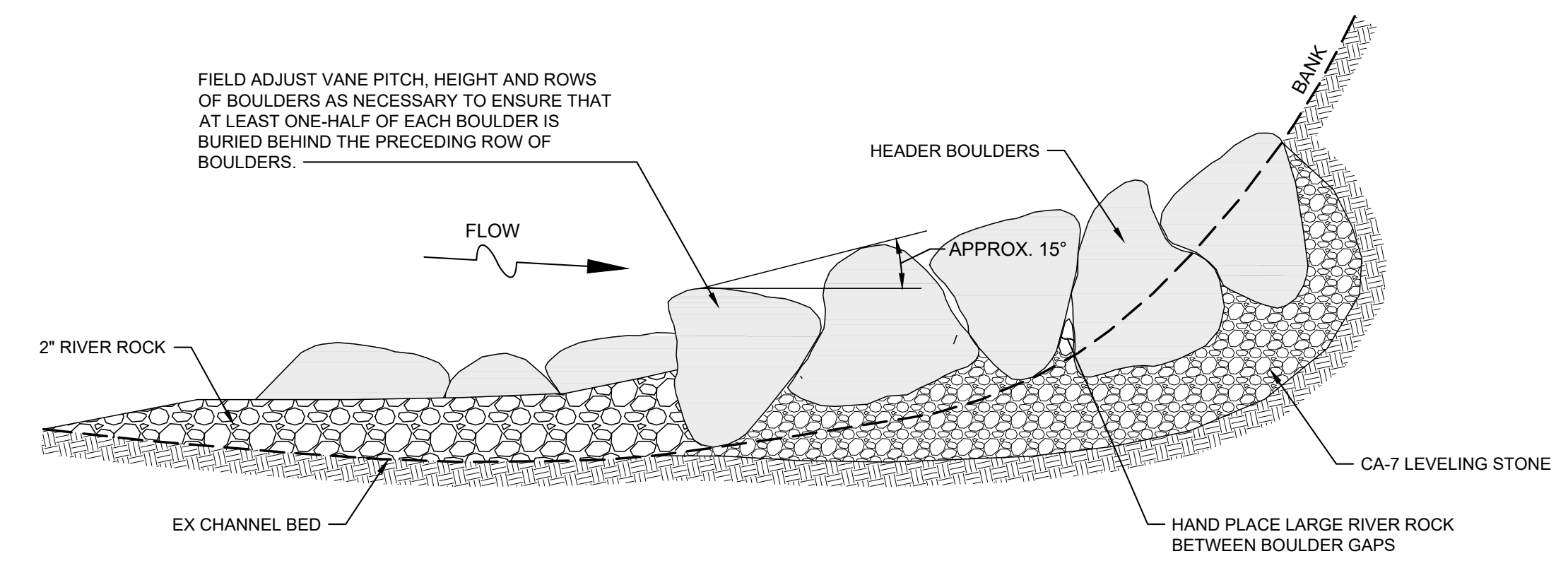
- NOTES:**
- ON SLOPES EXPOSING SOIL STABILIZATION BAGS, ANCHOR 12" COIR LOG IN CORNER BETWEEN BENCH AND EXISTING BAGS. PLANT PACHYSANDRA G.C. IN SPACES BETWEEN BAGS. DO NOT CUT OR PUNCTURE BAGS TO PLANT PLUGS.
 - ON SLOPES EXPOSING LOOSE SOIL, ANCHOR 12" COIR LOG IN CORNER BETWEEN BENCH AND EXPOSED SOIL. PLANT PACHYSANDRA G.C. ON EXPOSED SLOPE.
 - ON BANKFULL BENCH, IF SOIL OR SOIL STABILIZATION BAGS ARE EXPOSED, PLANT PACHYSANDRA G.C. BETWEEN BAGS AND IN SOIL. DO NOT CUT OR PUNCTURE BAGS TO PLANT PLUGS.



2 BANKFULL BENCH DETAIL
SCALE: NOT TO SCALE



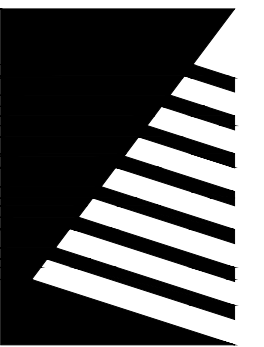
CROSS SECTION A-A



PROFILE B-B

1 ROCK VANE DETAIL
SCALE: NOT TO SCALE

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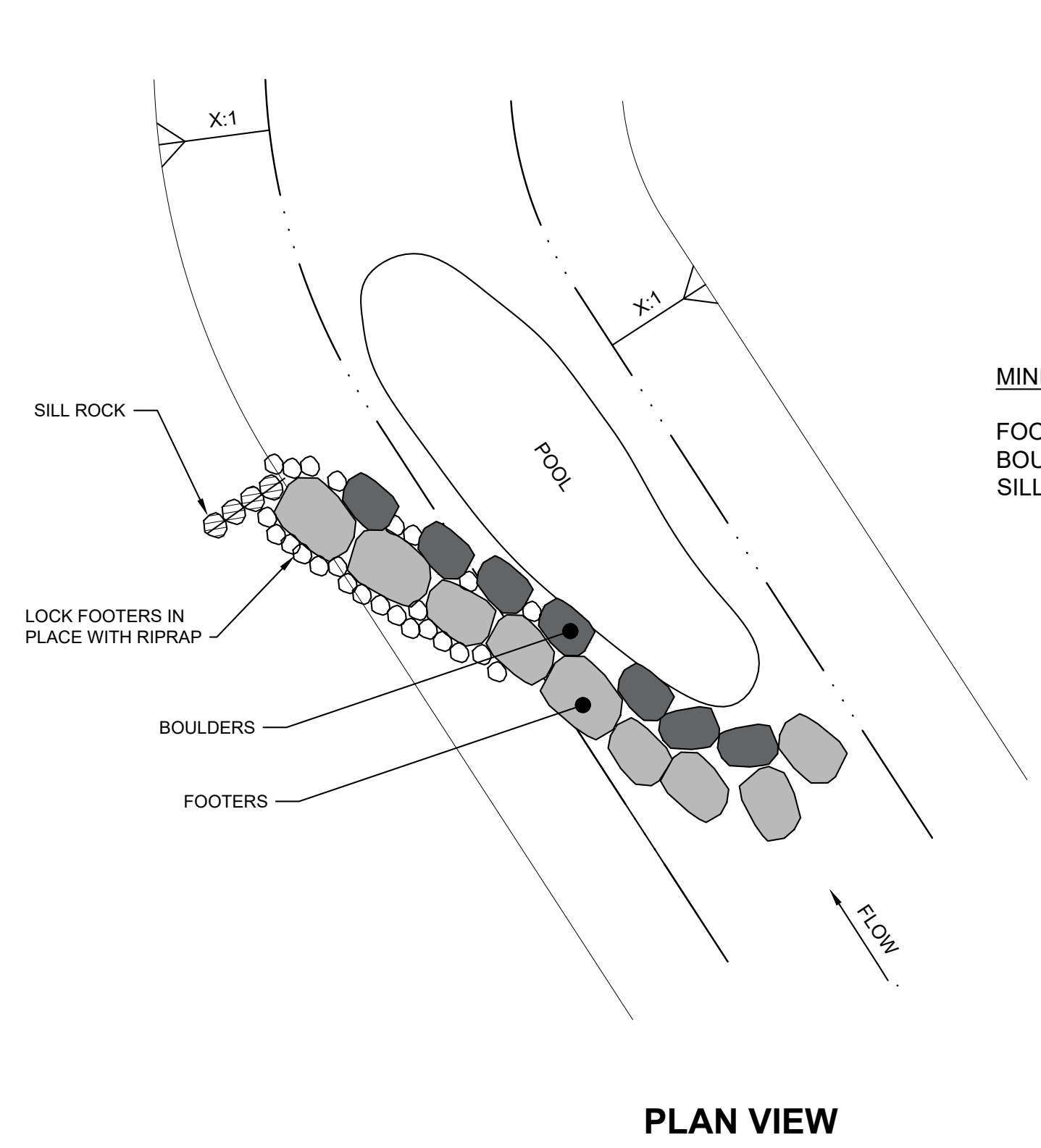


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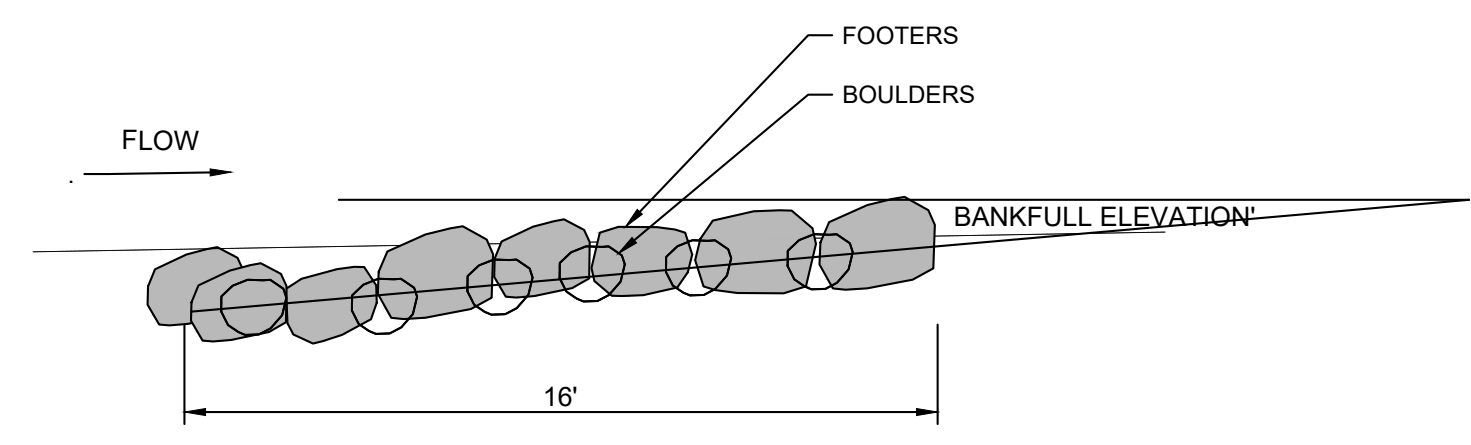
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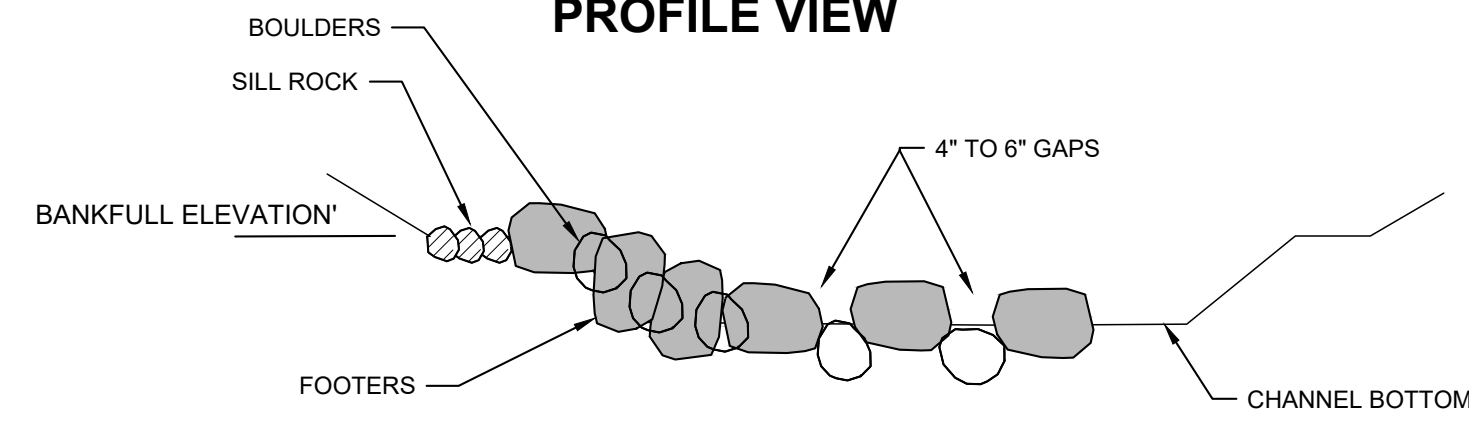
#	DATE	DESCRIPTION
1	03/23/23	RE-DESIGN FOR ADDITIONAL SCOPE OF WORK AND RE-BID
2	04/06/23	REMOVE SANITARY STABILIZATION WORK.



PLAN VIEW



PROFILE VIEW

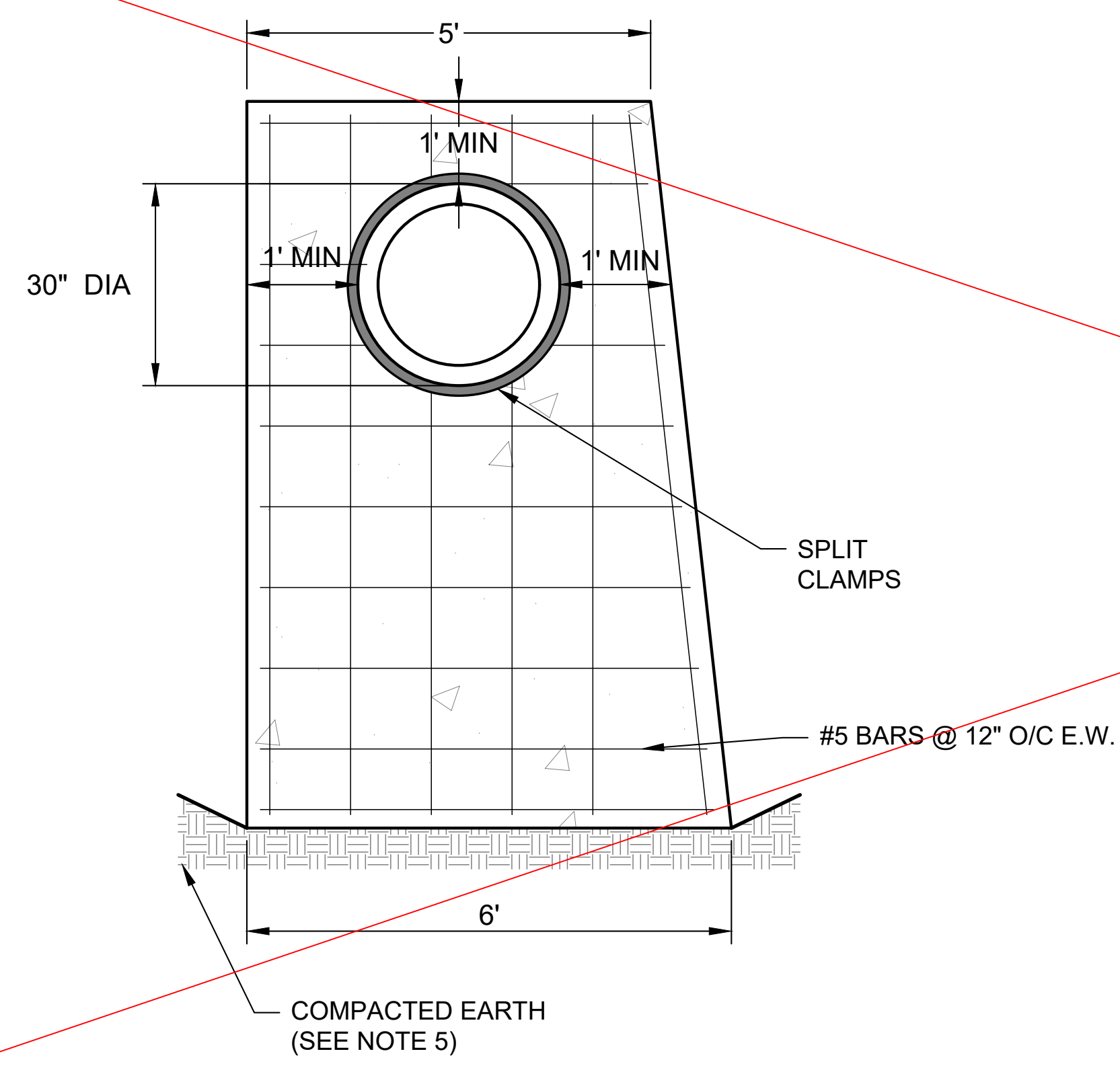


CROSS-SECTION VIEW

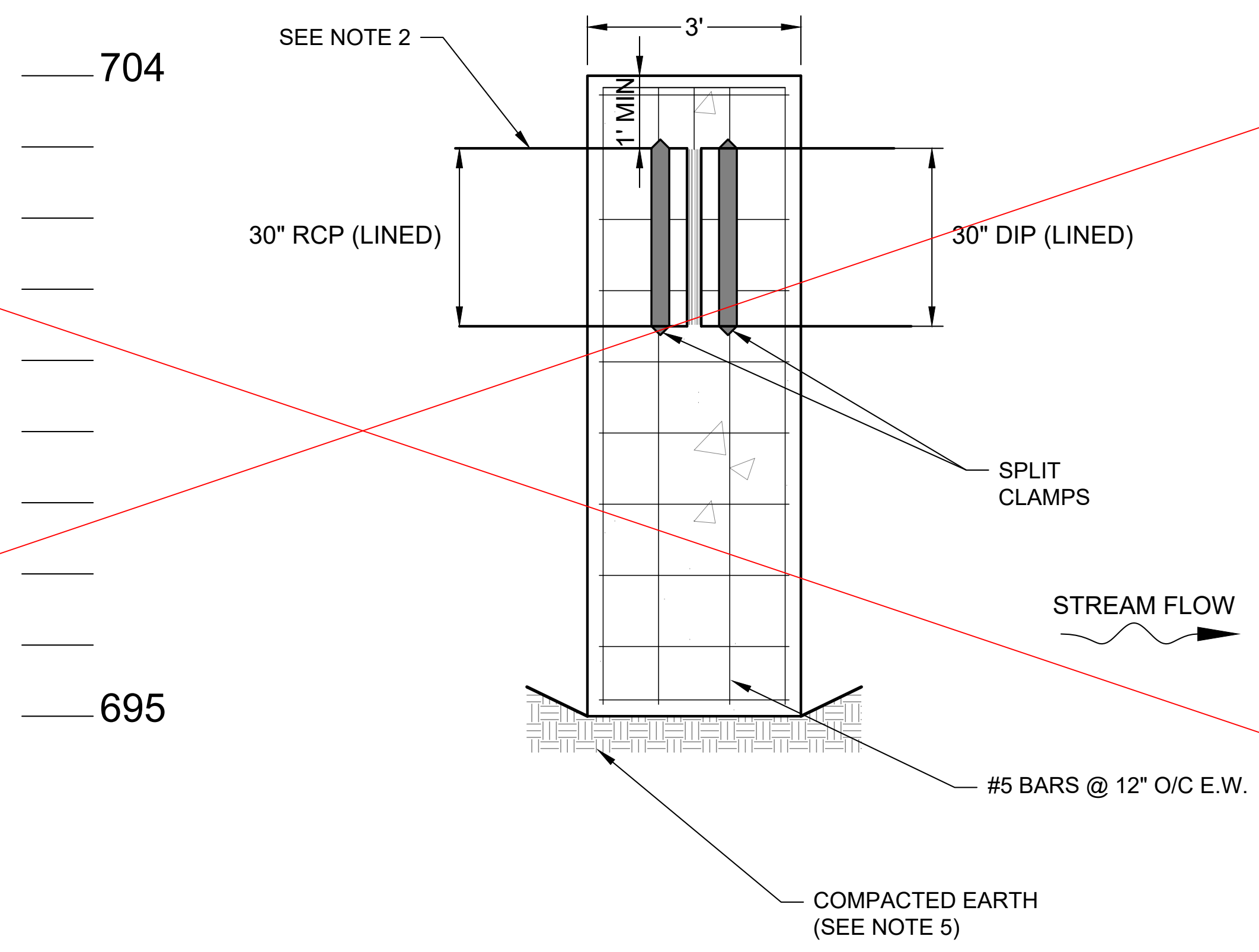
MINIMUM STONE SIZE
 FOOTER - 42"
 BOULDER - 36"
 SILL - 12"

- NOTES:**
- ENGINEER WILL BE ON-SITE DURING CONSTRUCTION OF J-HOOK VANES TO FACILITATE PLACEMENT OF STRUCTURES.
 - THE CONTRACTOR SHALL DETERMINE ALL MEANS AND METHODS FOR INSTALLING THE J-HOOK STRUCTURES. EQUIPMENT MAY ENTER STREAMBED AFTER EROSION AND SEDIMENT CONTROLS ARE INSTALLED. ANY STREAM BED AND SURROUNDING INFRASTRUCTURE DISTURBANCE MUST BE RESTORED TO PRE-CONSTRUCTION CONDITIONS.
 - THE CONTRACTOR SHALL FIELD MEASURE BOULDERS THAT HAVE ARRIVED ON-SITE AND ADJUST THE TRENCH DIMENSIONS ACCORDINGLY TO MEET THE PROPOSED GRADE AND PITCH OF THE J-HOOK. BOULDER DIMENSIONS ARE 42" AND 36" MEASURED ALONG THE INTERMEDIATE AXIS. NUMBER OF BOULDERS WILL VARY DEPENDING UPON THEIR SIZE.
 - START AT THE UPSTREAM END OF J-HOOK, PLACING FOOTER BOULDERS FIRST. ONCE UPSTREAM FOOTER BOULDERS ARE INSTALLED, CONTINUE DOWNSTREAM, INCREASING ELEVATION AS BOULDERS ARE PLACED UPSTREAM INTO THE BANK.
 - ONCE FOOTER BOULDERS ARE COMPLETE, PLACE LOWER BOULDERS ON THE DOWNSTREAM SIDE OF FOOTERS. TOPS OF LOWER BOULDERS SHALL BE 3"-6" SHORTER IN ELEVATION THAN THE FOOTER BOULDERS.
 - RIPRAP SHALL BE PLACED IN GAPS BETWEEN BOULDERS AT THE DOWNSTREAM END OF THE STRUCTURE.

1 J-HOOK DETAIL
 SCALE: NOT TO SCALE



2 DEADMAN DETAIL
 SCALE: NOT TO SCALE



- NOTES:**
- CONTRACTOR IS TO SUPPORT AND PROTECT THE EXISTING SEWER PIPE DURING EXCAVATION AND FABRICATION OF DEADMAN. SEWER WILL BE LIVE DURING CONSTRUCTION. BYPASS PUMPING IS NOT PART OF THE PROJECT.
 - RECONSTRUCT SERVICE LATERAL CONNECTION TO SATISFACTION OF UCSD ENGINEER.
 - INSTALL METAL SPLIT CLAMPS ON EXISTING PIPE TO PROVIDE A BONDING SURFACE FOR POURED CONCRETE DEADMAN.
 - CONCRETE SHALL BE CLASS SI PER IDOT STANDARD SPECIFICATIONS
 - FOUNDATION EXCAVATION SHALL BE MONITORED BY A GEOTECHNICAL ENGINEER AT THE CONTRACTORS COST, TO CONFIRM THE SUITABILITY OF THE FOUNDATION SOILS. SHOULD THE IN SITU SOILS FAIL TO MEET 2000 PSF BEARING PRESSURE, REMEDIAL MEASURES SHALL BE TAKEN AND CONFIRMED WITH THE GEOTECHNICAL ENGINEER.

CONSTRUCTION SET

PROJECT:
City Of Urbana, Illinois

Boneyard Creek Segment 3 Bank Stabilization

DATE:	03/23/2023
DESIGNED:	EPJ
DRAWN:	GB/EM
REVIEWED:	EPJ/AH
FIELD BOOK NO.:	---

SITE DETAILS

SHEET NUMBER:

C4.1

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City of Urbana, IL			Bidder #1: Duce Construction Company		Bidder #2: Cross Construction, Inc.		Bidder #3: SNC Construction		Engineer's Estimate	
Boneyard Creek Segment 3 Bank Stabilization - 0220721.00 LETTING: Friday, April 14, 2023 2:00 p.m. CST FARNSWORTH GROUP, INC. 2709 McGraw Drive Bloomington, IL 61704										
Quantity	Unit	Item Description	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	LS	Clearing Vegetation	\$ 55,000.00	\$ 55,000.00	\$ 9,350.00	\$ 9,350.00	\$ 10,608.00	\$ 10,608.00	\$ 30,000.00	\$ 30,000.00
9	CY	REM Gabions, Soil Bag	\$ 1,104.00	\$ 9,936.00	\$ 935.00	\$ 8,415.00	\$ 589.33	\$ 5,303.97	\$ 1,000.00	\$ 9,000.00
45	TON	Rock Vane, Furn. & Instal	\$ 1,490.00	\$ 67,050.00	\$ 660.00	\$ 29,700.00	\$ 514.85	\$ 23,168.25	\$ 2,000.00	\$ 90,000.00
60	TON	J-Hook, Furnish & Instal	\$ 1,650.00	\$ 99,000.00	\$ 1,650.00	\$ 99,000.00	\$ 703.35	\$ 42,201.00	\$ 1,500.00	\$ 90,000.00
253	SY	RipRap, RR4	\$ 420.00	\$ 106,260.00	\$ 104.50	\$ 26,438.50	\$ 270.29	\$ 68,383.37	\$ 400.00	\$ 101,200.00
77	LF	Coir Log	\$ 117.00	\$ 9,009.00	\$ 55.00	\$ 4,235.00	\$ 48.47	\$ 3,732.19	\$ 100.00	\$ 7,700.00
5	EACH	Boulders	\$ 1,600.00	\$ 8,000.00	\$ 3,850.00	\$ 19,250.00	\$ 2,299.92	\$ 11,499.60	\$ 800.00	\$ 4,000.00
111	C.Y.	Furnished Excavation	\$ 85.00	\$ 9,435.00	\$ 165.00	\$ 18,315.00	\$ 297.30	\$ 33,000.30	\$ 50.00	\$ 5,550.00
1	L.S.	Sanitary Pipe Repair		\$ _____		\$ _____		\$ _____		\$ _____
1	L.S.	Pipe Connection	\$ 7,000.00	\$ 7,000.00	\$ 21,450.00	\$ 21,450.00	\$ 7,104.00	\$ 7,104.00	\$ 3,000.00	\$ 3,000.00
1	LS	Mobilization	\$ 140,000.00	\$ 140,000.00	\$ 16,500.00	\$ 16,500.00	\$ 21,600.00	\$ 21,600.00	\$ 65,000.00	\$ 65,000.00
1	LS	Tem Erosion Controls	\$ 7,000.00	\$ 7,000.00	\$ 8,250.00	\$ 8,250.00	\$ 13,800.00	\$ 13,800.00	\$ 10,000.00	\$ 10,000.00
0.2	ACRE	Seeding	\$ 30,000.00	\$ 6,000.00	\$ 35,200.00	\$ 7,040.00	\$ 40,020.00	\$ 8,004.00	\$ 50,000.00	\$ 10,000.00
500	Each	Perennials: Pachysandr	\$ 17.00	\$ 8,500.00	\$ 16.50	\$ 8,250.00	\$ 16.00	\$ 8,000.00	\$ 15.00	\$ 7,500.00
1	LS	Construction Layout	\$ 6,500.00	\$ 6,500.00	\$ 15,400.00	\$ 15,400.00	\$ 1,800.00	\$ 1,800.00	\$ 5,000.00	\$ 5,000.00
TOTAL BASE BID =				\$ 538,690.00		\$ 291,593.50		\$ 258,204.68		\$ 437,950.00

Owners: City of Urbana (CITY)
 Urbana-Champaign Sanitary District (UCSD)

Project: Boneyard Creek Segment 3 Bank Stabilization
Section: 22-00643-00-BR
Letting Date: 4/14/2023

ITEM NO.	ITEM	UNIT	PLAN QUANTITY			UNIT PRICE	TOTAL COST		
			CITY	UCSD	TOTAL		CITY	UCSD	TOTAL
1	CLEARING VEGETATION	L SUM	1	0	1	\$ 10,608.00	\$ 10,608.00	\$ -	\$ 10,608.00
2	REMOVAL OF GABIONS AND SOIL BAGS	CU YD	9	0	9	\$ 589.33	\$ 5,303.97	\$ -	\$ 5,303.97
3	ROCK VANE, FURNISH AND INSTALL	TON	45	0	45	\$ 514.85	\$ 23,168.25	\$ -	\$ 23,168.25
4	J-HOOK, FURNISH AND INSTALL	TON	40	20	60	\$ 703.35	\$ 28,134.00	\$ 14,067.00	\$ 42,201.00
5	STONE RIPRAP GRADATION RR4	SQ YD	173	80	253	\$ 270.29	\$ 46,760.17	\$ 21,623.20	\$ 68,383.37
6	COIR LOG	FOOT	77	0	77	\$ 48.47	\$ 3,732.19	\$ -	\$ 3,732.19
7	BOULDERS	EACH	2	3	5	\$ 2,299.92	\$ 4,599.84	\$ 6,899.76	\$ 11,499.60
8	FURNISHED EXCAVATION	CU YD	0	111	111	\$ 297.30	\$ -	\$ 33,000.30	\$ 33,000.30
9	SANITARY PIPE REPAIR	L SUM	0	±	±				
10	PIPE CONNECTION	L SUM	1	0	1	\$ 7,104.00	\$ 7,104.00	\$ -	\$ 7,104.00
11	MOBILIZATION	L SUM	0.67	0.33	1	\$ 21,600.00	\$ 14,472.00	\$ 7,128.00	\$ 21,600.00
12	TEMPORARY EROSION AND SEDIMENT CONTROLS	L SUM	0.5	0.5	1	\$ 13,800.00	\$ 6,900.00	\$ 6,900.00	\$ 13,800.00
13	SEEDING	ACRE	0.2	0	0.2	\$ 40,020.00	\$ 8,004.00	\$ -	\$ 8,004.00
14	PERENNIALS: PACHYSANDRA TER.	EACH	500	0	500	\$ 16.00	\$ 8,000.00	\$ -	\$ 8,000.00
15	CONSTRUCTION LAYOUT	L SUM	0.5	0.5	1	\$ 1,800.00	\$ 900.00	\$ 900.00	\$ 1,800.00

TOTAL	\$ 167,686.42	\$ 90,518.26	\$ 258,204.68
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NOTES:

Pay item 9 "Sanitary Pipe Repair" was removed with Addendum 01.

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE CITY OF URBANA
AND URBANA HOME CONSORTIUM (CHAMPAIGN/URBANA/CHAMPAIGN
COUNTY)**

FY 2023-2024 ANNUAL ACTION PLAN

WHEREAS, the City of Urbana has been designated an entitlement city under the Federal Housing and Community Development Act of 1974, as amended, and as such is eligible for Community Development Block Grant (hereinafter "CDBG") funds upon proper submittal being made to the United States Department of Housing and Urban Development (hereinafter "HUD"); and

WHEREAS, the City of Urbana has been designated lead entity for the Urbana HOME Consortium in accordance with the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, and as such is eligible to receive HOME Investment Partnerships (hereinafter "HOME") funds on behalf of the City of Urbana, City of Champaign, and Champaign County; and

WHEREAS, on January 5, 1995, HUD published a final rule in the Federal Register requiring a five-year consolidated plan and annual action plans for all HUD community planning and development formula grant programs, consolidating into a single annual submission the planning, application, and reporting aspects of the CDBG, HOME, Emergency Shelter Grants, and Housing Opportunities for Persons with AIDS Programs, and the Comprehensive Housing Affordability Strategy; and

WHEREAS, the Urbana City Council approved the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2020-2024 Consolidated Plan* on June 8, 2020; and

WHEREAS, the Urbana Community Development Commission, assisted by Urbana Community Development Services staff, has prepared the *City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2023-2024* (hereinafter the "Annual Action Plan"); and

WHEREAS, on October 17, 2022, January 18, 2023, and March 15, 2023, notices were published on the City of Urbana website describing the Annual Action Plan, requesting public input, and announcing public hearings that were held on October 25, 2022, January 23, 2023, and March 28, 2023 regarding the Annual Action Plan; and

WHEREAS, on March 1, 2023, a notice was published on the City of Urbana social media and website describing the Annual Action Plan; announcing a public review period beginning March 1, 2023 and ending March 31, 2023 during which members of the public are able to view a Draft Annual Action Plan and provide input;

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

Section 1. That the *City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2023-2024*, in substantially the form as attached hereto and incorporated herein by reference, is hereby approved.

Section 2. That the Mayor is hereby designated as the authorized representative of the City of Urbana to take any action necessary in connection with said Annual Action Plan to implement the CDBG and HOME programs and to provide such additional information as may be required.

Section 3. That upon review and comment by the Urbana City Council, the Mayor is hereby designated to execute subgrantee agreements for programs and activities identified in said Annual Action Plan.

Section 4. That subgrantee agreements for programs and activities identified in said Annual Action Plan shall be subject to review and approval by the Urbana City Council before execution by the Mayor.

PASSED by the City Council this _____ day of _____, _____.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____, _____.

Diane Wolfe Marlin, Mayor



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division***m e m o r a n d u m**

TO: Mayor Diane Wolfe Marlin and City Council Members

FROM: Kimberly I. Smith, Community Development Director
Breaden Belcher, Community Development Coordinator

DATE: April 13, 2023

SUBJECT: A RESOLUTION APPROVING THE CITY OF URBANA AND URBANA HOME CONSORTIUM (CHAMPAIGN/URBANA/CHAMPAIGN COUNTY) ANNUAL ACTION PLAN FOR FISCAL YEAR 2023-2024

Description

The City of Urbana Grants Management Division seeks approval of the CITY OF URBANA AND URBANA HOME CONSORTIUM (CHAMPAIGN/URBANA/CHAMPAIGN COUNTY) ANNUAL ACTION PLAN for FY 2023-2024. Once approved by Council, the Plan will be submitted to the US Department of Housing and Urban Development (HUD) for final review and approval. This process will enable the City of Urbana to continue receiving Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funding.

Background & Discussion

The Consolidated Plan FY 2020-2024 was adopted by City Council on June 8, 2020. As a recipient of CDBG and HOME entitlement funding from HUD, the City of Urbana and the Urbana HOME Consortium are required to submit a Five-Year Consolidated Plan. The Consolidated Plan guides utilization of the City's HOME and CDBG resources. Every activity funded through the CDBG and/or HOME programs must be consistent with the goals, strategies, and objectives included in the Consolidated Plan.

The Annual Action Plan FY 2023-2024 outlines activities that the City and Consortium will undertake during the 2023-2024 Fiscal Year in order to meet the goals outlined in the Consolidated Plan. The Annual Action Plan is completed electronically and submitted to HUD through the Integrated Disbursement and Information System (IDIS). The beginning of the FY 2023-2024 program year is July 1, 2023. HUD requires submission of the Annual Action Plan no fewer than 45 days prior to the beginning of the program year.

The Executive Summary of the Plan provides a description of the performance measurement framework required by HUD. The demographic information, including housing data, is based on information from the Census and other resources provided by HUD. The AP-20 section of the Plan, which can be found on pages 17-19, summarizes the specific goals that the City & Consortium intends to initiate and/or complete within the term of the program year. A goal must be listed in the

Consolidated Plan in order to be included in the Action Plan. The AP-35 section of the Plan, which can be found on pages 22-31, provides a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the AP-20 section. Each project must be associated with one or more goals.

Public Input Process

Staff developed the Annual Action Plan in accordance with the City's Citizen Participation Plan. A draft of the Annual Action Plan was available for public review and comment from March 1, 2023 to March 31, 2023. Staff held three public hearings to gain citizen input on community needs on October 25, 2022, January 23, 2023, and March 28, 2023. Staff disseminated information regarding these meetings through neighborhood groups, the City's website, and social media. Staff also solicited feedback on the Plan from social service agencies in the community including the Champaign County Continuum of Service Providers to the Homeless, the Community Reinvestment Group, and the Champaign County Human Services Council.

In addition, staff sent out a community needs survey to gather input on housing and community development needs in Urbana. The survey was sent via direct email, and was posted on the City's website and social media accounts. A summary of the survey results are attached to the Plan.

Fiscal Impact

Expected resources are outlined on pages 15-17 of the Plan. The City of Urbana will receive a CDBG allocation of \$498,343 in FY 2023-2024, and the Urbana HOME Consortium will receive a HOME allocation of \$779,013 in FY 2023-2024.

There are considerable fiscal impacts associated with the preparation of the FY 2023-2024 Annual Action Plan. Failure to submit an Action Plan for FY 2023-2024 by the deadline will result in the loss of FY 2023-2024 CDBG and HOME funds to the City. Furthermore, the City cannot use CDBG or HOME funding for projects that are inconsistent with the goals and strategies of the Consolidated Plan unless the City amends the plan to include the project.

Options

1. Forward the Resolution to City Council on the consent agenda for approval.
2. Forward Resolution to City Council with recommended changes
3. Do not approve the Resolution and forfeit the federal funding

Recommendation

Staff recommend forwarding the Resolution to City Council on the consent agenda for approval.

BUDGET AND SUMMARY OF RECOMMENDATIONS

HOME PROGRAM FY 2023-2024

HOME	
FY22-23 Allocation	\$779,013.00
Carryover includes (HOME ARP)	\$1,756,824.00
Total	\$2,535,837.00
Admin (10%)	\$77,900.00
CHDO Set-Aside (15%)	\$116,800.00
CHDO Operating	\$26,000.00
HOME ARP	\$1,756,824.00
Consortium Split	
<i>City of Champaign (60%)</i>	<i>\$334,987.00</i>
<i>City of Urbana (40%)</i>	<i>\$223,326.00</i>

CDBG PROGRAM FY 2023-2024

CDBG	
FY23-24 Allocation	\$498,343.00
Carryover	\$750,000.00
Total	\$1,248,343.00
Admin (20%)	\$99,343.00
Public Service (15%)	\$74,000.00
Neighborhood Revitalization	
	\$925,000.00
Housing Programs and Program Delivery	
<i>Housing rehab grants</i>	<i>\$100,000.00</i>
<i>Property acquisition, demo, new const.</i>	<i>\$50,000.00</i>

CDBG	Planned Activities	<p>Funding will support neighborhood revitalization, public services, acquisition and demolition, and housing rehabilitation activities. Public Services include the City’s Youth Services Grant Program, and annual Neighborhood Cleanup Day. Rehabilitation activities include the Emergency Grant, Access Grant, and Senior Repair Service Grant. The Emergency Grant Program allows up to \$15,000 in repairs to address risks to the health and safety of household occupants, and the Access Grant provides \$15,000 for improvements necessary to remove barriers to accessibility to a person with disabilities. The Senior Repair Service Program provides home maintenance repair for the elderly or persons with disabilities who are at or below 80% of the Median Family Income. The ultimate goal of these programs is to sustain housing so occupants can remain in their homes. All CDBG activities must benefit renters or homeowners who earn less than 80% of the Median Family Income.</p>
HOME	Planned Activities	<p>Funding will support acquisition, homebuyer assistance, homeowner rehab, multifamily rental new construction, multifamily rental rehab, new construction for ownership, and TBRA. Funds, including carryover funds, may be allocated by the City of Urbana to programs such as Acquisition-Rehab, Purchase- Rehab-Resale, Rental Rehab, Lot Acquisition/Demolition, and/or other programs currently under development or may be proposed that further the affordable housing goals and mission of the City, Council, and Community Development Services Department. Funds may be allocated by the City of Champaign to new or existing programs, such as TBRA, the Acquisition-Rehab, Full Home Improvement, or Lot Acquisition programs, to promote revitalization efforts of targeted neighborhoods. Funds may be allocated by Champaign County to TBRA or to provide rehabilitation assistance to both investor-owned properties as well as single-family owner-occupied projects. Admin and Planning: Funds will be contributed to personnel costs as well as supplies and other expenses.</p>



***CITY OF URBANA
AND
URBANA HOME CONSORTIUM***

**Annual Action Plan
FY 2023-2024**

Prepared by:
City of Urbana
Community Development Services
Grants Management Division
400 South Vine Street
Urbana, IL 61801
217.384.2447
www.urbanaininois.us
Resolution No. 2023-04-032R

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Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The Urbana HOME Consortium and the City of Urbana Annual Action Plan for FY 2023-2024 identifies activities that Consortium members and the City plan to implement during the period beginning July 1, 2023, and ending June 30, 2024. This Annual Action Plan budgets the use of two federal housing entitlement funds, the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Program. The Annual Action Plan for FY 2023-2024 furthers strategies that were identified in the Urbana HOME Consortium and City of Urbana Consolidated Plan for Program Years 2020-2024.

The City of Urbana and the Urbana HOME Consortium will undertake the activities identified in this Annual Action Plan during the fourth year of the five-year Consolidated Plan period. The CDBG portion of the Annual Action Plan identifies the planned uses of CDBG entitlement funds by the City of Urbana for FY 2023-2024. The HOME portion of the Annual Action Plan identifies uses of HOME funds by members of the Urbana HOME Consortium. The members of the Urbana HOME Consortium are the City of Urbana, the City of Champaign, and Champaign County.

The Annual Action Plan was on file for public review and comment during the period beginning March 1, 2023, through March 31, 2023. The City held three public hearings to obtain citizen comments regarding the draft Annual Action Plan on October 25, 2022, January 23, 2023, and March 28, 2023. The hearings took place in person in the City of Urbana Council Chambers. Information regarding the hearings was published on the City's website, via the City's social media accounts, and sent to local social services listservs. All comments received at these hearings either in person or electronically, as well as other written comments submitted during the public review period, have been included in the Annual Action Plan.

The City of Urbana and Consortium members continue to partner with local nonprofit agencies and the IL-503 Continuum of Care to identify needs and resources for residents. Staff have worked closely with Illinois Emergency Management Agency to increase the Cities' readiness for disaster prevention, recovery, and resiliency, and to ensure the needs of vulnerable individuals and families in protected classes are integrated into disaster plans and activities.

2. Summarize the objectives and outcomes identified in the Plan

Below is a summary of the Consolidated Plan Objectives and Outcomes. Each project identified in this Annual Action Plan provides the applicable Objectives and Outcomes. The anticipated results are provided as “Outcome Indicators.”

3. Evaluation of past performance

CDBG funds committed by the City of Urbana resulted in twelve (12) owner-occupied housing units being rehabilitated through the City's Emergency, Access, and Senior Repair Program. In FY 2022-2023, CDBG Public Service funds supported the City's Youth Services grant program, which provided funding to six community-based organizations to support seven programs. The programs and services provided by these agencies address violence prevention, trauma support, after-school programming, and recreation, and are targeted toward Urbana youth from low-income families. The grant period for the Youth Services funding expires on June 30, 2023, and accomplishments will be reported in the FY 2022-2023 CAPER. Public service funds were also used to provide three formerly homeless families with stable housing and case management through the City of Urbana's Transitional Housing Program.

HOME funds were used to support TBRA programs through the Champaign County Regional Planning Commission (CCRPC) and Courage Connection. Habitat for Humanity of Champaign County continued its outstanding work as a high-performing local Community Housing Development Organization (CHDO) by completing four (4) new affordable single-family home projects with the assistance of HOME funding. FirstFollowers was certified as a CHDO and completed renovation on two rental units.

On March 11, 2021, the American Rescue Plan (ARP) was signed into law to address the continued impact of the COVID-19 pandemic. The Urbana HOME Consortium received a HOME ARP allocation of \$2,970,773. The Consortium's Allocation Plan was approved by HUD in September 2022. Based on the public input and other information gathered during the planning process, the Consortium has allocated \$1,000,000 to Supportive Services, \$1,000,000 to Development of Affordable Rental Housing, \$400,000 to Acquisition and Development of Non-Congregate Shelter, \$148,359 to Non-Profit Operating, \$148,539 to Non-Profit Capacity Building, and \$273, 875 to Administration and Planning. In November 2022, the Cities of Urbana and Champaign jointly issued a Request for Proposals for agencies and developers to address affordable housing and homelessness issues in the community. To date, \$940,074 in HOME ARP funding has been committed to projects and program.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of the plan.

The Annual Action Plan is developed by the City of Urbana in accordance with its Citizen Participation Plan included as part of the 2020-2024 Consolidated Plan process. The 30-day public comment period took

place from March 1, 2023 – March 31, 2023. During that period, City staff posted a Community Needs Survey on the City’s website and social media accounts, and also sent the survey to various community groups. City staff also held three public hearings to gain citizen input on the plan, and presented the draft to City Council in order to receive feedback. To encourage public participation by the broadest audience possible, staff also presented the Annual Action Plan to various community groups made up of housing, social service, and financial agencies, including the Champaign County Continuum of Care.

5. Summary of public comments

The results of the Community Needs Survey are attached to this plan. In summary, citizens expressed a need for infrastructure improvements throughout the City, including the need for additional street lighting, sidewalk improvements, and improvements to public spaces such as parks. Funding for youth violence prevention activities was identified as a high priority. In addition, the Urbana Park District submitted a letter of support for the City’s CDBG program, and expressed a desire to continue partnering with the City to serve low-income residents. This letter is attached to the plan.

The rising cost of housing was also a common theme in the feedback received. Survey respondents expressed a need for rent assistance to low-income families. 44% of survey respondents said there was not sufficient affordable housing in Urbana, and 87% of respondents said rent in Urbana is too high. 50% of respondents indicated that finding an affordable unit was a significant barrier to secure housing.

6. Summary of comments or views not accepted and the reasons for not accepting them

Not applicable

7. Summary

The Annual Action Plan reflects the coordinated efforts of the Urbana HOME Consortium and its citizens, as well as the expansive network of housing and human service providers in Champaign County. Through strategies documented in this plan, the effectiveness and impact of federal funds will be maximized through thoughtful investment of resources, reduced duplication of services, and improved service delivery. The goals and objectives identified in this plan aim to improve the quality of life in Champaign County, particularly for low-income, homeless, elderly, and/or special-needs individuals and families.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The followings are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for the administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	URBANA		Community Development/Grants Management Division
HOME Administrator	URBANA		Community Development/Grants Management Division

Table 1 – Responsible Agencies

Narrative

The City of Urbana, through the Grants Management Division of its Community Development Services Department, acts as the lead agency for the Urbana HOME Consortium. As such, Urbana staff took the lead role in developing the City of Urbana and Urbana HOME Consortium Annual Action Plan for FY 2023-2024 especially as it relates to policies, procedures, programs, and activities, and other issues specifically involving the City. However, the overall development of the Annual Action Plan is a cooperative effort involving the City of Urbana, the City of Champaign, and the Champaign County Regional Planning Commission (representing the unincorporated areas of Champaign County). These regions are geographically contiguous and the areas of responsibility of the entities tend to overlap. These factors have contributed to an open and cooperative relationship among the municipalities, which extends to both staff and elected officials. For example, Consortium members collaborated closely in the creation of the HOME ARP Allocation Plan that was submitted to HUD in September 2022. This cooperation is essential in assessing and attending to the needs of the greater community and is the foundation for the Consortium's successes. The Grants Management Division also administers the Community Development Block Grant (CDBG), on behalf of the City of Urbana.

Consolidated Plan Public Contact Information

During the 30-day public comment period, copies of the draft Annual Action Plans were available for public review on the City of Urbana website at www.urbanaininois.us and the following locations:

- Urbana Free Library, 210 West Green Street, Urbana

City of Champaign Annual Action Plan:

- Champaign Public Library, 200 West Green Street, Champaign

AP-10 Consultation - 91.100, 91.200(b), 91.215(I)

1. Introduction

The Consortium regularly participates in meetings and public hearings with community organizations, commissions, and citizen groups. These meetings occurred regularly throughout the year, and enable staff to develop and maintain partnerships with community organizations, and receive continual feedback on the needs and trends in the community. Consortium members also continually look for new opportunities to disseminate information about the programs and services it provides. Staff members of the Consortium entities often serve on committees and sub-committees, taking a very active and visible role in the community. In addition to the municipalities, many public and private entities play key roles in the health of the community. The Consortium makes every effort to include these organizations in the planning and implementation of the Annual Action Plan. Input from the public was also sought through public hearings and virtual meetings.

Staff from the City of Urbana, Champaign, and Champaign County Regional Plan Commission work closely with Illinois Emergency Management Agency to increase the Cities' readiness for disaster prevention, recovery, and resiliency. Staff works to ensure the needs of vulnerable individuals and families in protected classes are integrated into disaster plans and activities.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(I)).

The Housing Authority of Champaign County continues to inform local jurisdictions of major housing opportunities and collaborates on major redevelopments in Champaign and Urbana. Consortium members provided feedback to the Housing Authority on the creation of a landlord incentive program and collaborated to develop tenant's rights workshops that were available to landlords, tenants, and service providers county-wide. Consortium members also collaborated closely with the CoC and Housing Authority to administer the EHV process in 2021. The Housing Authority also has several new developments in the county and has sought collaboration with Consortium members on LIHTC applications to further support their work.

In the fall of 2022, Consortium members coordinated with United Way of Champaign County and the Champaign County Mental Health Board to facilitate the sharing of information on local resources among private and governmental health, mental health, and service agencies. The findings were shared at a public study session sponsored by the Mental Health Board. Staff will continue to coordinate with other funding groups to discuss and monitor ongoing needs for persons with mental health and other needs, particularly low-income persons and youth.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Members of the Urbana HOME Consortium have all served as current or past chairs for the Continuum of Care, which is known locally as the Champaign County Continuum of Service Providers to the Homeless (CSPH). In FY 2022-2023, the City of Urbana administered Emergency Solutions Grant (ESG) and Emergency Solutions Grant CARES Act (ESG-CV) funding for Cunningham Township Supervisor’s Office, which works closely with homeless populations to operate street outreach, emergency shelter, and rapid rehousing programs in Urbana and county-wide. The CSPH also coordinates closely with the local homeless shelter to develop training and funding opportunities related to mental health and substance abuse support.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies, and procedures for the operation and administration of HMIS

The Champaign County Continuum of Service Providers to the Homeless (CSPH) is the name of the CoC that covers Champaign County. In FY 2020, 2021, and 2022, the CoC received ESG and ESG-CV allocations from the State of Illinois. Agencies in Champaign County are invited to apply to the CoC for ESG funds. During the review process, the CoC Rating & Ranking Committee convenes to review agency applications and make funding determinations. The Committee uses standardized scoring criteria for each review. The Rating & Ranking Committee also takes into account the past performance of agencies that have received ESG funding, to determine how to allocate ESG funds in the community. Once the Committee has reviewed the applications, recommendations for ESG funding are presented to the full membership of the CoC for a vote.

The Champaign County Regional Planning Commission administers the HMIS system under an agreement with the CoC. HMIS staff assigns access and provides initial training for authorized users, maintains oversight and continuing training updates for quality of data entry, collects HMIS data for HUD Exchange and other grant reports, and supports CoC planning efforts requiring data about clients served. At this time, most data is entered by a single user from hard copy documents collected at agency intake and data is shared among agencies only in aggregated formats to preserve the confidentiality of households.

2. Agencies, groups, organizations, and others who participated in the process and consultations

Table 2 – Agencies, groups, and organizations that participated

1	Agency/Group/Organization Name	City of Champaign
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Champaign, as an Urbana HOME Consortium member, has gathered substantial public input regarding consortia-wide projects. City of Champaign staff attended a public hearing for social service agencies, as an Urbana HOME Consortium member, to provide input regarding community needs.
2	Agency/Group/Organization Name	Champaign County Regional Planning Commission
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Employment Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Champaign County Regional Planning Commission is a member of the Urbana HOME Consortium and administers services and programs that provide assistance to low-

		income residents, as well as individuals and families experiencing homelessness. CCRPC gathers substantial data on local conditions, and this information is a vital component to the Consortium’s planning efforts.
3	Agency/Group/Organization Name	IL-503 CoC Champaign County Continuum of Service Providers to the Homeless
	Agency/Group/Organization Type	Planning organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Over 40 homeless service provider agencies, including municipal and nonprofit partners are members of the IL-503 Continuum of Care. The Urbana HOME Consortium members have all served on the Executive Committee or past chairs for the CoC, and the three participating jurisdictions/subrecipients to the HOME Consortium continue to be active on the Continuum of Service Providers to the Homeless. During the March 7, 2023 meeting, the Urbana HOME Consortium solicited input on the Annual Action Plan from the group. The Community Needs Assessment Survey was sent out to the CoC and members were encouraged to participate.
4	Agency/Group/Organization Name	Champaign County Human Services Council
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Human Services Council is made up of local healthcare and behavioral healthcare providers, municipalities, and non-profits organizations that meet monthly to discuss issues facing low-mod residents of Champaign County. At the March meeting, Consortium members solicited input on the Annual Action Plan from the group. The Community

		Needs Assessment Survey was sent out to the group and members were encouraged to participate.
5	Agency/Group/Organization Name	Community Reinvestment Group
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Community Reinvestment Group is made up of local Community Reinvestment Act bankers, non-profit housing providers, municipalities, and the Housing Authority of Champaign County. The group meets monthly to discuss affordable housing and lending issues facing low-mod residents of Champaign County. At the March meeting, Consortium members provided a presentation on the Annual Action Plan and solicited feedback on affordable housing needs from the group.

Identify any Agency Types not consulted and provide the rationale for not consulting

Not applicable

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	CCRPC	The CoC Strategic Plan overlaps with regard to housing, i.e. by PROVIDING A COMPREHENSIVE CONTINUUM OF HOUSING SERVICES, Increase affordable housing

Table 3 – Other local/regional/federal planning efforts

Narrative

Affordable rental units are in great demand in the community. As a member of the Urbana HOME Consortium, the Champaign County Regional Planning Commission continues to operate a Tenant Based Rental Assistance Program that is countywide. The City of Urbana also supports a Tenant Based Rental Assistance Program operated by Courage Connection, which targets victims of domestic violence. The City will continue to

work closely with all Consortium members to support this important program in the community.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize the citizen participation process and how it impacted goal-setting

A draft of the FY 23-24 Annual Action Plan was made available to the public during the 30-day public comment period, which took place from March 1, 2023, to March 31, 2023. Copies were made available at the Urbana City Building, the Urbana Free Library, and the City's website. Information about public hearings was posted on the City of Urbana's website, and the city's calendar for public review.

In-person public hearings were held before the regularly scheduled Community Development Commission Meetings on October 25, 2022, January 24, 2023, and March 28, 2023 in the City of Urbana Council Chambers. The purpose of these public hearings was to obtain resident input regarding community development and housing needs. City Staff also presented the Annual Action Plan at regular meetings of various community groups made up of housing, social service, and financial agencies. The plan was also sent to the CSPH listserv for local service providers to have an opportunity to review the draft plan and provide comments. City staff also sent out a community needs survey to various neighborhood groups to gather input on the needs residents are seeing in their neighborhoods.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of Responses/Attendance	Summary of Comments Received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	Staff from the City of Urbana held a public hearing before the October 2022 regular meeting of the Urbana Community Development Commission to gain feedback on	None	None	N/A

			community needs including housing and public services.			
2	Public Hearing	Non-targeted/broad community	Staff from the City of Urbana held a public hearing before the January 2023 regular meeting of the Urbana Community Development Commission to gain feedback on the Annual Action Plan.	The City received a letter of support for the CDBG program from the Urbana Park District.	None	N/A
3	Public Meeting	Homeless Service Providers Minorities Housing Providers	Staff from the City of Urbana shared information on the plan and community needs at the March meeting of the Champaign County Continuum of Service Providers to the Homeless and solicited feedback on the Annual Action Plan and housing and homeless service needs in the community	None	None	N/A
3	Public Hearing	Non-targeted/broad community	Staff from the City of Urbana held a public hearing before the March 28, 2023 regular	None	None	N/A

			meeting of the Urbana Community Development Commission to gain feedback on the Annual Action Plan.			
4	Survey	Non-targeted/broad community	Survey respondents expressed a need for infrastructure improvements throughout the City, including the need for additional street lighting, sidewalk improvements, and improvements to public spaces such as parks. Funding for youth violence prevention activities was identified as a high priority.	None	None	N/A

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Allocations of federal funds are determined annually by Congress and will fluctuate from year to year. These fluctuations will be taken into account during the annual budgeting process.

The Urbana HOME Consortium will receive a HOME allocation of \$779,013 in FY 2023-2024 and an estimated allocation of \$725,000 the following year for a total allocation of \$1,504,013 expected during the remainder of the 2020-20204 Consolidated Plan period. Prior year resources as noted in the FY 2023-2024 budget consist of uncommitted HOME-ARP funds. The Urbana HOME Consortium HOME-ARP Allocation Plan was approved in August 2022, and all HOME-ARP funds will be distributed within the Consortium-wide area based on the priorities identified in the Allocation Plan.

The City of Urbana will receive an FY 2023-2024 CDBG allocation of \$498,343 and an estimated allocation of \$420,000 the following year for a total of \$918,343 available during the remainder of the 2020-20204 Consolidated Plan period. Funds will be allocated to priorities set by the community and staff over the five years. Prior Year Resources are unexpended CDBG funding from program years 2018-2022.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	498,343	0	750,000	1,248,343	1,668,343	Funding will support neighborhood revitalization, public services, acquisition and demolition, and housing rehabilitation activities. Public Services include the City's Youth Services Grant Program and annual Neighborhood Cleanup Day. Rehabilitation activities include the Emergency Grant, Access Grant, and Senior Repair Service Grant. The Emergency Grant Program allows up to \$15,000 in repairs to address risks to the health and safety of household occupants, and the Access Grant provides \$15,000 for improvements necessary to remove barriers to accessibility to a person with disabilities. The Senior Repair Service Program provides home maintenance repair for the elderly or persons with disabilities who are at or below 80% of the Median Family Income. The ultimate goal of these programs is to sustain housing so occupants can remain in their homes. All CDBG activities must benefit renters or homeowners who earn less than 80% of the Median Family Income.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	779,013	0	1,756,824	2,535,837	3,260,837	Acquisition, Homebuyer assistance, Homeowner rehab, Multifamily rental new construction, multifamily rental rehab, new construction for ownership, and TBRA. Funds, including carryover funds, may be allocated by the City of Urbana to programs such as Acquisition-Rehab, Purchase-Rehab-Resale, Rental Rehab, Lot Acquisition/Demolition, and/or other programs currently under development or may be proposed that further the affordable housing goals and mission of the City, Council, and Community Development Services Department. Funds may be allocated by the City of Champaign to new or existing programs, such as TBRA, the Acquisition-Rehab, Full Home Improvement, or Lot Acquisition programs, to promote revitalization efforts of targeted neighborhoods. Funds may be allocated by Champaign County to TBRA or to provide rehabilitation assistance to both investor-owned properties as well as single-family owner-occupied projects. Admin and Planning: Funds will be contributed to personnel costs as well as supplies and other expenses.

Table 2 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied

All Consortium members continue to seek private investment, tax credits, and grant opportunities from the State of Illinois that further the goals outlined in the Consolidated Plan. Tax credit developments are anticipated in the City of Urbana in the Consolidated Plan period, such as an affordable housing development for low-income families and individuals on Lierman Avenue, as well as the renovation of a motel for use as a single-room occupancy shelter. The City of Champaign and Urbana continue to work with private developers applying for tax credit incentives on future developments. Champaign will focus its HOME funds on the continued development of Bristol Place and owner-occupied rehab programs. The City of Urbana is also continuing to collaborate with non-profit stakeholders and healthcare providers in the community to develop a tiny homes facility that will support medically fragile individuals who are experiencing homelessness.

The 25% match requirement for the HOME program utilizes a variety of leveraging sources to fulfill this obligation. The City of Urbana and Champaign contribute cash matches towards its HOME projects from private investment in development projects. Land donations for developments will contribute to the program in the coming year, as well as sweat equity and cash contributions provided by the volunteers of Habitat for Humanity of Champaign County. The Consortium has a large carryover match balance that will exceed the anticipated match requirement in the coming years.

CDBG funded City of Urbana projects for public facility and infrastructure leverage general funds and State of Illinois Motor Fuel Tax dollars to have a greater impact on the projects. The City of Urbana has also leveraged funds through the State of Illinois Department of Commerce and Economic Opportunity to support public service programming and capital improvement projects. This practice will continue through the 2020-2024 Consolidated Plan. If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

City Code Enforcement staff will continue to identify blighted properties that may be purchased with CDBG funds, demolished, and then donated to a not-for-profit developer or CHDO such as Habitat for Humanity. These lots will be used to address affordable housing needs identified in the Consolidated Plan. The City does not keep an inventory of land.

Discussion

Not applicable

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide decent affordable housing opportunities	2020	2024	Affordable Housing	Beardsley Park Neighborhood Improvement Plan Area Garden Hills United Neighborhood Association Action Plan Urbana Consortium-wide Area Bristol Park Neighborhood Plan Area	Affordable Housing	CDBG: \$149,343 HOME: \$780,033.34	Rental units rehabilitated: 2 Household Housing Unit Homeowner Housing Added: 4 Household Housing Unit Homeowner Housing Rehabilitated: 3 Household Housing Unit Direct Financial Assistance to Homebuyers: 10 Households Assisted Housing Code Enforcement/Foreclosed Property Care: 150 Household Housing Unit
2	Address Barriers to Affordable Housing	2020	2024	Affordable Housing Non-Housing Community Development	Beardsley Park Neighborhood Improvement Plan Area Garden Hills United Neighborhood Association Action Plan Urbana Consortium-wide Area Bristol Park Neighborhood Plan Area	Community Development Needs	CDBG: \$24,000 HOME: \$59,926	Tenant-based rental assistance Support Services
3	Preserve Existing Affordable Housing Supply	2020	2024	Affordable Housing	Urbana Consortium-wide Area	Affordable Housing	CDBG: \$87,500 Home: \$1,000,000	Homeowner Housing Rehabilitated: 5 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Coordinate with Housing Authority	2020	2024	Affordable Housing Public Housing	Beardsley Park Neighborhood Improvement Plan Area Garden Hills United Neighborhood Association Action Plan Urbana Consortium-wide Area Bristol Park Neighborhood Plan Area	Affordable Housing	HOME: \$295,877.66	Rental units constructed: 30 Household Housing Unit Rental units rehabilitated: 60 Household Housing Unit
5	Support Services & Training for Low-Income Persons	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	Urbana Consortium-wide Area	Community Development Needs Homeless Prevention & Services Youth Services	CDBG: \$50,000	Public service activities for Low/Moderate Income Housing Benefit: 10 Households Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 9 Beds
6	Support Homeless Needs	2020	2024	Homeless Non-Housing Community Development	Urbana Consortium-wide Area	Homeless Prevention & Services	HOME: \$400,000	Tenant-based rental assistance / Rapid Rehousing: 10 Households Assisted
7	Reduce Lead Exposure Risk	2020	2024	Lead-Based Paint Hazard Removal	Urbana Consortium-wide Area	Community Development Needs	CDBG: \$12,500	Homeowner Housing Rehabilitated: 5 Household Housing Unit
8	Support Infrastructure Improvements	2020	2024	Non-Housing Community Development	Census Tracts 53, 54,55,56, and 57	Community Development Needs	CDBG: \$875,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 25 Households Assisted
9	Preserve Consortium Neighborhoods	2020	2024	Non-Housing Community Development	Census Tracts 53, 54,55,56, and 57	Affordable Housing Community Development Needs Homeless Prevention & Services Non-Homeless Special Needs	CDBG: \$50,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 25 Households Assisted Buildings Demolished: 2 Buildings

Table 3 – Goals Summary

Goal Descriptions

1	Goal Name	Provide decent affordable housing opportunities
	Goal Description	Increase the supply of affordable housing available to low and moderate-income households, by providing Tenant Based Rental Assistance to households with incomes at or below 60% of the area median, targeting those at or below 125% of the poverty level, supporting new construction for homeownership sponsored by CHDOs and other nonprofits, support new construction of affordable rental units sponsored by CHDOs and other nonprofits, support and provide guidance to for-profit developers building new affordable renter and owner units, support construction of new affordable rental units through LIHTC including the Bristol Park Phase II Redevelopment Project, in compatible areas, encourage the development of non-profit housing development organizations eligible for CHDO status. Expand homeownership opportunities for low and moderate-income households, by providing support and encouraging homeownership education programs, support the Housing Authority of Champaign County Section 8 Homeownership program.

2	Goal Name	Address Barriers to Affordable Housing
	Goal Description	Address barriers to obtaining affordable housing, by addressing issues faced by certain special populations, such as seniors and individuals in need of supportive service/ substance abuse treatment, provide assistance for affordable permanent housing for persons with targeted disabilities; support efforts to increase accessible and visit-able housing units for persons with disabilities; encourage housing developers to include visit-ability/accessibility measures in new construction efforts; Access Grants that provide grants for approximately 25 low-income residents over a five-year period to increase the supply of accessible and visit-able housing; Consortium members and community partners will promote community awareness of fair housing laws and ordinances, and provide training for landlords and tenants; Education and training opportunities, which focus on eliminating barriers to affordable housing, will be encouraged; encourage the Urbana Human Relations Division, the Building Safety Division, and Persons Assuming Control of their Environment, Inc. (PACE) to join forces in an effort to acquaint developers with local codes and fair housing laws to insure that handicapped units are produced when new housing is constructed; support tenant advocacy and educational efforts by agencies such the C-U Tenant Union; encourage landlord and community group distribution of information in multiple languages to help overcome language and/or cultural barriers; and the City could consider undertaking a discrimination testing program to obtain preliminary results to determine if further programs are necessary.
3	Goal Name	Preserve Existing Affordable Housing Supply
	Goal Description	Homeowner Housing Rehabilitated: 5 Household Housing Unit
4	Goal Name	Coordinate with Housing Authority
	Goal Description	Rental units constructed: 30 Household Housing Unit Rental units rehabilitated: 60 Household Housing Unit
5	Goal Name	Support Services & Training for Low-Income Persons
	Goal Description	Public services for low to moderate-income residents including Transitional Housing, Neighborhood Cleanups, youth services, and other programming Transitional Housing is funded through public services. 9 beds added.

6	Goal Name	Support Homeless Needs
	Goal Description	TBRA for low-income families and individuals experiencing homelessness.
7	Goal Name	Reduce Lead Exposure Risk
	Goal Description	Support opportunities that address lead hazards that are outside the scope of our other programs. The City will continue to use Lead Safe Practices in implementing its various rehabilitation activities. Education opportunities will be provided at public workshops. Lead-based paint remediation policies and procedures are included in each housing rehabilitation contract funded with federal funds. Contractors are required to follow lead-safe work practices to be in compliance with local, state, and federal requirements.
8	Goal Name	Support Infrastructure Improvements
	Goal Description	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit
9	Goal Name	Preserve Consortium Neighborhoods
	Goal Description	Public Facility or Infrastructure Activities for Low/Moderate Income Housing, Capital Improvement Projects, Blight Reduction, Code Enforcement, Public Facility

AP-35 Projects - 91.420, 91.220(d)

Introduction

The City of Urbana made its funding allocation decisions based on public input received during the Consolidated Plan and Annual Action Plan process. Social service funding allocations are determined by a committee of City staff and City Council representatives, with input and direction provided by the City's Community Development Commission. Funding is awarded based on eligible activities and priorities identified in the application. The following is a list of proposed programs for the 5-year Consolidated Plan period. All of the proposed projects are in response to an identified need in the Consolidated Plan. Consideration has also been given to program delivery and staffing requirements to successfully operate the grant activities, various objectives of leveraged funding available, as well as programmatic constraints of both the HOME Investment Partnerships and Community Development Block Grant programs. The projected target start date for the proposed programs is July 1, 2023, and the projected commencement of proposed programs is June 30, 2024.

#	Project Name
1	CDBG Planning & Administration
2	CDBG Neighborhood Revitalization
3	CDBG Public Services
4	CDBG Housing Activities
5	CDBG Property Acquisition/Demolition/New Construction
6	HOME Planning & Administration
7	HOME CHDO Reserve
8	HOME CHDO Operating
9	HOME City of Champaign Neighborhood Revitalization
10	HOME City of Urbana Neighborhood Revitalization
11	HOME ARP Supportive Services
12	HOME ARP Acquisition/Development of Non-Congregate Shelter
13	HOME ARP Development of Affordable Rental Housing
14	HOME ARP Non-Profit Operating
15	HOME ARP Non-Profit Capacity Building

Table 4 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities are based on the statutory requirements of the HOME Investment Partnership program, Community Development Block Grant programs, and HOME ARP program. Needs have been prioritized in keeping with identified needs in the Consolidated and HOME-ARP Allocation Plans. Although the City of Urbana is not a recipient of ESG funds directly from

HUD, the City of Urbana may receive ESG funds from the State of Illinois Department of Human Services.

AP-35 Projects

Description

1	Project Name	CDBG Planning & Administration
	Target Area	Census Tracts 53, 54,55,56, and 57
	Goals Supported	Provide decent affordable housing opportunities Address Barriers to Affordable Housing Support Infrastructure Improvements Preserve Consortium Neighborhoods
	Needs Addressed	Affordable Housing Homeless Prevention & Services Community Development Needs Economic Development
	Funding	CDBG: \$99,343
	Description	Funds will be used to support the administrative activities associated with carrying out the goals and objectives of the CDBG program.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Low to moderate-income households from community development target areas will be served.
	Location Description	The City of Urbana and targeted neighborhoods.
	Planned Activities	Funds will be used to support administrative activities for the Community Development Block Grant funds.
2	Project Name	CDBG Neighborhood Revitalization
	Target Area	Census Tracts 53, 54,55,56, and 57
	Goals Supported	Provide decent affordable housing opportunities Support Infrastructure Improvements Preserve Consortium Neighborhoods
	Needs Addressed	Affordable Housing Community Development Needs Economic Development

	Funding	CDBG: \$925,000
	Description	Funds will be used to support neighborhood revitalization programs including code enforcement, blight reduction, and capital improvement projects.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Low to moderate-income individuals and households within the City of Urbana will benefit from the proposed activities.
	Location Description	The City of Urbana and targeted neighborhoods.
	Planned Activities	Capital improvement projects, blight reduction, public facilities, economic development, property acquisition/demolition/new construction
3	Project Name	CDBG Public Services
	Target Area	Census Tracts 53, 54,55,56, and 57
	Goals Supported	Provide decent affordable housing opportunities Address Barriers to Affordable Housing Support Services & Training for Low-Income Persons
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$74,000
	Description	Funds will be used to support the public services undertaken by the City of Urbana.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Assistance estimated at 100 households
	Location Description	The City of Urbana and targeted neighborhoods
Planned Activities	Transitional housing, neighborhood cleanup, Consolidated Social Service funding.	
4	Project Name	CDBG Housing Activities
	Target Area	Census Tracts 53, 54,55,56, and 57

	Goals Supported	Provide decent affordable housing opportunities Preserve Existing Affordable Housing Supply
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$100,000
	Description	Funds will be used to support housing rehabilitation activities undertaken by the City of Urbana, as well as the acquisition of available properties to further affordable housing.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	An estimated ten households will be assisted by these activities.
	Location Description	The City of Urbana and targeted neighborhoods
	Planned Activities	Emergency Grant, Access Grant, Senior Grant, and Roof Repair Grant programs will be funded under this project.
5	Project Name	CDBG Property Acquisition/Demolition/New Construction
	Target Area	Census Tracts 53, 54,55,56, and 57
	Goals Supported	Preserve Consortium Neighborhoods
	Needs Addressed	Community Development Needs
	Funding	CDBG: \$50,000
	Description	Funds will be used to support property acquisition, demolition, and new construction projects undertaken by the City of Urbana.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Low to moderate-income individuals and households within the City of Urbana will benefit from the proposed activities.
	Location Description	The City of Urbana and targeted neighborhoods
	Planned Activities	Anticipate removing or rehabilitating two abandoned blighted homes from targeted neighborhoods
6	Project Name	HOME Planning and Admin
	Target Area	Urbana Consortium-wide Area

	Goals Supported	Provide decent affordable housing opportunities Address Barriers to Affordable Housing Preserve Existing Affordable Housing Supply
	Needs Addressed	Affordable Housing
	Funding	HOME: \$77,900
	Description	Funds will be used to support the administrative activities associated with carrying out the HOME program goals and strategies.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Funds will be used to support City staff administering the HOME program
	Location Description	Urbana Consortium-wide Area
	Planned Activities	Reporting, ongoing monitoring,
7	Project Name	HOME CHDO Reserve
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Provide decent affordable housing opportunities
	Needs Addressed	Affordable Housing
	Funding	HOME: \$116,800
	Description	Funds will be used to support the projects undertaken within the Consortium-wide area by Community Housing Development Organizations. CHDO Reserve funds are being set aside to be allocated to CHDOs whose proposed project(s) meet project readiness requirements. To meet project readiness, the CHDO project(s) receiving reserve allocations must be able to begin construction within one year from the date of execution of the agreement. Staff is continuing to work to identify feasible projects in the Consortium area. A rolling CHDO project application is utilized.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Primary estimates indicate 5 households will benefit from the proposed activities.

	Location Description	Urbana Consortium-wide Area
	Planned Activities	Funds will be used to construct or rehab five new affordable housing projects for homeownership and rental
	Project Name	HOME CHDO Operating
8	Target Area	Urbana Consortium-wide Area
	Goals Supported	Provide decent affordable housing opportunities Address Barriers to Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	HOME: \$26,000
	Description	Funds will be used to support projects undertaken within the Consortium-wide area by Community Development Housing Operations.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Funds will go to certified CHDOs to support their mission of expanding affordable housing opportunities in Champaign County.
	Location Description	Urbana Consortium-wide Area.
	Planned Activities	Funds will be used to support projects undertaken within the Consortium-wide area by Community Development Housing Organizations.
9	Project Name	HOME City of Champaign Neighborhood Revitalization
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Provide decent affordable housing opportunities Preserve Existing Affordable Housing Supply Coordinate with Housing Authority
	Needs Addressed	Affordable Housing
	Funding	HOME: \$334,987

	Description	Funds will be used to support neighborhood revitalization activities undertaken by the City of Champaign including acquisition-rehab, purchase rehab resell, rental rehab, new construction activities, tenant-based rental assistance, owner-occupied rehab, lot acquisition/demolition and/or other programs currently under development or may be proposed that further the affordable housing goals and missions of the City and Council. Programs must comply with applicable local, state, and federal regulations including. but not limited to, HOME regulations.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Funds will support proposed activities and projects that benefit low-income Champaign residents.
	Location Description	Urbana Consortium-wide Area.
	Planned Activities	HOME funds will be used to support the neighborhood revitalization activities undertaken by the City of Champaign, including Phase II of the Bristol Place housing development.
10	Project Name	HOME City of Urbana Neighborhood Revitalization
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Provide decent affordable housing opportunities
	Needs Addressed	Affordable Housing
	Funding	HOME: \$223,326
	Description	Funds will be used to support neighborhood revitalization activities undertaken by the City of Urbana, acquisition rehab resell, rental rehab, new construction activities, tenant-based rental assistance, owner-occupied rehab, lot acquisition/demolition and/or other programs currently under development or may be proposed that further the affordable housing goals and mission of the City, Council, and Grants Management Division. Programs must comply with applicable local, state, and federal regulations including, but not limited to, HOME regulations.
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	Funds will support proposed programs and activities that benefit low-income residents of Urbana and Champaign County.
	Location Description	Urbana Consortium-wide area.
	Planned Activities	Funds will be used to support the neighborhood revitalization activities undertaken by the City of Urbana, including but not limited to resale, rental, rehab, new construction activities, Tenant Based Rental Assistance, Owner-occupied rehabilitation, and/or proposed projects that further the affordable housing goals and mission of the City and Council.
11	Project Name	HOME ARP Supportive Services
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Support Homeless Needs
	Needs Addressed	Homeless Prevention & Services
	Funding	HOME: \$59,926
	Description	Supportive Services funding to nonprofit agencies to assist homeless or near homeless individuals
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Assist 30 individuals with supportive services and case management to address the needs of homeless and near-homeless individuals
	Location Description	Services will be available consortia wide
	Planned Activities	This funding allocation will allow the Consortium to address underlying issues and the underlying struggles that qualified populations are coping with and contribute to instability. Investments in case management and other supportive services will allow the funding to serve the distinct needs of the many vulnerable populations in our community
12	Project Name	HOME ARP Acquisition & Dev of Non-Congregate shelter
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Provide decent affordable housing opportunities

	Needs Addressed	Homeless Prevention & Services
	Funding	HOME: \$400,000
	Description	Acquisition and Development of Non-Congregate Shelter provide the flexibility of safe shelter for a variety of household compositions and identities that is difficult in congregate shelters.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Estimate serving 30 families
	Location Description	Urbana Consortium-wide area
	Planned Activities	Acquisition and development of non-congregate shelter
13	Project Name	HOME ARP Dev of Affordable Rental Housing
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Provide decent affordable housing opportunities
	Needs Addressed	Affordable Housing
	Funding	HOME: \$1,000,000
	Description	The affordable housing produced with HOME-ARP funding will address the lack of area housing that is simultaneously affordable, high quality, accessible, and available to low-income households or those seeking public assistance. Building brand new units funded through HOME-ARP would ensure that all of these attributes are met, while renovations would more significantly increase the number of quality affordable housing units.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Estimate 4 new affordable housing units
	Location Description	Urbana Consortium-wide area
	Planned Activities	Construction of four new affordable housing units or rehabilitation of 15 housing units
14	Project Name	HOME ARP Non-Profit Operating

	Target Area	Urbana Consortium-wide Area
	Goals Supported	Support Homeless Needs
	Needs Addressed	Homeless Prevention & Services
	Funding	HOME: \$148,359
	Description	HOME ARP funds will be provided to Non-Profit agencies for operating costs
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 30 families
	Location Description	Urbana Consortium-wide area
	Planned Activities	HOME ARP funds will be provided to Non-Profit agencies for operating costs
15	Project Name	HOME ARP Non-Profit Capacity Building
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Support Homeless Needs
	Needs Addressed	Homeless Prevention & Services
	Funding	HOME: \$148,539
	Description	HOME ARP funds will be provided to Non-Profit agencies for capacity building
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	30 families may be assisted with the increased capacity
	Location Description	Consortia wide
	Planned Activities	HOME ARP funds will be provided to Non-Profit agencies for operating costs

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Urbana is a city in and the county seat of Champaign County, Illinois. The population is estimated at 38,336 as of June 1, 2020. Urbana is the tenth-most populous city in Illinois outside of the Chicago metropolitan area. Urbana is notable for sharing the campus of the University of Illinois at Urbana–Champaign with its sister city of Champaign. The three largest employers in Urbana are two non-profit hospitals and the University of Illinois.

The City of Urbana focuses its community development activities, goals, and objectives on its low-income census tracts which include CT 53, 54, 55, 56, and 57. The Code Enforcement activities are focused on these areas as well.

Geographic Distribution

Target Area	Percentage of Funds
Beardsley Park Neighborhood Improvement Plan Area	0
Garden Hills United Neighborhood Association Action Plan	0
Urbana Consortium-wide Area	100
Bristol Park Neighborhood Plan Area	0
Census Tracts 53, 54,55,56, and 57	80

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Target neighborhoods are those census tracts with populations of at least 51% of the total number of households at or below 80% of the area's median family income.

Discussion

Federal funds are targeted to low- moderate-income families throughout the Urbana Consortium-wide area.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

The City of Urbana will use its HOME funds to support its Neighborhood Revitalization program activities, including Acquisition-Rehab, Purchase-Rehab-Resale, Rental Rehab, New Construction activities, Tenant Based Rental Assistance, Owner-Occupied Rehabilitation, Lot Acquisition/Demolition, and/or other programs currently under development or may be proposed that further the affordable housing goals and mission of the City, Council, and Grants Management Division. Programs must comply with applicable local, state, and federal regulations, including but not limited to HOME regulations.

One-Year Goals for the Number of Households to be Supported	
Homeless	60
Non-Homeless	75
Special-Needs	0
Total	135

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One-Year Goals for the Number of Households Supported Through	
Rental Assistance	10
The Production of New Units	5
Rehab of Existing Units	20
Acquisition of Existing Units	63
Total	98

Table 7 - One Year Goals for Affordable Housing by Support Type

Discussion

Not applicable.

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

Actions planned during the next year to address the needs for public housing

The Housing Authority of Champaign County (HACC) is a Move to Work (MTW) organization. This innovative approach to housing takes into account the impact work has on an individual, his or her personal growth, as well as an ability to provide for themselves and any other members of the household. Able-bodied public housing residents are required to work a minimum of 20 hours a week, and case management is provided to assist tenants in the job search process. Move to Work (MTW) is a demonstration that provides a limited number of Public Housing Authorities with the ability to design and test innovative approaches tailored to their communities, using federal dollars more efficiently, providing increased support for families to become economically self-sufficient, and increasing housing choice for low-income households. The broad flexibility to waive statutes and regulations allows HACC to better serve and house residents while streamlining internal operations.

The seven-member HACC Board of Commissioners consists of two commissioners appointed by each of the Cities of Urbana and Champaign, an appointee that rotates between the two cities called a “floating” appointee, a commissioner appointed by the Champaign County Board, and a commissioner appointed from among residents of the HACC properties.

During the next year, Consortium member agencies will be collaborating with the Housing Authority and other housing service providers in the community on piloting a landlord risk mitigation fund. This program will provide reimbursements to landlords who have agreed to participate in voucher programs, and have experienced damage to their units from voucher holders. Consortium members, in coordination with the Housing Authority and CSPH, will also organize a series of workshops on tenant rights. These workshops will be made available for tenants, landlords, and service providers. The City will continue to work with the HACC to develop other collaborative measures to further each organization's programmatic goals in the community regarding affordable housing initiatives.

Actions to encourage public housing residents to become more involved in the management and participate in homeownership

The HACC continues its partnership with Habitat for Humanity of Champaign County and FirstFollowers to provide affordable homeownership and rental opportunities to residents. Habitat and FirstFollowers are both certified Community Housing Development Organizations for the Urbana HOME Consortium. The Consortium will seek ways to continue to support Habitat and FirstFollowers, which will in turn further the goals set by the HACC for its public housing residents seeking to transition into homeownership.

If the PHA is designated as troubled, describe how financial assistance will be

provided or other assistance

The Housing Authority of Champaign County is not designated as a troubled PHA.

Discussion

Not applicable.

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

The Champaign County Continuum of Service Providers to the Homeless surveys homeless persons in Champaign County each January as required by HUD to count the number of individuals and families experiencing homelessness to better understand the causes of homelessness and to plan services that will effectively address the needs of this population. The 2023 Point in Time Count took place on Thursday, January 26, 2023. Data from the 2023 PIT Count will be made available in late April of 2023.

The 2022 PIT Count found approximately 137 individuals and 98 households living in shelters in Champaign County. Of those surveyed, two were classified as unsheltered individuals, 16 adults without children were classified as chronically homeless i.e. having been homeless for more than one year or having suffered homelessness four or more times in the past three years and have a disabling condition.

Describe the jurisdiction's one-year goals and actions for reducing and ending homelessness including:

The City of Urbana, in coordination with the Champaign County Continuum of Service Providers to the Homeless and other non-profit partners, has developed a two-pronged strategy to reduce homelessness over the next year. This strategy involves streamlining and professionalizing the County's emergency shelter and street outreach services, as well as expanding the capacity of permanent housing options in the community. To effectuate this strategy, the City and its partners have focused specifically on improving communication and information sharing among all government and non-government homeless service providers, and identifying gaps in the current county-wide continuum of services.

One example of these efforts involves the HOME ARP funding allocation that the Urbana HOME Consortium received to address the housing affordability and homelessness crisis. Once the Consortium's allocation plan was approved by HUD in the fall of 2022, staff from both cities worked together to develop a consolidated grant application process that brought together several funding sources including HOME ARP, regular HOME, CDBG, and city general funds into one streamlined funding opportunity. Termed Housing & Homeless Innovation (HHI), this consolidated grant program greatly streamlined the funding process for local agencies and enabled both cities to work collaboratively toward funding gaps and solutions to the housing and homelessness needs in the community.

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Priority is given to programming that meets the needs of the chronically homeless population and homeless households with children. Addressing the emergency shelter and transitional housing needs of homeless persons continues to be a priority. The City works closely with Cunningham Township Supervisor's

Office, and other service providers to address the needs of all persons experiencing homelessness.

The Champaign County Continuum of Service Providers to the Homeless manages the centralized intake system to assist persons experiencing homelessness find the services they need. As the lead agency of the CSPH, the Champaign County Regional Plan Commission oversees the Coordinated Entry System.

Addressing the emergency shelter and transitional housing needs of homeless persons

There are several emergency shelter options in the community offering both congregate and non-congregate settings operated by non-profits as well as government entities. Champaign County's primary homeless shelter is operated by the City of Champaign Township and operates a year-round program. This shelter is committed to low/no barrier service and coordinates with the Champaign County Public Health District and other local agencies to provide services to clients. This shelter also participates in Coordinated Entry.

In addition, the City of Urbana's transitional housing has provided transitional housing and case-management services to three households. The City has partnered with local agencies to provide wrap-around services to these households to ensure success in the program. This partnership provides for better connectivity of services, as well as avoids duplication of services to persons experiencing homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Many government and non-government agencies in the community work to help homeless individuals meet these goals. During the HOME ARP Allocation Plan public input process, Consortium members received useful feedback from community partners that one of the most significant barriers to achieving these goals locally is the capacity to expand the supportive service programs that already exist. In response to this feedback, members of the Urbana HOME Consortium tailored the Housing & Homeless Innovations Consolidated Grant Program to address this need. HOME ARP funds were included in the Housing & Homeless Consolidated Grant Program.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care, and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services,

employment, education, or youth needs.

The Champaign County Continuum of Service Providers to the Homeless seeks to address homelessness at each stage of homelessness, beginning with prevention. Several CoC member agencies provide utility assistance, as well as connections to job training programs in the community. In addition, the Champaign County Regional Planning Commission continues to provide security deposit assistance to low-income households. The City of Urbana uses CDBG Public Service funding to support the City’s Youth Services Grant Program. The goal of this funding opportunity is to fund community-based solutions for youth from low-income households. In past years, this funding has gone toward recidivism prevention programs, job training opportunities, and violence intervention programming.

Discussion

Not applicable.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

Barriers to affordable housing are largely financial. The need for affordable housing units far outweighs the funding available to construct or subsidize those units. In addition to financial gaps, other social aspects play a role in an individual or family's ability to secure affordable housing, including mental illness, unemployment, drug and/or alcohol addictions, as well as a criminal record. Residents seeking assistance from the Housing Authority of Champaign County must have a clean criminal record over the past five years. This policy is imposed at a federal level and cannot be amended. Persons or families affected with a criminal history often cannot secure housing in the larger metropolitan area and are forced to seek housing in outlying areas that may be more relaxed regarding background and credit checks.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The cost of housing within the Consortium is not significantly affected by local public policies. The City of Champaign, the City of Urbana, and Champaign County have policies on taxation, land use, zoning, building codes, fees, etc., that are conventional and similar to other downstate Illinois and Midwest communities. Housing costs are influenced by a large number of transient tenants and homebuyers who are attending the University of Illinois. This high demand for housing has resulted in increased housing costs, especially in the rental housing market. Because the City zoning code is one of the primary tools used to regulate development, staff from the City of Urbana's Planning Division actively monitors its use. Careful attention is paid to addressing any issues that may impact the development of affordable housing. Urbana started its Comprehensive Planning Process in FY 20/21 and hopes to finalize it in FY 23/24. Barriers to affordable housing will be one of the items under review during the process.

Discussion

Not applicable.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Proposed actions associated with the City's 2023-2024 Annual Action Plan are described primarily in the specifically related sections of the Plan. This section describes any actions to be undertaken by the City of Urbana that will further the goals of the 2020-2024 Consolidated Plan.

Actions planned to address obstacles to meeting underserved needs

The City of Urbana will continue to focus its community development efforts on expanding affordable housing opportunities and fostering strong and vibrant neighborhoods to meet underserved needs in the community. Affordable housing needs will be addressed by focusing on the housing cost burden. Investments in affordable housing developments will continue to address the limited supply and rising cost of housing, which has exacerbated challenges like homelessness and racial inequity in housing. The creation of strong and vibrant neighborhoods will focus on support for low- and moderate-income persons. Needs addressed through strategic investments in infrastructure, public facility improvements, and community assets will strengthen and enhance the health of the neighborhoods.

Actions planned to foster and maintain affordable housing

The City will partner with the Housing Authority of Champaign County, housing developers, and non-profit partners to foster and maintain high-quality affordable housing throughout Urbana. These partnerships will include pursuing LIHTC opportunities as well as vouchers to support the creation of affordable units.

Actions planned to reduce lead-based paint hazards

The City continues to use Lead Safe Practices in implementing its housing rehabilitation activities. Lead-based paint remediation policies and procedures are included in each housing rehabilitation contract funded with federal funds. Contractors are required to follow lead-safe work practices to comply with local, state, and federal requirements. City staff will also consider funding opportunities for lead abatement activities outside of existing programs based on availability and capacity.

Actions planned to reduce the number of poverty-level families

The Tenant-Based Rental Assistance programs in the Consortium area are targeted toward persons who are below the poverty level. The combination of self-sufficiency case management and stable housing is intended to assist households in escaping poverty. Staff will evaluate these programs for their effectiveness during the Annual Action Plan year. Economic Development opportunities will be provided to small businesses located in Community Development Target areas. Priority funding will be made

available to social service agencies that target youth programming for low-income families.

The City will continue its poverty reduction strategy by focusing its programs in geographic areas. By working closely with residents and concentrating programs and public improvements in a specifically targeted neighborhood, the community will feel a greater impact. Key strategies include:

- Improve public infrastructure within target areas
- Coordinate city-funded programs and services with other funders, businesses, and neighborhood groups.

Actions planned to develop an institutional structure

Urbana staff work to foster creative ideas for improving the institutional structure that is part of a larger, more holistic network of services that benefit low-income households. By supporting various social service agencies through staff participation in the Continuum of Service Providers to the Homeless, the City of Urbana plays a role in developing programmatic improvements that will further the impact of these services in the community. Staff collaborated closely with the local homeless shelter in developing and managing a low-barrier winter shelter option and served on the shelter's newly formed steering Committee. In addition, staff will continue to review internal and external policies and procedures to eliminate barriers.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Urbana will continue its efforts to increase coordination and collaboration with the public and private housing and social service agencies in the community. Urbana staff regularly attend board meetings for the Housing Authority of Champaign County. The City also maintains an active presence on the Continuum of Service Providers to the Homeless, offering assistance with various reporting and application systems inherent to the successful delivery of the Continuum of Care network. City staff and the CSPH also worked closely with the Housing Authority of Champaign County in the creation of the Emergency Housing Voucher MOU and continued to collaborate during the referral process to make sure the 113 Emergency Housing Vouchers assigned to Champaign County were utilized in a timely manner. Furthermore, in their role as a member of the CoC Executive Committee, City staff have supported the Housing Authority in its decision to accept Stability Housing Vouchers. These vouchers will provide another important resource for individuals who are experiencing or at risk of experiencing homelessness in the community.

The City plays an active role in the Community Reinvestment Group, a group of local lenders looking to address affordable housing issues in the community. The City hosts a public input meeting each year specifically for social service agencies to gauge the evolving needs in the community and within the service network.

Discussion

Not applicable.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

The City uses CDBG funds to ensure decent affordable housing, to provide services to the most vulnerable in our community, to create jobs through the retention of businesses, and to support strong and healthy neighborhoods through infrastructure improvements and code enforcement. Fiscal years 2023 and 2024 are covered in this plan. A minimum of 70 percent of CDBG funds are used for activities that benefit low- and moderate-income persons. Each funded activity meets at least one of the following national objectives:

- To benefit low- and moderate-income persons;
- To prevent or eliminate slums or blight; or
- To address community development needs has a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent needs activities	0
--	---

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate-income. Overall Benefit - A consecutive period of one, two, or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 80.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The Urbana HOME Consortium will not be carrying out activities outside of those described in Section 92.205 in the 2022-2023 Fiscal Year.

2. A description of the guidelines that will be used for the resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

For HOME-assisted projects that do not include direct buyer assistance, a resale restriction will be used, and be in effect for the duration of the affordability period. The affordability period is based on the amount of HOME assistance provided to the project. A land use restriction, mortgage, and promissory note shall be recorded against the title to the property. Each of these documents will include a provision restricting the sales price such that it must be "affordable" to low-income buyers. In this instance, the affordable price results in a monthly housing cost for principal, interest, taxes, and insurance of not more than 30% of the gross monthly income for a household below 80% of the area median income for the Champaign County Area. The term "low-income buyer" has an annual income, as adjusted for family size, that is less than or equal to eighty percent (80%) of the area median income (as defined by HUD) for the Champaign County area. The owner shall receive a fair return on his/her investment. The sales price may encompass the cost of any home investment documented with receipts, which can be defined as, but is not limited to, any additions to the home such as a bedroom, bathroom, or garage, replacement of heating, ventilation, or air conditioning systems, accessibility improvements such as bathroom modifications for disabled or elderly which were not installed through a federal, state, or locally-funded grant program, or outdoor improvements such as a new driveway, walkway, retaining wall, or fence. The sales price may also encompass the increase in the value of owner equity and investment as calculated by the cumulative percentage of change which is calculated by the Housing Price Index (HPI) calculator of the Federal Housing Finance Agency (X) plus 1.00 times the total owner investment at the time of purchase (Y) plus the documented capital improvements (Z). A complete description of the recapture and resale provisions is found in the attached Resale and Recapture Guidelines for HOME

Program Activities.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) are as follows:

The City of Urbana, Urbana HOME Consortium members, and designated Community Housing Development Organizations agree that, to the extent allowable by law, to secure the HOME funds, an agreement with the homebuyer, as well as a mortgage and promissory note shall be executed for any HOME funded homeownership property. Each document will include the prescribed net sales proceeds provisions for the recapture of HOME funds as outlined below. The mortgage and promissory note are to be recorded against the title to the property. For HOME-assisted, homeownership units, wherein HOME funds are utilized to provide direct assistance to the homebuyer, net proceeds from the sale must provide the original homebuyer, now the home seller, a "fair return" on his/her investment (including any down payment and capital improvement investment made by the seller since purchase). The table in the attached City of Urbana Resale and Recapture Guidelines for HOME Program Activities provides for the minimum terms of affordability based on the amount of direct assistance provided to the homebuyer.

The period of affordability shall commence from the date the activity is identified as "completed" in HUD's Integrated Disbursement Information System (IDIS). Subject to recapture is the HOME funds that are invested in a HOME-assisted unit, as a direct subsidy to the homebuyer. The subsidy could include down payment assistance and the amount of each subsidy would be a minimum of \$1,000 and differ per homebuyer. The City will reduce the HOME investment amount to be recaptured from the Net Proceeds on a prorated basis for the time the Homeowner has owned and occupied the housing measured against the remaining years in the required Affordability Period. A five-year affordability period prorated basis is as follows:

First Year - 90% of HOME investment from available Net Proceeds
 Second Year - 70% of HOME investment from available Net Proceeds
 Third Year - 50% of HOME investment from available Net Proceeds
 Fourth Year - 30% of HOME investment from available Net Proceeds
 Fifth Year - 10% of HOME investment from available Net Proceeds

The amount of recapture funds is subject to the availability of Net Proceeds available from the resale of the property. The term "Net Proceeds" shall mean the proceeds as indicated upon a closing settlement statement of the net amount to be paid to the seller. In the event that no such statement exists, "Net Proceeds" shall mean the amount equal to the sales price (X) minus any superior private debt (Y) and minus any reasonable closing costs (Z), as determined by the City, including, but not limited to, title insurance, recording fees, Realtor's commissions or property taxes. A complete description of the recapture and resale provisions is found in the attached Resale

and Recapture Guidelines for HOME Program Activities.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b) are as follows:

As a PJ, there are no plans to refinance existing debt. Refinancing of a project may occur only if specifically authorized in an approved Annual Action Plan, and then only if conditions of the refinancing are clearly stated in the Plan. To be eligible for refinancing a project must meet the following conditions:

- Refinancing cannot be the primary purpose of the HOME investment. Refinancing is only appropriate when HOME funds are loaned to rehabilitate the property for which refinancing is being requested and then only when necessary to permit or ensure continued affordability. To demonstrate that rehabilitation is the primary activity for which HOME funds have been expended in connection with the property, at least \$5,000 per unit average in HOME funds must have been provided for rehabilitation of the property.
- The project sponsor requesting HOME funds for debt refinancing must demonstrate, and the Consortium must confirm, that disinvestment in the property has not occurred, long-term needs of the project can be met through the refinancing, and servicing the targeted population over an extended affordability period is feasible.
- Refinancing may be approved either to maintain currently affordable units or to create additional affordable units.
- Properties for which refinancing is approved may be located anywhere within the corporate limits of the Consortium members.
- Properties for which refinancing is approved are subject to an affordability period of at least 15 years starting on the date the refinancing is closed.
- HOME funds cannot be used to refinance multiple-family loans made or insured by any other federal program, including but not limited to, the Community Development Block Grant Program.

Urbana Community Needs Assessment

Item b.

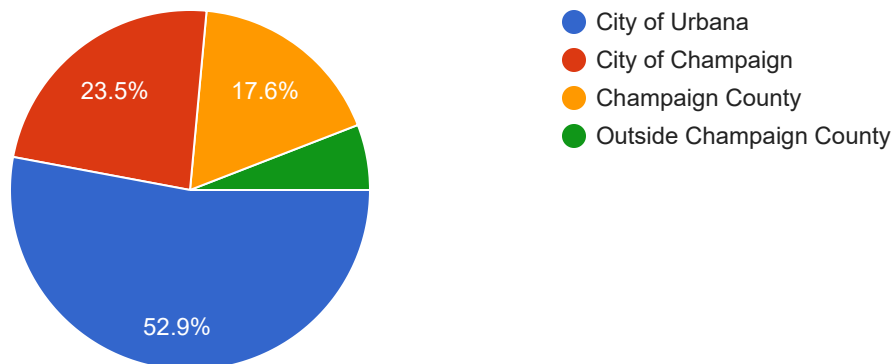
17 responses

[Publish analytics](#)

1. Where do you live?

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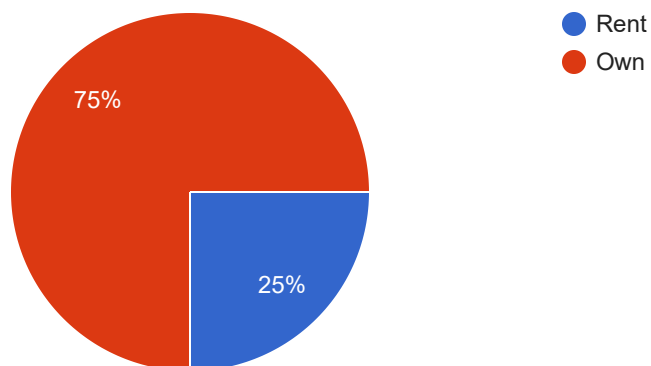
17 responses



2. Do you rent or own your primary residence?

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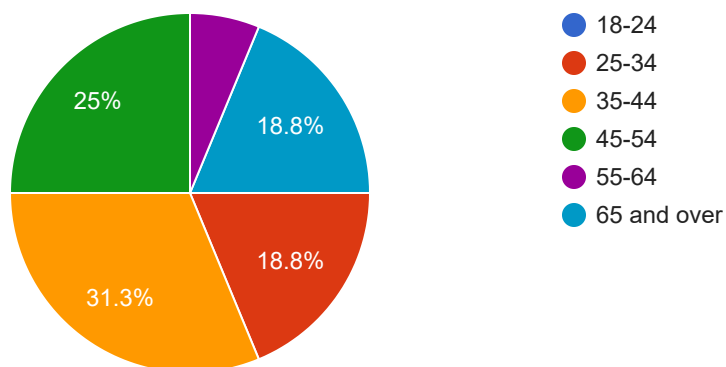
16 responses



3. Age

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16 responses



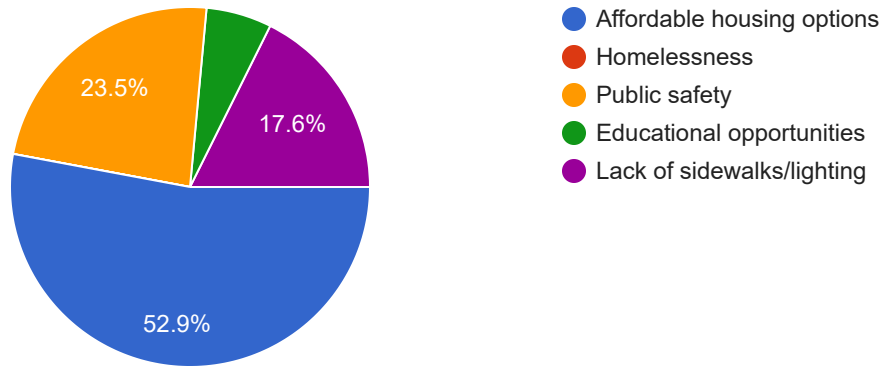
4. What is the most significant need or issue facing your neighborhood?

 Copy

*Please choose one

Item b.

17 responses



5. If possible, please provide more information about your selection above, including any specific examples you may have.

Item b.

11 responses

In Myra Ridge, there are few (no?) streetlights, only privately owned lights in homeowners' yards, which they can choose to turn on or off. This might have been ok if the sidewalks were perfectly flat and safe, but they are uneven and drop off on the sides. I do not feel safe walking at night, because of the high risk of stumbling, rolling an ankle, or falling. The city's concern for "dark skies" has become an issue of accessibility and ableism for people.

Additionally, parks should be available, accessible, and safe for users at night, as well as in the day. Some people only have time for walking exercise at night.

There is an immense lack of affordable housing units all over Champaign-Urbana. There are no rental caps, there is new construction geared towards student living and there are no restrictions or ordinances in place that would require landlords or new construction to rent a percentage of their units to low income households. We also need to see strong enforcement of the new IL legislation outlawing housing discrimination around source of income.

Rent burden is excessive. Ownership is more reasonable, but there are not enough units for purchase available.

Affordable homes to purchase and to rent.

I know so many people in their 30s-40s who are unable to purchase a home due to the high cost/down payment required, and renting is not really a better option, since rentals are also so high now in Champaign County. It is especially difficult for single parents with children, who only have one income and need a housing option with enough bedrooms and square footage to accommodate multiple children.

Much of South Vine Street is completely dark at night, including areas with bus stops and other pedestrian traffic. This is a hazard for motorists, cyclists, and pedestrians. It de incentivizes use of public transportation and does not promote public safety.

Middle and high schoolers feel unsafe at school

Urbana needs more capable contributors, less takers. Tell homeless people, illegal immigrants, and DEI professionals that we don't want them here. Stop being social justice warriors, it's just making the community unlivable. Stop raising taxes, lower them significantly!

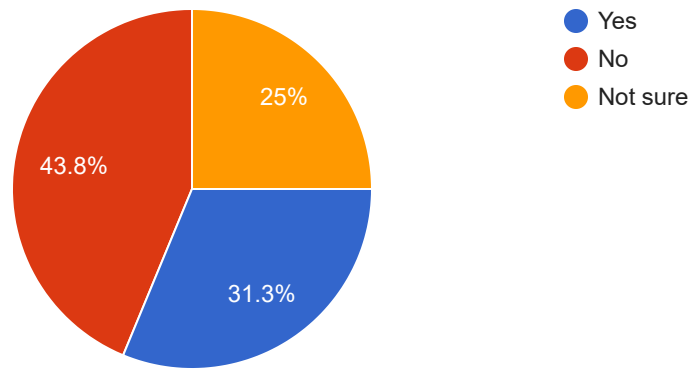
We've seen an increase in violent crimes across urbana many including young children. We need more supports and opportunities for adolescents.

the housing that is affordable in Urbana are run down messes

It continues to be a struggle to find affordable housing. Rent continues to rise, and this makes it extremely difficult for families trying to survive.

6. In general, are there sufficient services for low income residents in the community? (Services can include transportation, educational opportunities, recreation, after school programs, etc.)

16 responses



7. What services, if any, should be provided that are not currently available?

8 responses

Improved wifi in public spaces. For example, the Blair Park, high school, and middle school are notorious for being areas of low cell signals. My high school-aged son is not always able to contact me when he is in these areas.

Improved public transit and alternate transport infrastructure (protected bike lanes, shared-use paths, smooth sidewalks, etc.), affordable housing (pass ADUs!), easier access to healthy foods, probably health care services once the pandemic Medicaid expansion expires

Some opportunities exist but they are scheduled during times that low income folks cannot afford to take off of work. More opportunities should be paid or offered a stipend in order to support low income folks.

N/A

Support for services like the NeighborhoodConnections Center and the Refugee Center

There are far too many social services that cost too much and have little to no real impacts except to draw more takers to the community, making families like mine poorer every day.

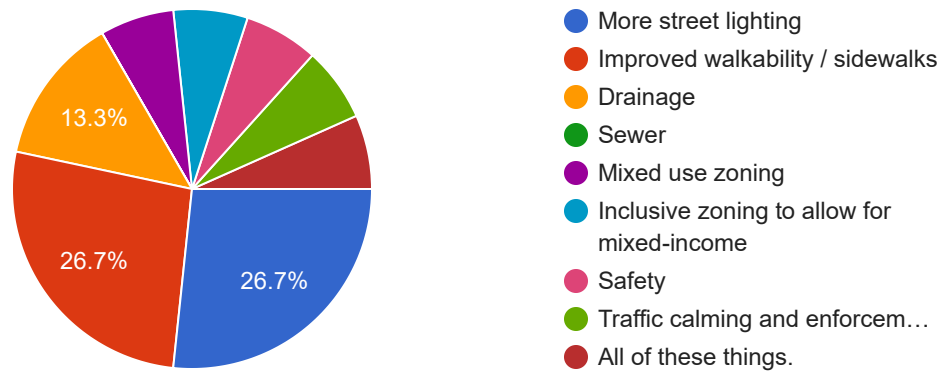
Rental advocacy and protections, low income housing is not a safe haven if rates jump unreasonably each year.

housing

8. What infrastructure improvements, if any, are needed in your neighborhood?

Item b.

15 responses



If possible, please identify the specific location of the infrastructure improvement selected above (for example, "northeast corner of Vine and Elm Street")

8 responses

Myra Ridge/Deerfield Trails subdivisions

Areas around W Church st and Springfield ave. However, this is not a greater need than providing all of the above to the communities in north end Champaign.

All areas

Vine Street, South of George Huff.

, East Oregon Street

Focus on middle-income neighborhoods. Give something back to us. The rich hoods have what they need, the poor hoods will never improve.

Lack of sidewalks and maintenance of sidewalks as well as a lack of curbs along urbana between Oregon and Main streets. In general the brick sidewalks are in deplorable states limiting who can safely walk and where they can walk.

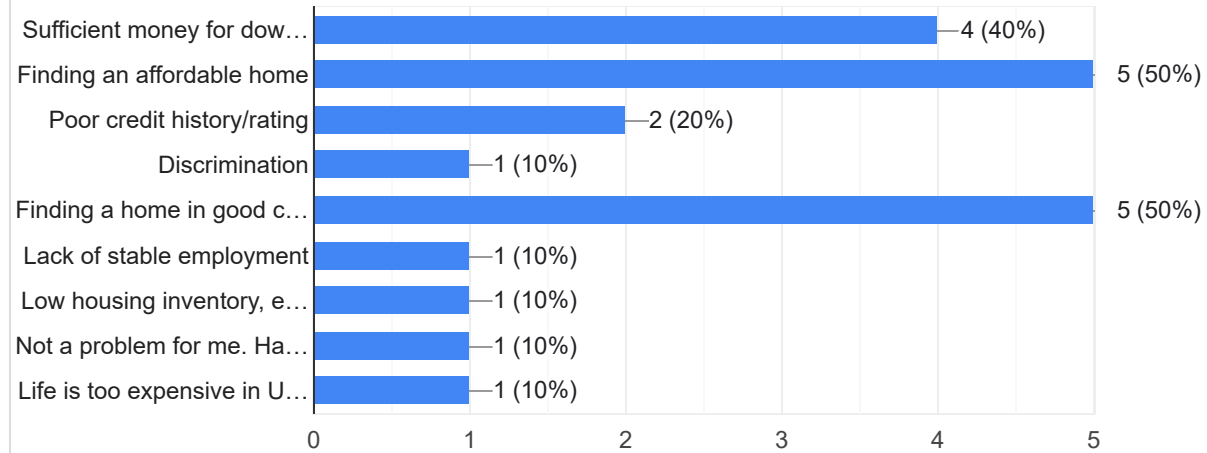
lack of sidewalk ramps throughout neighborhood; damaged/missing/uneven bricks in brick sidewalks

9. If you own your home, what factors, if any, were barriers to purchasing your home? (Select all that apply)

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Item b.

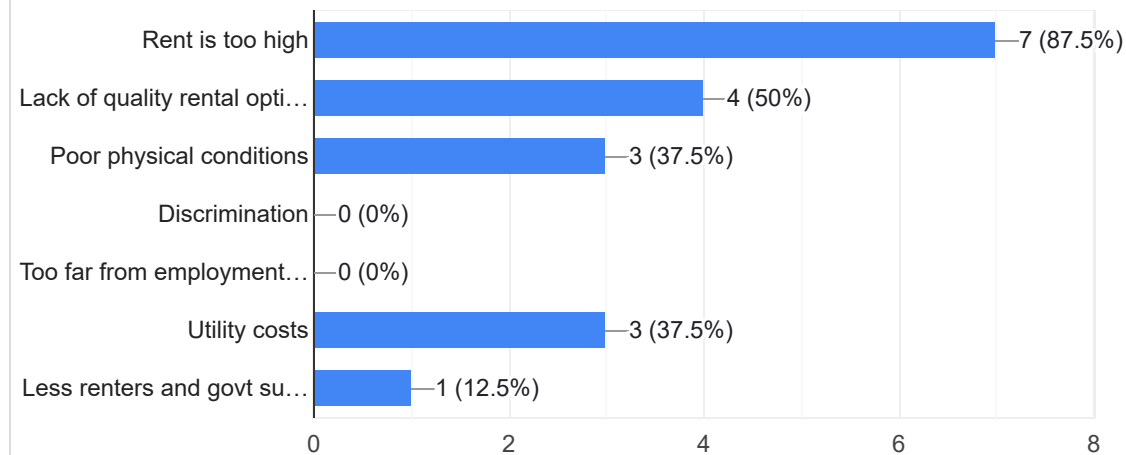
10 responses



If you rent, what issues, if any, do you face? (Select all that apply)

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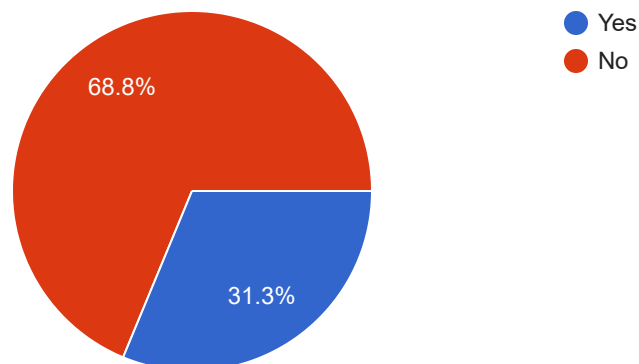
8 responses



Have you or your household ever had to temporarily give up paying for food, utilities, or healthcare to pay your rent or mortgage?

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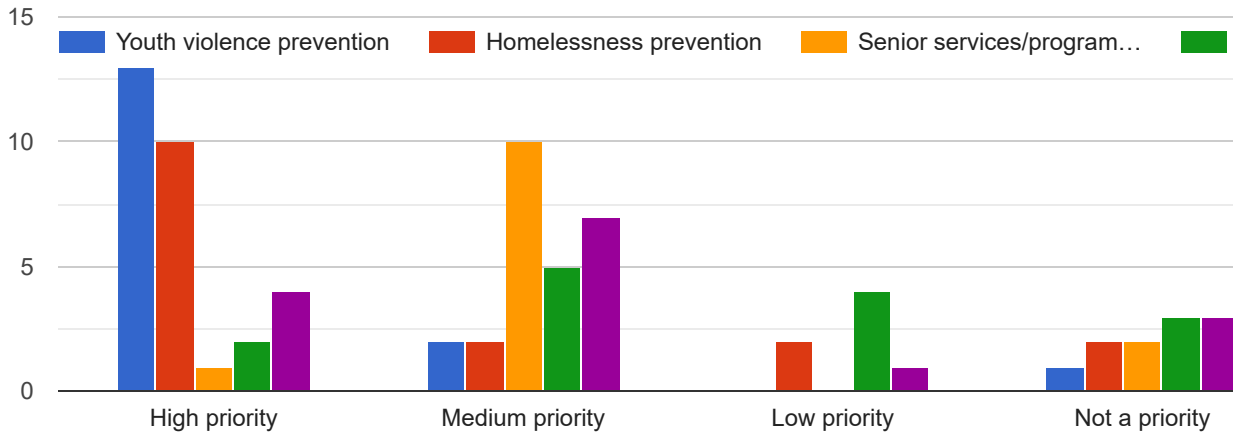
16 responses



How should the City prioritize spending public service funds in the community?

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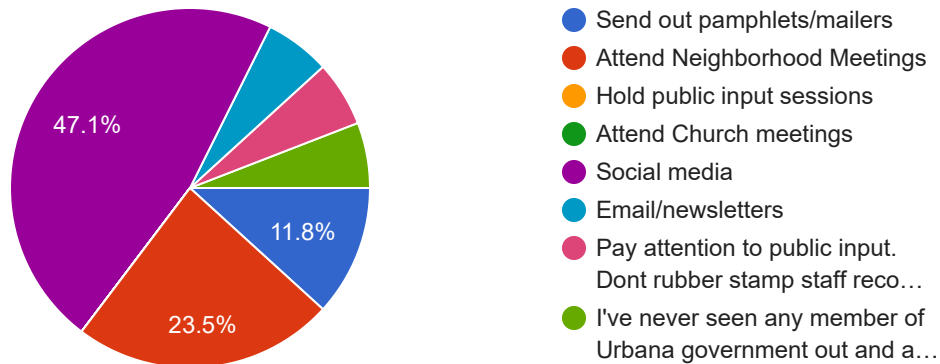
Item b.



The City values public input. What is the best way for the City to engage with members of your community?

Copy

17 responses



Please share any additional comments or questions about affordable housing and community development needs in the community.

3 responses

More units for purchase are needed. Limit the ability of landlords to buy everything? Certain houses areas set aside for homeowners.

Help repair modest homes for families so they are not gobbled up by absentee slumlords.

You will never solve the affordable housing problem, make city government smaller and focus on what you can actually accomplish. Do basic government stuff, cops, street maintenance, natural resource conservation, open and efficient government, total transparency, patriotic community events, BUILD STUFF SO WE DON'T HAVE TO DRIVE TO OTHER CITIES FOR EVERYTHING!



 You belong here.

Darius E Phebus Administrative Building / 303 W University Ave / Urbana, IL 61801
Phone 217.367.1536 / Fax 217.367.1391 / www.urbanaparks.org

March 14, 2023

Ms. Sheila Dodd
City of Urbana
Department of Community Development Services
400 South Vine Street
Urbana, IL 61801

Dear Ms. Dodd,

I am writing to you in support of the City of Urbana's Community Development Block Grant (CDBG) program. As you know, the Urbana Park District has been a recipient of numerous CDBG awards over the past years to help the UPD support the costs associated with our on-going operations in Urbana. The CDBG program is a valuable tool to help assist community groups and non-profits in meeting their mission—including the Urbana Park District.

The Urbana Park District considers the City of Urbana a vital partner in providing services to our mutual residents. The CDBG program has the potential to make even greater impacts in Urbana as our staff teams work together to find better ways to utilize this fund. Please let our Executive Director, Tim Bartlett, know how we can work with city staff in making any improvements to the application process and outcomes.

Thank you again for helping to provide critical resources to the UPD as part of the work that the Department of Community Development Services oversees. We appreciate the city staff that administers the grant program each year. Our District can certainly demonstrate the value of the annual Community Development Block Grant program and how it may be applied in the future.

Sincerely,

Michael Walker, President
Urbana Park District

Community Reinvestment Group
Meeting Minutes
Wednesday, March 8, 2023

Attendance: Betsy Barclay, Breaden Belcher, Chad Hoffman, Chris Shaw, Elana Hassell, John Vasquez, Michael Daugherty, Michelle Stallmeyer, Stephanie Burnett

John Vasquez called the meeting to order at 8:32am. He stated that the minutes from the previous month's meeting had been sent out, and ask if there were any questions or comments about the minutes. There were none. John then mentioned that Breaden Belcher requested that all those on the call put their first and last name in the chat for attendance purposes.

Nonprofit Updates

Habitat for Humanity: Chad Hoffman provided updates on current projects. Habitat will be breaking ground on two home builds in the fall 2023. He then reminded the group of the upcoming homeownership workshops, and asked if any agencies would be willing to lead a workshop.

Housing Authority of Champaign County: Stephanie Burnett did not have any updates at this time.

Municipalities

Annual Action Plan Presentation: Breaden Belcher and Betsy Barclay provided a presentation on the City of Urbana and City of Champaign Annual Action Plans for FY 2023-2024. The presentation slides are attached to the meeting minutes.

They also requested input from the group regarding community needs, and how CDBG and HOME funding can be used locally to address these needs. Chad Hoffman and John Vasquez mentioned the need for ongoing funding for affordable housing development and down-payment assistance.

City of Champaign: Betsy Barclay informed the group that City of Champaign Neighborhood Services Department has moved and now has a new address which is 205 W. Park Ave. Champaign, IL 61820. She also informed the group of a complaint the City had received from a resident regarding their Co-Op. Repairs need to be done, but the Board has not acted and the situation has gotten worse for residents. They are in need of a loan in order to afford the repairs. Betsy asked if any of the banking partners would be willing to discuss the situation with the tenants. John Vasquez said he would reach out to Belinda and Betsy said she would forward the resident's email to him.

Bank Updates

John Vasquez provided an update on IHDA grants. The Opening Doors program has been cancelled and is no longer accepting referrals.

Elana Hassell from PNC Bank mentioned that they have a grant program for affordable housing.

Hearing no further updates, John Vasquez adjourned the meeting at 8:59am.

Minutes prepared by Breaden Belcher

2023-2024 Annual Action Plan

City of Champaign City of Urbana



Expected Resources FY 2023-2024

CDBG

- Champaign: \$885,663
- Urbana: \$498,343

HOME Consortium

- Champaign, Urbana, County: \$779,013

CDBG Eligible Activities

- Public services (15% cap)
- Public facilities and infrastructure
- Single-family housing rehabilitation
- Blight reduction
- Lead Based Paint remediation

HOME Eligible Activities

- Housing rehabilitation
- Down-payment assistance
- Tenant Based Rental Assistance
- Housing construction



Community Needs

Affordable Housing

- 71% of renters in Illinois are severely housing cost-burdened, spending more than half of their incomes on housing.
- A minimum wage worker in Illinois must work **80 hours per week (2 full time jobs)** in order to afford a two-bedroom apartment
- Only 36 of every 100 low-income renters looking to rent a home in Illinois will find one they can afford

Community Needs

- Neighborhood infrastructure (sidewalks, lighting, drainage)
- Community safety
- Public services

Public Input Process

- 30-day comment period beginning March 1, 2023
- Public hearings & meetings
- Community groups

Contact Us

City of Champaign Neighborhood Services: **217-403-7070**
or neighborhoodservices@champaignil.gov

City of Urbana Grants Management: **217-384-2447** or
grants@urbanaininois.gov

Share your thoughts!

What do you feel are the priority needs for your agency and our community in the coming year?