

**NOTICE OF PUBLIC HEARING
OF THE CUNNINGHAM TOWNSHIP BOARD
URBANA, ILLINOIS**

The Cunningham Township, Urbana, Illinois, will hold a public hearing at 6:00 p.m. on Monday, September 11, 2023 to receive public input on the revised FY 2022 – 2023 Annual Budget. This meeting will be held at 400 South Vine Street, Urbana, Illinois. Public input can also be provided via email to supervisor@cunninghamtownship.org. All interested citizens and organizations are encouraged to attend. Persons attending the hearing shall have the right to provide written and oral comments and suggestions regarding the proposed annual budget.

A G E N D A

- I. Call to Order and Roll Call**
- II. Public Input**
- III. Adjournment**

Phyllis Clark
Township Clerk

CUNNINGHAM TOWNSHIP BOARD

Monday, September 11, 2023

6 p.m.

400S. Vine Street, Urbana, IL 61801

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

a. August 14, 2023

3. ADDITIONS TO THE AGENDA

4. PUBLIC PARTICIPATION

5. COMMITTEE TO VERIFY BILLS

a. Town Fund

b. General Assistance Fund

6. REPORTS OF OFFICERS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

a. Ordinance No. T-2023-09-004: An Ordinance Approving the Cunningham Township Annual Budget for FY2023 (Revised)

b. Resolution No. T-2023-09-006R: A Resolution Authorizing the Supervisor to Sign an Agreement with the State of Illinois for the Emergency Solutions Grant for Homeless Services (FY24)

c. Resolution No. T-2023-09-007R: A Resolution Authorizing the Supervisor to Sign an Agreement with the State of Illinois for the Emergency Housing Transitional Housing Grant for Homeless Services (FY 24)

d. Resolution No. T-2023-09-008R: A Resolution Authorizing the Supervisor to Sign an Agreement with the University YMCA/New American Welcome Center for Immigrant Services (FY 24)

9. ADJOURNMENT

Cunningham Township
Income and Expenses by Division
August 5 through September 4, 2023

	Supervisor Unres... (Town Fund)	Assessor Unrestr... (Town Fund)	Total Town Fund	GA Fund	TOTAL
Ordinary Income/Expense					
Income					
4009 · TAXES					
4010 · Property Tax	96,522.88	0.00	96,522.88	133,293.51	229,816.39
4012 · PPRT - Personal Property Tax	1,186.96	0.00	1,186.96	1,186.96	2,373.92
Total 4009 · TAXES	97,709.84	0.00	97,709.84	134,480.47	232,190.31
4020 · GRANTS	0.00	0.00	0.00	192,557.38	192,557.38
4035 · DONATIONS AND GIFTS					
4036 · Solidarity Gardens	0.00	0.00	0.00	1.00	1.00
4038 · Angel Donor - Paypal	0.00	0.00	0.00	1,537.04	1,537.04
4039 · Angel Donor - Cash and Checks	0.00	0.00	0.00	250.00	250.00
Total 4035 · DONATIONS AND GIFTS	0.00	0.00	0.00	1,788.04	1,788.04
4050 · OTHER INCOME					
4041 · Interest Income	2,236.73	0.00	2,236.73	2,236.72	4,473.45
Total 4050 · OTHER INCOME	2,236.73	0.00	2,236.73	2,236.72	4,473.45
Total Income	99,946.57	0.00	99,946.57	331,062.61	431,009.18
Gross Profit	99,946.57	0.00	99,946.57	331,062.61	431,009.18
Expense					
6000 · SALARIES	11,523.92	15,027.09	26,551.01	33,598.09	60,149.10
6030 · PERSONNEL OTHER EXPENSES	3,609.37	1,870.69	5,480.06	9,335.19	14,815.25
6100 · ADMINISTRATION					
6110 · Training / Travel	250.00	3,728.46	3,978.46	750.00	4,728.46
6210 · Legal	0.00	2,500.00	2,500.00	0.00	2,500.00
6215 · Admin Services	20.00	0.00	20.00	40.00	60.00
6230 · Dues / Subscriptions	300.00	0.00	300.00	0.00	300.00
6240 · Computer Service/Software	239.66	184.00	423.66	6,651.67	7,075.33
6283 · Janitorial	250.00	200.00	450.00	250.00	700.00
6310 · Supplies	168.19	0.00	168.19	379.19	547.38
6340 · Postage	39.60	0.00	39.60	0.00	39.60
6411 · Equipment Purchase	0.00	0.00	0.00	725.00	725.00
6420 · Bldg Repairs/Maintenance	88.17	0.00	88.17	2,998.63	3,086.80
6430 · Utilities	209.27	0.00	209.27	325.69	534.96
6440 · Telephone and Internet	82.47	59.95	142.42	120.89	263.31
6520 · Vehicle Maintenance	150.00	0.00	150.00	84.09	234.09
6522 · Misc Expenses	23.75	0.00	23.75	23.75	47.50
Total 6100 · ADMINISTRATION	1,821.11	6,672.41	8,493.52	12,348.91	20,842.43
6700 · PROGRAMS					
6720 · General Assistance	0.00	0.00	0.00	19,869.22	19,869.22
6730 · Housing Assistance	0.00	0.00	0.00	36,326.44	36,326.44
6799 · Other Assistance					
6728 · Outside Services	0.00	0.00	0.00	6.49	6.49
6729 · Transportation Assistance	0.00	0.00	0.00	710.99	710.99
6736 · Homeless Supplies	0.00	0.00	0.00	10.47	10.47
6737 · Program Supplies - Other	0.00	0.00	0.00	1,488.99	1,488.99
6738 · Food Assistance	0.00	0.00	0.00	473.12	473.12
6739 · Program Utilities	0.00	0.00	0.00	1,712.63	1,712.63
6779 · Utility Assistance	0.00	0.00	0.00	14,139.94	14,139.94
6770 · Angel Donor Expenses	0.00	0.00	0.00	1,050.00	1,050.00
6778 · Solidarity Gardens	0.00	0.00	0.00	420.00	420.00
6795 · Intern/Volunteer Program	0.00	0.00	0.00	1,125.00	1,125.00
6797 · Event Expenses	0.00	0.00	0.00	954.19	954.19
6798 · Other Grants	3,012.63	0.00	3,012.63	0.00	3,012.63
Total 6799 · Other Assistance	3,012.63	0.00	3,012.63	22,091.82	25,104.45
Total 6700 · PROGRAMS	3,012.63	0.00	3,012.63	78,287.48	81,300.11
Total Expense	19,967.03	23,570.19	43,537.22	133,569.67	177,106.89
Net Ordinary Income	79,979.54	-23,570.19	56,409.35	197,492.94	253,902.29
Net Income	79,979.54	-23,570.19	56,409.35	197,492.94	253,902.29

6:27 PM

09/06/23

Cash Basis

Cunningham Township
Bills and Payroll
 August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Income			
4009 · TAXES			
4010 · Property Tax			
08/17/2023	CHAMPAIGN COUNTY	Property Tax 3rd Distribution	96,522.88
08/17/2023	CHAMPAIGN COUNTY	Property Tax 3rd Distribution	133,293.51
Total 4010 · Property Tax			229,816.39
4012 · PPRT - Personal Property Tax			
08/07/2023	STATE OF ILLINOIS	PPRT July 23 - inv# so216377	1,186.96
08/07/2023	STATE OF ILLINOIS	PPRT July 23 - inv# so216377	1,186.96
Total 4012 · PPRT - Personal Property Tax			2,373.92
Total 4009 · TAXES			232,190.31
4020 · GRANTS			
08/07/2023	CITY OF URBANA.	Home ARPA 06/01/23 -06/30/23	40,554.11
08/07/2023	CITY OF URBANA.	Urbana ARPA Q2 2023 (July 2021-June 2023)	139,707.00
08/25/2023	STATE OF ILLINOIS	ESG FY 23	12,296.27
Total 4020 · GRANTS			192,557.38
4035 · DONATIONS AND GIFTS			
4036 · Solidarity Gardens			
08/23/2023	Nicole Philyaw_V	Donate to Solidarity Gardens!	1.00
Total 4036 · Solidarity Gardens			1.00
4038 · Angel Donor - Paypal			
08/23/2023	Evelyne Tardy	Angel Donor Fund	50.00
08/23/2023	Kathleen Graef	Angel Donor Fund	20.00
08/23/2023	Kathleen Graef	Donate to the LGBTQ Fund!	30.00
08/23/2023	Pan Nolan	Angel Donor Fund	30.00
08/23/2023	Jennifer Henshaw	Angel Donor Fund	20.00
08/23/2023	Jennifer Roth	Angel Donor Fund	25.00
08/23/2023	Stacey Robinson	Angel Donor Fund	20.00
08/23/2023	Pamela Ley	Angel Donor Fund	100.00
08/23/2023	Linda Bauer	Angel Donor Fund	50.00
08/23/2023	Barbara Kessel	Angel Donor Fund	60.00
08/23/2023	Jon Hoekstra	Angel Donor Fund	4.00
08/23/2023	Mary Totin	Angel Donor Fund	50.00
08/23/2023	Marya Ryan	Angel Donor Fund	100.00
08/23/2023	Carolyn Baxley	Angel Donor Fund	50.00
08/23/2023	Chelsey Clark	Angel Donor Fund	25.00
08/23/2023	Deborah Rugg	Angel Donor Fund - for water	50.00
08/23/2023	Aman Aulakh	Angel Donor Fund	100.00
08/23/2023	Brian Dunn	Angel Donor Fund	5.00
08/23/2023	Lauren Quinn	Angel Donor Fund	10.00
08/23/2023	Robert Burger	Angel Donor Fund	40.00
08/23/2023	Tom Ackerman	Angel Donor Fund	40.00
08/23/2023	Michael Feltes	Angel Donor Fund	10.00
08/23/2023	Susan Hopkins	Angel Donor Fund	100.00
08/23/2023	Megan Kuhlenschmidt	Angel Donor Fund	10.00
08/23/2023	Michael Folk	Angel Donor Fund	500.00
08/23/2023	Stacey Robinson	Angel Donor Fund	20.00
08/23/2023	Jennifer Roth	Angel Donor Fund	25.00
08/23/2023	Jon Hoekstra	Angel Donor Fund	4.00
08/23/2023	Bridget Lee-Calfas	Angel Donor Fund	50.00
08/23/2023	PAYPAL	Paypal Fees	-60.96
Total 4038 · Angel Donor - Paypal			1,537.04
4039 · Angel Donor - Cash and Checks			
08/07/2023	ANON - Whitney Street	Recurring Angel Donation	100.00
08/10/2023	JAMES LOOR	Donated Event Payment	50.00
08/10/2023	JANELLE PLEASURE	Donated Event Payment	100.00

6:27 PM

09/06/23

Cash Basis

Cunningham Township
Bills and Payroll
 August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
	Total 4039 · Angel Donor - Cash and Checks		250.00
	Total 4035 · DONATIONS AND GIFTS		1,788.04
	4050 · OTHER INCOME		
	4041 · Interest Income		
08/31/2023	BUSEY BANK	Interest	2,236.73
08/31/2023	BUSEY BANK	Interest	2,236.72
	Total 4041 · Interest Income		4,473.45
	Total 4050 · OTHER INCOME		4,473.45
	Total Income		431,009.18
	Gross Profit		431,009.18
	Expense		
	6000 · SALARIES		
	6010 · SUPERVISOR'S SALARY		
08/18/2023	DANIELLE L. CHYNOWETH	Direct Deposit	2,695.00
09/01/2023	DANIELLE L. CHYNOWETH	Direct Deposit	2,695.00
	Total 6010 · SUPERVISOR'S SALARY		5,390.00
	6011 · ASSESSOR'S SALARY		
08/18/2023	Ivana Owona	Direct Deposit	2,695.00
09/01/2023	Ivana Owona	Direct Deposit	2,695.00
	Total 6011 · ASSESSOR'S SALARY		5,390.00
	6012 · CLERK'S SALARY		
08/18/2023	PHYLLIS D CLARK	Direct Deposit	144.46
09/01/2023	PHYLLIS D CLARK	Direct Deposit	144.46
	Total 6012 · CLERK'S SALARY		288.92
	6013 · SALARIES - OTHERS		
08/18/2023	Nicole Philyaw	Direct Deposit	2,161.78
08/18/2023	Nicole Philyaw	Direct Deposit	148.22
08/18/2023	Brittany Tuten	Direct Deposit	1,524.60
08/18/2023	Destiny Coffey	Direct Deposit	1,430.97
08/18/2023	Destiny Coffey	Direct Deposit	0.00
08/18/2023	Destiny Coffey	Direct Deposit	0.00
08/18/2023	Destiny Coffey	Direct Deposit	68.25
08/18/2023	Destiny Coffey	Direct Deposit	0.00
08/18/2023	ELIZABETH PERRACHIONE	Direct Deposit	1,295.61
08/18/2023	ELIZABETH PERRACHIONE	Direct Deposit	138.40
08/18/2023	ELIZABETH PERRACHIONE	Direct Deposit	159.25
08/18/2023	Ioline Regibeau	Direct Deposit	934.46
08/18/2023	Ioline Regibeau	Direct Deposit	0.00
08/18/2023	Ioline Regibeau	Direct Deposit	358.75
08/18/2023	Ioline Regibeau	Direct Deposit	143.50
08/18/2023	Ioline Regibeau	Direct Deposit	0.00
08/18/2023	JAZMINE HERNANDEZ	Direct Deposit	2,117.50
08/18/2023	JAZMINE HERNANDEZ	Direct Deposit	192.50
08/18/2023	JEN STRAUB	Direct Deposit	477.03
08/18/2023	JEN STRAUB	Direct Deposit	198.00
08/18/2023	Jenny Goodwine	Direct Deposit	1,174.95
08/18/2023	KYLE PATTERSON	Direct Deposit	1,450.69
08/18/2023	KYLE PATTERSON	Direct Deposit	45.50
08/18/2023	KYLE PATTERSON	Direct Deposit	45.50
08/18/2023	LILYIA GARCIA	Direct Deposit	1,669.68
08/18/2023	MARTEL MILLER	Direct Deposit	1,421.20
08/18/2023	MARTEL MILLER	Direct Deposit	55.00
08/18/2023	MARTEL MILLER	Direct Deposit	66.00
08/18/2023	Melissa Stone		279.50
08/18/2023	SHAYA . ROBINSON	Direct Deposit	1,549.90
08/18/2023	SHAYA . ROBINSON	Direct Deposit	0.00
08/18/2023	SHAYA . ROBINSON	Direct Deposit	0.00
08/18/2023	SHAYA . ROBINSON	Direct Deposit	0.00

6:27 PM

09/06/23

Cash Basis

Cunningham Township
Bills and Payroll
August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
08/18/2023	SHAYA . ROBINSON	Direct Deposit	0.00
08/18/2023	SHAYA . ROBINSON	Direct Deposit	0.00
08/18/2023	Jada Harris	Direct Deposit	1,540.00
08/18/2023	TANMAYSINGH R RAJPUT	Direct Deposit	530.00
08/18/2023	WAYNE T WILLIAMS	Direct Deposit	1,500.00
08/18/2023	William Harris	Direct Deposit	1,075.00
09/01/2023	Jada Harris	Direct Deposit	1,540.00
09/01/2023	Norma K Rosson	Direct Deposit	430.42
09/01/2023	TANMAYSINGH R RAJPUT	Direct Deposit	446.67
09/01/2023	WAYNE T WILLIAMS	Direct Deposit	1,500.00
09/01/2023	William Harris	Direct Deposit	1,075.00
09/01/2023	Nicole Philyaw	Direct Deposit	1,738.95
09/01/2023	Nicole Philyaw	Direct Deposit	65.89
09/01/2023	Nicole Philyaw	Direct Deposit	505.16
09/01/2023	Brittany Tuten	Direct Deposit	1,424.85
09/01/2023	Brittany Tuten	Direct Deposit	73.50
09/01/2023	Destiny Coffey	Direct Deposit	1,294.15
09/01/2023	Destiny Coffey	Direct Deposit	0.00
09/01/2023	Destiny Coffey	Direct Deposit	97.50
09/01/2023	Destiny Coffey	Direct Deposit	9.75
09/01/2023	Destiny Coffey	Direct Deposit	39.00
09/01/2023	ELIZABETH PERRACHIONE	Direct Deposit	1,421.88
09/01/2023	ELIZABETH PERRACHIONE	Direct Deposit	170.63
09/01/2023	Ioline Regibeau	Direct Deposit	1,452.77
09/01/2023	Ioline Regibeau	Direct Deposit	0.00
09/01/2023	Ioline Regibeau	Direct Deposit	0.00
09/01/2023	Ioline Regibeau	Direct Deposit	0.00
09/01/2023	Ioline Regibeau	Direct Deposit	0.00
09/01/2023	JAZMINE HERNANDEZ	Direct Deposit	2,244.14
09/01/2023	JAZMINE HERNANDEZ	Direct Deposit	65.86
09/01/2023	JEN STRAUB	Direct Deposit	1,078.73
09/01/2023	JEN STRAUB	Direct Deposit	77.00
09/01/2023	Jenny Goodwine	Direct Deposit	843.50
09/01/2023	Jenny Goodwine	Direct Deposit	31.50
09/01/2023	KYLE PATTERSON	Direct Deposit	1,239.50
09/01/2023	KYLE PATTERSON	Direct Deposit	71.66
09/01/2023	KYLE PATTERSON	Direct Deposit	71.66
09/01/2023	LILYIA GARCIA	Direct Deposit	1,594.87
09/01/2023	LILYIA GARCIA	Direct Deposit	82.25
09/01/2023	MARTEL MILLER	Direct Deposit	1,243.73
09/01/2023	MARTEL MILLER	Direct Deposit	220.00
09/01/2023	MARTEL MILLER	Direct Deposit	154.00
09/01/2023	Melissa Stone		227.75
09/01/2023	SHAYA . ROBINSON	Direct Deposit	1,571.17
09/01/2023	SHAYA . ROBINSON	Direct Deposit	0.00
09/01/2023	SHAYA . ROBINSON	Direct Deposit	0.00
09/01/2023	SHAYA . ROBINSON	Direct Deposit	0.00
09/01/2023	SHAYA . ROBINSON	Direct Deposit	0.00
09/01/2023	SHAYA . ROBINSON	Direct Deposit	0.00
Total 6013 · SALARIES - OTHERS			47,855.18
6020 · BOARD'S SALARY			
08/18/2023	Chaundra Bishop	Direct Deposit	175.00
08/18/2023	Christopher Evans		175.00
08/18/2023	James Quisenberry	Direct Deposit	175.00
08/18/2023	Jaya Kolisetty	Direct Deposit	175.00
08/18/2023	Maryalice Wu	Direct Deposit	175.00
08/18/2023	Phyllis Grace Wilken	Direct Deposit	175.00
08/18/2023	Shirese Hursey		175.00
Total 6020 · BOARD'S SALARY			1,225.00
Total 6000 · SALARIES			60,149.10
6030 · PERSONNEL OTHER EXPENSES			
6009 · PAYROLL EXPENSES			
08/17/2023	QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$1.75 each	5.25
08/17/2023	QuickBooks Payroll Service	Fee for 15 direct deposit(s) at \$1.75 each	26.25

6:27 PM

09/06/23

Cash Basis

Cunningham Township
Bills and Payroll
August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
08/17/2023	QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$1.75 each	8.75
08/17/2023	QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$1.75 each	8.75
08/31/2023	QuickBooks Payroll Service	Fee for 6 direct deposit(s) at \$1.75 each	10.50
08/31/2023	QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$1.75 each	5.25
08/31/2023	QuickBooks Payroll Service	Fee for 14 direct deposit(s) at \$1.75 each	24.50
Total 6009 · PAYROLL EXPENSES			89.25
6040 · HEALTH INSURANCE			
08/18/2023	DANIELLE L. CHYNOWETH	Direct Deposit	721.88
08/18/2023	Nicole Philyaw	Direct Deposit	590.63
08/18/2023	Brittany Tuten	Direct Deposit	302.58
08/18/2023	Destiny Coffey	Direct Deposit	0.00
08/18/2023	Ioline Regibeau	Direct Deposit	303.79
08/18/2023	JAZMINE HERNANDEZ	Direct Deposit	328.90
08/18/2023	KYLE PATTERSON	Direct Deposit	551.23
08/18/2023	LILYIA GARCIA	Direct Deposit	303.79
08/18/2023	MARTEL MILLER	Direct Deposit	850.25
08/18/2023	MARTEL MILLER	Direct Deposit	0.00
08/18/2023	SHAYA . ROBINSON	Direct Deposit	367.33
08/18/2023	Jada Harris	Direct Deposit	302.58
09/01/2023	Key Benefit Administrators	Health Insurance Admin Fees	21.66
09/01/2023	Key Benefit Administrators	Health Insurance Admin Fees	21.67
09/01/2023	Key Benefit Administrators	Health Insurance Admin Fees	21.67
09/01/2023	Jada Harris	Direct Deposit	302.58
09/01/2023	DANIELLE L. CHYNOWETH	Direct Deposit	721.89
09/01/2023	Nicole Philyaw	Direct Deposit	590.64
09/01/2023	Brittany Tuten	Direct Deposit	302.58
09/01/2023	Destiny Coffey	Direct Deposit	317.11
09/01/2023	Ioline Regibeau	Direct Deposit	303.79
09/01/2023	JAZMINE HERNANDEZ	Direct Deposit	328.91
09/01/2023	KYLE PATTERSON	Direct Deposit	551.23
09/01/2023	LILYIA GARCIA	Direct Deposit	303.79
09/01/2023	MARTEL MILLER	Direct Deposit	850.25
09/01/2023	MARTEL MILLER	Direct Deposit	0.00
09/01/2023	SHAYA . ROBINSON	Direct Deposit	367.33
Total 6040 · HEALTH INSURANCE			9,628.06
6050 · IMRF			
08/18/2023	DANIELLE L. CHYNOWETH	Direct Deposit	23.45
08/18/2023	Nicole Philyaw	Direct Deposit	20.10
08/18/2023	Brittany Tuten	Direct Deposit	13.26
08/18/2023	Destiny Coffey	Direct Deposit	13.04
08/18/2023	ELIZABETH PERRACHIONE	Direct Deposit	13.86
08/18/2023	Ioline Regibeau	Direct Deposit	12.50
08/18/2023	JAZMINE HERNANDEZ	Direct Deposit	20.10
08/18/2023	JEN STRAUB	Direct Deposit	5.87
08/18/2023	Jenny Goodwine	Direct Deposit	10.22
08/18/2023	KYLE PATTERSON	Direct Deposit	13.41
08/18/2023	LILYIA GARCIA	Direct Deposit	14.53
08/18/2023	MARTEL MILLER	Direct Deposit	13.42
08/18/2023	SHAYA . ROBINSON	Direct Deposit	13.48
08/18/2023	Ivana Owona	Direct Deposit	23.45
08/18/2023	Jada Harris	Direct Deposit	13.40
08/31/2023		Rounding Adjustment	-0.02
09/01/2023	Ivana Owona	Direct Deposit	23.45
09/01/2023	Jada Harris	Direct Deposit	13.40
09/01/2023	DANIELLE L. CHYNOWETH	Direct Deposit	23.45
09/01/2023	Nicole Philyaw	Direct Deposit	20.10
09/01/2023	Brittany Tuten	Direct Deposit	13.04
09/01/2023	Destiny Coffey	Direct Deposit	12.53
09/01/2023	ELIZABETH PERRACHIONE	Direct Deposit	13.85
09/01/2023	Ioline Regibeau	Direct Deposit	12.64
09/01/2023	JAZMINE HERNANDEZ	Direct Deposit	20.10
09/01/2023	JEN STRAUB	Direct Deposit	10.05
09/01/2023	Jenny Goodwine	Direct Deposit	7.61
09/01/2023	KYLE PATTERSON	Direct Deposit	12.03
09/01/2023	LILYIA GARCIA	Direct Deposit	14.59

6:27 PM

09/06/23

Cash Basis

Cunningham Township

Bills and Payroll

August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
09/01/2023	MARTEL MILLER	Direct Deposit	14.07
09/01/2023	SHAYA . ROBINSON	Direct Deposit	13.67
Total 6050 · IMRF			448.65
6060 · FICA			
08/18/2023	DANIELLE L. CHYNOWETH	Direct Deposit	160.12
08/18/2023	DANIELLE L. CHYNOWETH	Direct Deposit	37.44
08/18/2023	Nicole Philyaw	Direct Deposit	139.99
08/18/2023	Nicole Philyaw	Direct Deposit	32.74
08/18/2023	PHYLLIS D CLARK	Direct Deposit	8.96
08/18/2023	PHYLLIS D CLARK	Direct Deposit	2.10
08/18/2023	Alicia Bradley	Direct Deposit	15.50
08/18/2023	Alicia Bradley	Direct Deposit	3.62
08/18/2023	Brittany Tuten	Direct Deposit	93.69
08/18/2023	Brittany Tuten	Direct Deposit	21.91
08/18/2023	Destiny Coffey	Direct Deposit	92.11
08/18/2023	Destiny Coffey	Direct Deposit	21.54
08/18/2023	ELIZABETH PERRACHIONE	Direct Deposit	98.78
08/18/2023	ELIZABETH PERRACHIONE	Direct Deposit	23.10
08/18/2023	Ioline Regibeau	Direct Deposit	83.64
08/18/2023	Ioline Regibeau	Direct Deposit	19.56
08/18/2023	JAZMINE HERNANDEZ	Direct Deposit	139.99
08/18/2023	JAZMINE HERNANDEZ	Direct Deposit	32.74
08/18/2023	JEN STRAUB	Direct Deposit	41.86
08/18/2023	JEN STRAUB	Direct Deposit	9.79
08/18/2023	Jenny Goodwine	Direct Deposit	72.84
08/18/2023	Jenny Goodwine	Direct Deposit	17.03
08/18/2023	KYLE PATTERSON	Direct Deposit	91.64
08/18/2023	KYLE PATTERSON	Direct Deposit	21.44
08/18/2023	LILYIA GARCIA	Direct Deposit	101.13
08/18/2023	LILYIA GARCIA	Direct Deposit	23.65
08/18/2023	Marisol Sanchez	Direct Deposit	7.75
08/18/2023	Marisol Sanchez	Direct Deposit	1.81
08/18/2023	MARTEL MILLER	Direct Deposit	95.62
08/18/2023	MARTEL MILLER	Direct Deposit	22.37
08/18/2023	Melissa Stone		17.33
08/18/2023	Melissa Stone		4.06
08/18/2023	Michelle Valerio	Direct Deposit	15.50
08/18/2023	Michelle Valerio	Direct Deposit	3.62
08/18/2023	SHAYA . ROBINSON	Direct Deposit	93.64
08/18/2023	SHAYA . ROBINSON	Direct Deposit	21.90
08/18/2023	Trinity Lewis	Direct Deposit	7.75
08/18/2023	Trinity Lewis	Direct Deposit	1.82
08/18/2023	Ivana Owona	Direct Deposit	163.99
08/18/2023	Ivana Owona	Direct Deposit	38.36
08/18/2023	Jada Harris	Direct Deposit	95.48
08/18/2023	Jada Harris	Direct Deposit	22.33
08/18/2023	TANMAYSINGH R RAJPUT	Direct Deposit	32.86
08/18/2023	TANMAYSINGH R RAJPUT	Direct Deposit	7.69
08/18/2023	WAYNE T WILLIAMS	Direct Deposit	83.96
08/18/2023	WAYNE T WILLIAMS	Direct Deposit	19.64
08/18/2023	William Harris	Direct Deposit	66.65
08/18/2023	William Harris	Direct Deposit	15.59
08/18/2023	Chaundra Bishop	Direct Deposit	10.85
08/18/2023	Chaundra Bishop	Direct Deposit	2.53
08/18/2023	Christopher Evans		10.85
08/18/2023	Christopher Evans		2.53
08/18/2023	James Quisenberry	Direct Deposit	10.85
08/18/2023	James Quisenberry	Direct Deposit	2.53
08/18/2023	Jaya Kolisetty	Direct Deposit	10.85
08/18/2023	Jaya Kolisetty	Direct Deposit	2.53
08/18/2023	Maryalice Wu	Direct Deposit	10.85
08/18/2023	Maryalice Wu	Direct Deposit	2.53
08/18/2023	Phyllis Grace Wilken	Direct Deposit	10.85
08/18/2023	Phyllis Grace Wilken	Direct Deposit	2.53
08/18/2023	Shirese Hursey		10.85
08/18/2023	Shirese Hursey		2.53
09/01/2023	Ivana Owona	Direct Deposit	163.99

6:27 PM

09/06/23

Cash Basis

Cunningham Township
Bills and Payroll
 August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
09/01/2023	Ivana Owona	Direct Deposit	38.35
09/01/2023	Jada Harris	Direct Deposit	95.48
09/01/2023	Jada Harris	Direct Deposit	22.33
09/01/2023	Norma K Rosson	Direct Deposit	26.68
09/01/2023	Norma K Rosson	Direct Deposit	6.24
09/01/2023	TANMAYSINGH R RAJPUT	Direct Deposit	27.69
09/01/2023	TANMAYSINGH R RAJPUT	Direct Deposit	6.47
09/01/2023	WAYNE T WILLIAMS	Direct Deposit	83.95
09/01/2023	WAYNE T WILLIAMS	Direct Deposit	19.63
09/01/2023	William Harris	Direct Deposit	66.65
09/01/2023	William Harris	Direct Deposit	15.58
09/01/2023	DANIELLE L. CHYNOWETH	Direct Deposit	160.11
09/01/2023	DANIELLE L. CHYNOWETH	Direct Deposit	37.45
09/01/2023	Nicole Philyaw	Direct Deposit	139.98
09/01/2023	Nicole Philyaw	Direct Deposit	32.74
09/01/2023	PHYLLIS D CLARK	Direct Deposit	8.96
09/01/2023	PHYLLIS D CLARK	Direct Deposit	2.09
09/01/2023	Alicia Bradley	Direct Deposit	15.50
09/01/2023	Alicia Bradley	Direct Deposit	3.63
09/01/2023	Brittany Tuten	Direct Deposit	92.06
09/01/2023	Brittany Tuten	Direct Deposit	21.53
09/01/2023	Destiny Coffey	Direct Deposit	88.46
09/01/2023	Destiny Coffey	Direct Deposit	20.69
09/01/2023	ELIZABETH PERRACHIONE	Direct Deposit	98.73
09/01/2023	ELIZABETH PERRACHIONE	Direct Deposit	23.09
09/01/2023	Ioline Regibeau	Direct Deposit	84.63
09/01/2023	Ioline Regibeau	Direct Deposit	19.79
09/01/2023	JAZMINE HERNANDEZ	Direct Deposit	139.98
09/01/2023	JAZMINE HERNANDEZ	Direct Deposit	32.74
09/01/2023	JEN STRAUB	Direct Deposit	71.65
09/01/2023	JEN STRAUB	Direct Deposit	16.76
09/01/2023	Jenny Goodwine	Direct Deposit	54.25
09/01/2023	Jenny Goodwine	Direct Deposit	12.69
09/01/2023	KYLE PATTERSON	Direct Deposit	81.80
09/01/2023	KYLE PATTERSON	Direct Deposit	19.13
09/01/2023	LILYIA GARCIA	Direct Deposit	101.59
09/01/2023	LILYIA GARCIA	Direct Deposit	23.76
09/01/2023	Marisol Sanchez	Direct Deposit	3.88
09/01/2023	Marisol Sanchez	Direct Deposit	0.90
09/01/2023	MARTEL MILLER	Direct Deposit	100.30
09/01/2023	MARTEL MILLER	Direct Deposit	23.45
09/01/2023	Melissa Stone		14.12
09/01/2023	Melissa Stone		3.30
09/01/2023	SHAYA . ROBINSON	Direct Deposit	94.95
09/01/2023	SHAYA . ROBINSON	Direct Deposit	22.20
09/01/2023	Trinity Lewis	Direct Deposit	3.88
09/01/2023	Trinity Lewis	Direct Deposit	0.90
Total 6060 - FICA			4,585.00
6070 - UNEMPLOYMENT COMP INS			
08/18/2023	Nicole Philyaw	Direct Deposit	0.00
08/18/2023	Brittany Tuten	Direct Deposit	12.84
08/18/2023	Destiny Coffey	Direct Deposit	0.00
08/18/2023	ELIZABETH PERRACHIONE	Direct Deposit	0.00
08/18/2023	Ioline Regibeau	Direct Deposit	0.00
08/18/2023	JAZMINE HERNANDEZ	Direct Deposit	0.00
08/18/2023	JEN STRAUB	Direct Deposit	0.00
08/18/2023	Jenny Goodwine	Direct Deposit	0.00
08/18/2023	KYLE PATTERSON	Direct Deposit	0.00
08/18/2023	LILYIA GARCIA	Direct Deposit	0.00
08/18/2023	Marisol Sanchez	Direct Deposit	1.06
08/18/2023	MARTEL MILLER	Direct Deposit	0.00
08/18/2023	Melissa Stone		2.38
08/18/2023	Michelle Valerio	Direct Deposit	2.12
08/18/2023	SHAYA . ROBINSON	Direct Deposit	0.00
08/18/2023	Jada Harris	Direct Deposit	0.00
08/18/2023	TANMAYSINGH R RAJPUT	Direct Deposit	4.51
08/18/2023	WAYNE T WILLIAMS	Direct Deposit	11.51

6:27 PM

09/06/23

Cash Basis

Cunningham Township

Bills and Payroll

August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
08/18/2023	William Harris	Direct Deposit	0.00
09/01/2023	Jada Harris	Direct Deposit	0.00
09/01/2023	Norma K Rosson	Direct Deposit	0.00
09/01/2023	TANMAYSINGH R RAJPUT	Direct Deposit	3.79
09/01/2023	WAYNE T WILLIAMS	Direct Deposit	11.51
09/01/2023	William Harris	Direct Deposit	0.00
09/01/2023	Nicole Philyaw	Direct Deposit	0.00
09/01/2023	Brittany Tuten	Direct Deposit	12.11
09/01/2023	Destiny Coffey	Direct Deposit	0.00
09/01/2023	ELIZABETH PERRACHIONE	Direct Deposit	0.00
09/01/2023	Ioline Regibeau	Direct Deposit	0.00
09/01/2023	JAZMINE HERNANDEZ	Direct Deposit	0.00
09/01/2023	JEN STRAUB	Direct Deposit	0.00
09/01/2023	Jenny Goodwine	Direct Deposit	0.00
09/01/2023	KYLE PATTERSON	Direct Deposit	0.00
09/01/2023	LILYIA GARCIA	Direct Deposit	0.00
09/01/2023	Marisol Sanchez	Direct Deposit	0.53
09/01/2023	MARTEL MILLER	Direct Deposit	0.00
09/01/2023	Melissa Stone		1.93
09/01/2023	SHAYA . ROBINSON	Direct Deposit	0.00
Total 6070 · UNEMPLOYMENT COMP INS			64.29
Total 6030 · PERSONNEL OTHER EXPENSES			14,815.25
6100 · ADMINISTRATION			
6110 · Training / Travel			
08/11/2023	Housing Action Illinois	2023 Housing Matters Conference - 3 staff	750.00
08/11/2023	Housing Action Illinois	2023 Housing Matters Conference DC	250.00
08/23/2023	IVANA OWONA.	Reimburse IPAI Mileage & Per Diem	334.23
08/23/2023	JADA HARRIS.	Reimburse IPAI Mileage & Per Diem	334.23
09/01/2023	MARRIOTT	IAOO Annual Conference SLC JH	1,000.00
09/01/2023	MARRIOTT	IAOO Annual Conference SLC IO	1,000.00
09/01/2023	MARRIOTT	IAOO Annual Conference SLC WW	1,000.00
09/01/2023	United Airlines	Jada - IAOO Conference Salt Lake City	35.00
09/01/2023	United Airlines	Ivana - IAOO Conference Salt Lake City	35.00
Total 6110 · Training / Travel			4,738.46
6210 · Legal			
09/01/2023	BARNES & THORNBURG, LLP	Legal Services re: Employee Work Visa	2,500.00
Total 6210 · Legal			2,500.00
6215 · Admin Services			
08/10/2023	Dropbox Sign - hellosign	signature software	20.00
08/31/2023	BUSEY BANK	Positive Pay Fee	20.00
08/31/2023	BUSEY BANK	Positive Pay Fee	20.00
Total 6215 · Admin Services			60.00
6230 · Dues / Subscriptions			
08/11/2023	Housing Action Illinois	Membership Dues	300.00
Total 6230 · Dues / Subscriptions			300.00
6240 · Computer Service/Software			
08/05/2023	Built for Teams	Time-keeping software	40.00
08/18/2023	Microsoft	MSFT 365	72.00
08/18/2023	Microsoft	MSFT 365	72.00
08/18/2023	Microsoft	MSFT 365	40.88
08/18/2023	Microsoft	MSFT 365	40.88
08/23/2023	MICRO SYSTEMS INT	Monthly Support Aug	100.00
08/23/2023	MICRO SYSTEMS INT	Monthly Support Aug	100.00
08/24/2023	Mailchimp	Email Platform Subscription	16.78
08/24/2023	Mailchimp	Email Platform Subscription	16.79
08/31/2023	GOOGLE	Google Workspace	144.00
09/01/2023	NJS Enterprises	Service Contract for VGA Licenses	6,300.00
09/04/2023	INTUIT	Quickbooks Time	10.00

6:27 PM

09/06/23

Cash Basis

Cunningham Township
Bills and Payroll
August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
09/04/2023	INTUIT	Quickbooks Time	122.00
	Total 6240 · Computer Service/Software		7,075.33
	6283 · Janitorial		
08/23/2023	JJB Cleaning LLC	Office Cleaning	250.00
08/23/2023	JJB Cleaning LLC	Office Cleaning	250.00
08/23/2023	JJB Cleaning LLC	Office Cleaning	200.00
	Total 6283 · Janitorial		700.00
	6310 · Supplies		
08/10/2023	Amazon	Office Supplies	8.99
08/14/2023	SAMS CLUB #8197	Supplies	159.20
08/14/2023	SAMS CLUB #8197	Supplies	159.20
08/17/2023	Salt and Light	Office Supplies - Furniture	14.99
08/24/2023	Champaign County RESTORE	Office Supplies	205.00
	Total 6310 · Supplies		547.38
	6340 · Postage		
08/10/2023	USPS	Stamps	39.60
	Total 6340 · Postage		39.60
	6411 · Equipment Purchase		
08/11/2023	Heart Technologies	Security System Computer	725.00
	Total 6411 · Equipment Purchase		725.00
	6420 · Bldg Repairs/Maintenance		
	6421 · Bldg Repairs / Maint		
08/10/2023	Amazon	Family Housing Supplies	15.83
08/10/2023	Amazon	Family Housing Supplies	17.35
08/14/2023	Amazon	Family Housing Supplies	315.91
08/23/2023	ARROW GLASS AND MIRROR	Replace sliding door glass #8-2	780.02
08/23/2023	ALEX LANDSCAPING	Lawn Care - EH	100.00
08/23/2023	ALEX LANDSCAPING	Lawn Care - CTSO	50.00
08/23/2023	ALEX LANDSCAPING	Lawn Care - CTSO	50.00
08/23/2023	JJB Cleaning LLC	Apartment Cleaning 208 1	100.00
08/23/2023	AMERICAN PEST CONTROL INC.	Pest Control Service Quarterly 206 CA	90.00
08/23/2023	AMERICAN PEST CONTROL INC.	Pest Control Service Quarterly 208 CA	90.00
08/23/2023	BOYD PORTER-REYNOLDS	Repairs & Maintenance EH Apartments	763.40
08/23/2023	BOYD PORTER-REYNOLDS	Repairs & Maintenance CTSO	38.17
08/28/2023	MENARDS	Replace A/C Wall unit	581.39
	Total 6421 · Bldg Repairs / Maint		2,992.07
	6422 · Maintenance Reimbursements		
08/23/2023	BOYD PORTER-REYNOLDS	Reimburse Repair supplies	94.73
	Total 6422 · Maintenance Reimbursements		94.73
	Total 6420 · Bldg Repairs/Maintenance		3,086.80
	6430 · Utilities		
08/20/2023	GFL Environmental	Trash service California properties	116.42
08/21/2023	AMEREN ILLINOIS	205 W Green	174.86
08/21/2023	AMEREN ILLINOIS	205 W Green	174.86
08/21/2023	IL AMERICAN WATER CO	CTSO Jun 24 - Jul 26	34.41
08/21/2023	IL AMERICAN WATER CO	CTSO Jun 24 - Jul 26	34.41
	Total 6430 · Utilities		534.96
	6440 · Telephone and Internet		
08/06/2023	TING	Case manager phone	20.43
08/13/2023	I3 Broadband	Internet	82.47
08/13/2023	I3 Broadband	Internet	82.47
09/01/2023	VOLO	Internet	59.95
09/02/2023	Fax.Plus	Fax Service	17.99

6:27 PM
09/06/23
Cash Basis

Cunningham Township
Bills and Payroll
August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
	Total 6440 · Telephone and Internet		263.31
	6520 · Vehicle Maintenance		
08/07/2023	Above & Beyond Detailing	Outreach Vehicle Maintenance	150.00
08/10/2023	SAMS CLUB #8197	Fuel for Township Car	29.00
08/21/2023	Murphy USA	Fuel for Township Car	28.09
08/30/2023	SAMS CLUB #8197	Fuel for Township Car	27.00
	Total 6520 · Vehicle Maintenance		234.09
	6522 · Misc Expenses		
08/20/2023	Hinckley Springs	Water Cooler	23.75
08/20/2023	Hinckley Springs	Water Cooler	23.75
	Total 6522 · Misc Expenses		47.50
	Total 6100 · ADMINISTRATION		20,852.43
	6700 · PROGRAMS		
	6799 · Other Assistance		
	6795 · Intern/Volunteer Program		
08/18/2023	Alicia Bradley	Direct Deposit	250.00
08/18/2023	Marisol Sanchez	Direct Deposit	125.00
08/18/2023	Michelle Valerio	Direct Deposit	250.00
08/18/2023	Trinity Lewis	Direct Deposit	125.00
09/01/2023	Alicia Bradley	Direct Deposit	250.00
09/01/2023	Marisol Sanchez	Direct Deposit	62.50
09/01/2023	Trinity Lewis	Direct Deposit	62.50
	Total 6795 · Intern/Volunteer Program		1,125.00
	6797 · Event Expenses		
08/10/2023	JAMES LOOR	Donated Event Payment	-50.00
08/10/2023	JAMES LOOR	Event Payment	50.00
08/10/2023	JANELLE PLEASURE	Donated Event Payment	-100.00
08/10/2023	JANELLE PLEASURE	Event Payment	100.00
08/11/2023	Costco	Event Supplies	183.02
08/13/2023	Papa John's Pizza	Street Outreach Back to School Event	365.09
08/17/2023	JESSICA BLACK.	Event Planning	406.08
	Total 6797 · Event Expenses		954.19
	6798 · Other Grants		
08/11/2023	SOLA GRATIA FARMS	Reimburse Munro & Barkley Wages June	1,110.37
08/11/2023	SOLA GRATIA FARMS	Plants for CTSO gardens	650.00
08/11/2023	SOLA GRATIA FARMS	Reimburse Munro & Barkley Wages July	1,252.26
	Total 6798 · Other Grants		3,012.63
	Total 6799 · Other Assistance		5,091.82
	Total 6700 · PROGRAMS		5,091.82
	Total Expense		100,908.60
	Net Ordinary Income		330,100.58
	Net Income		330,100.58

Cash Basis

Cunningham Township
General Assistance Personal Allowances
August 5 through September 4, 2023

[illegible]

6:30 PM

09/06/23

Cash Basis

Cunningham Township
General Assistance Personal Allowances
August 5 through September 4, 2023

Date	Memo	Paid Amount
08/25/2023	Housing First SB Sept	98.00
08/25/2023	Housing First EB Sept	106.00
08/25/2023	Housing First VA Sept	106.00
08/25/2023	Housing First DH Sept	106.00
08/25/2023	Housing First RR Sept	106.00
08/25/2023	Housing First WT Sept	106.00
08/25/2023	Housing First PW Sept	79.00
08/25/2023	Housing First CR Sept	94.00
	Total 6726 · Housing Allow. (GA) Vendor Pay	2,140.00
	6727 · GA Employment / Education	
08/10/2023	Interim 8/7/23-8/31/23 GA	274.19
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
09/01/2023	9/1/23-9/30/23 GA	340.00
	Total 6727 · GA Employment / Education	4,354.19
	Total 6720 · General Assistance	19,869.22
	Total 6700 · PROGRAMS	19,869.22
	Total Expense	19,869.22
	Net Ordinary Income	-19,869.22
	Net Income	-19,869.22

Cunningham Township
Additional Assistance
August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Expense			
6700 · PROGRAMS			
6730 · Housing Assistance			
6732 · RA Homeless Prevention			
08/07/2023	CASTLE URBANA, LLC	Repayment: Green St Realty cashed ...	-1,075.17
08/10/2023	South Wind Properties ...	RA Arrears PF	3,600.00
08/10/2023	D & D APARTMENT R...	RA Arrears VS	1,588.75
08/10/2023	SUNNYCREST MANO...	RA Arrears RT	389.00
08/16/2023	PRAIRIE GREEN I	RA Arrears MD	2,478.77
08/16/2023	PRAIRIE GREEN III	RA Arrears SL	285.50
08/16/2023	LI PARKSIDE APARTM...	RA Arrears MM	1,457.25
08/31/2023	HIGHLAND GREEN, LLC	RA Arrears LA	663.00
08/31/2023	URBANA ESTATES	RA Arrears SB	776.25
08/31/2023	COLORADO PLACE LLC	RA Arrears SM	750.00
08/31/2023	DONNA SMITH & CHA...	RA Arrears MB	1,000.00
08/31/2023	PRAIRIE GREEN II	RA Arrears MB	1,645.36
08/31/2023	GEFEN PROPERTY G...	RA Arrears JC	906.25
08/31/2023	KR RENTALS	RA Arrears KO	1,063.75
08/31/2023	JSJ Property Managem...	RA Arrears PW	2,972.87
08/31/2023	URBANA ESTATES	RA Arrears WW	2,505.86
Total 6732 · RA Homeless Prevention			21,007.44
6733 · RA Move-in Assistance			
08/07/2023	SUNNYCREST MANO...	RA GR Security Deposit	280.00
08/07/2023	SUNNYCREST MANO...	RA Move-in GR	302.00
08/08/2023	SBRM GROUP, LLC	RA CR Security Deposit	1,600.00
08/08/2023	SBRM GROUP, LLC	RA CR Move-in Rent	800.00
08/10/2023	HOUSING AUTHORIT...	RA Move-In LH	574.00
08/11/2023	NEVES GROUP	RA Move-In DP	575.00
08/11/2023	NEVES GROUP	RA Move-In DP Security Deposit	1,700.00
08/31/2023	URBANA ESTATES	RA Move-In TW Security Deposit	1,500.00
08/31/2023	URBANA ESTATES	RA Move-In TW	775.00
09/01/2023	GEFEN PROPERTY G...	RA Move-In TR	559.00
Total 6733 · RA Move-in Assistance			8,665.00
6734 · Tenant Based Rent Assist			
08/25/2023	URBANA ESTATES	RRH Rent JJ Sept	300.00
08/25/2023	DAVID MILLER	RRH Rent PR Sept	300.00
08/31/2023	ASPEN COURT	RRH MW Security Deposit	300.00
09/01/2023	ASPEN COURT	RRH Pro-rated Rent MW	534.00
Total 6734 · Tenant Based Rent Assist			1,434.00
6735 · Emergency Housing Hotels			
08/31/2023	RODEWAY INN	Emergency hotel housing DD	1,395.00
08/31/2023	RODEWAY INN	Emergency hotel housing MS	1,395.00
08/31/2023	RODEWAY INN	Emergency hotel housing	45.00
08/31/2023	RODEWAY INN	Emergency hotel housing DJ	135.00
08/31/2023	RODEWAY INN	Emergency hotel housing DJ	45.00
08/31/2023	RODEWAY INN	Emergency hotel housing	450.00
08/31/2023	RODEWAY INN	Emergency hotel housing JJ	360.00
08/31/2023	RODEWAY INN	Emergency hotel housing MP	1,395.00
Total 6735 · Emergency Housing Hotels			5,220.00
Total 6730 · Housing Assistance			36,326.44
6799 · Other Assistance			
6728 · Outside Services			
08/11/2023	PROPRIO LS, LLC	Translation Services	6.49
Total 6728 · Outside Services			6.49
6729 · Transportation Assistance			
08/19/2023	Beaumont Alignment Pl...	Car Repairs for SV	290.99
09/01/2023	MTD	Annual Bus Pass for Client	60.00
09/01/2023	MTD	Annual Bus Pass for Client	60.00

8:49 AM
09/07/23
Cash Basis

Cunningham Township
Additional Assistance
August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
09/01/2023	MTD	Annual Bus Pass for Client	60.00
09/01/2023	MTD	Annual Bus Pass for Client	60.00
09/01/2023	MTD	Annual Bus Pass for Client	60.00
09/01/2023	MTD	Annual Bus Pass for Client	60.00
09/01/2023	MTD	Annual Bus Pass for Client	60.00
Total 6729 · Transportation Assistance			710.99
6736 · Homeless Supplies			
08/31/2023	WALMART	Street Outreach Supplies	10.47
Total 6736 · Homeless Supplies			10.47
6737 · Program Supplies - Other			
08/07/2023	Amazon	School Supplies	19.12
08/07/2023	Amazon	School Supplies	19.12
08/07/2023	Amazon	School Supplies	19.12
08/07/2023	Amazon	School Supplies	14.99
08/07/2023	Amazon	School Supplies	276.15
08/07/2023	Amazon	School Supplies	442.93
08/08/2023	WALMART	School Supplies	57.88
08/10/2023	WALMART	Family Housing Supplies	258.92
08/11/2023	Amazon	School Supplies	19.12
08/14/2023	DOLLAR TREE	Family Housing Supplies	122.50
08/14/2023	Amazon	School Supplies	19.12
08/14/2023	Amazon	School Supplies	19.12
08/23/2023	WALMART	Emergency Housing Supplies	200.90
Total 6737 · Program Supplies - Other			1,488.99
6738 · Food Assistance			
08/10/2023	WALMART	Street Outreach Supplies	6.60
08/21/2023	WALMART	Street Outreach Supplies	13.74
08/22/2023	WALMART	Street Outreach Supplies	24.88
08/23/2023	CHANNING MURRAY ...	Emergency Hotel Kits	400.00
08/23/2023	WALMART	Street Outreach Supplies	14.16
08/24/2023	WALMART	Street Outreach Supplies	13.74
Total 6738 · Food Assistance			473.12
6739 · Program Utilities			
08/16/2023	AMEREN ILLINOIS	RRH Utility payment	165.07
08/22/2023	AMEREN ILLINOIS	206 E California #2	144.30
08/22/2023	AMEREN ILLINOIS	206 E California #1	152.61
08/22/2023	AMEREN ILLINOIS	206 E California #3	125.54
08/22/2023	AMEREN ILLINOIS	206 E California #4	195.23
08/22/2023	AMEREN ILLINOIS	208 E California #2	184.34
08/22/2023	AMEREN ILLINOIS	208 E California #4	81.98
08/25/2023	IL AMERICAN WATER ...	206 E California #4	30.53
08/25/2023	IL AMERICAN WATER ...	206 E California #3	34.60
08/25/2023	IL AMERICAN WATER ...	208 E California #1	60.68
08/25/2023	IL AMERICAN WATER ...	208 E California #3	37.89
08/25/2023	IL AMERICAN WATER ...	208 E California #4	30.02
08/25/2023	IL AMERICAN WATER ...	206 E California #2	90.81
08/28/2023	AMEREN ILLINOIS	208 E California #1	187.36
08/28/2023	AMEREN ILLINOIS	208 E California #3	191.67
Total 6739 · Program Utilities			1,712.63
6779 · Utility Assistance			
08/07/2023	AMEREN ILLINOIS	Utility payment for PH	600.00
08/07/2023	AMEREN ILLINOIS	Utility payment for BR	256.87
08/07/2023	AMEREN ILLINOIS	Utility payment for CP	366.00
08/08/2023	AMEREN ILLINOIS	Utility payment for NJ	625.95
08/09/2023	AMEREN ILLINOIS	Utility payment for DB	605.44
08/10/2023	AMEREN ILLINOIS	Utility payment for SY	600.00
08/14/2023	AMEREN ILLINOIS	Utility payment for LC	275.88
08/14/2023	AMEREN ILLINOIS	Utility payment for HS	480.27
08/15/2023	AMEREN ILLINOIS	Utility payment for ST	208.39
08/16/2023	AMEREN ILLINOIS	Utility payment for TA	398.82

Cunningham Township
Additional Assistance
August 5 through September 4, 2023

Date	Name	Memo	Paid Amount
08/16/2023	AMEREN ILLINOIS	Utility payment for TJM	423.89
08/16/2023	AMEREN ILLINOIS	Utility payment for EG	484.30
08/16/2023	AMEREN ILLINOIS	Utility payment for AJ	333.74
08/17/2023	AMEREN ILLINOIS	Utility payment for DG	603.31
08/17/2023	AMEREN ILLINOIS	Utility payment for YT	600.00
08/17/2023	AMEREN ILLINOIS	Utility payment for SH	377.29
08/18/2023	AMEREN ILLINOIS	Utility payment for IP	139.00
08/18/2023	AMEREN ILLINOIS	Utility payment for AB	517.18
08/22/2023	AMEREN ILLINOIS	Utility payment for JM	624.21
08/22/2023	AMEREN ILLINOIS	Utility payment for CA	134.36
08/22/2023	AMEREN ILLINOIS	Utility payment for CA	465.64
08/24/2023	AMEREN ILLINOIS	Utility payment for AS	205.00
08/24/2023	AMEREN ILLINOIS	Utility payment for DL	385.57
08/25/2023	AMEREN ILLINOIS	Utility payment for BH	514.18
08/25/2023	AMEREN ILLINOIS	Utility payment for MC	336.00
08/28/2023	AMEREN ILLINOIS	Utility payment for SW	353.70
08/28/2023	AMEREN ILLINOIS	Utility payment for TB	342.00
08/28/2023	AMEREN ILLINOIS	Utility payment for JF	600.00
08/29/2023	AMEREN ILLINOIS	Utility payment for TW	282.82
08/30/2023	AMEREN ILLINOIS	Utility payment for TH	376.83
08/30/2023	AMEREN ILLINOIS	Utility payment for SL	335.00
08/30/2023	AMEREN ILLINOIS	Utility payment for KC	427.52
08/30/2023	IL AMERICAN WATER ...	Utility payment for LB	297.78
08/31/2023	AMEREN ILLINOIS	Utility payment for WT	330.00
09/01/2023	AMEREN ILLINOIS	Utility payment for MO	45.00
09/01/2023	AMEREN ILLINOIS	Utility payment for EB	188.00
Total 6779 · Utility Assistance			14,139.94
6770 · Angel Donor Expenses			
08/11/2023	ILLINI MATTRESS CO...	Bed for participant PG	400.00
08/11/2023	ILLINI MATTRESS CO...	Bed for participant GR	400.00
08/11/2023	Salt and Light	Client Assistance - Housewarming pr...	250.00
Total 6770 · Angel Donor Expenses			1,050.00
6797 · Event Expenses			
08/10/2023	JAMES LOOR	Donated Event Payment	-50.00
08/10/2023	JAMES LOOR	Event Payment	50.00
08/10/2023	JANELLE PLEASURE	Donated Event Payment	-100.00
08/10/2023	JANELLE PLEASURE	Event Payment	100.00
08/11/2023	Costco	Event Supplies	183.02
08/13/2023	Papa John's Pizza	Street Outreach Back to School Event	365.09
08/17/2023	JESSICA BLACK.	Event Planning	406.08
Total 6797 · Event Expenses			954.19
6798 · Other Grants			
08/11/2023	SOLA GRATIA FARMS	Reimburse Munro & Barkley Wages ...	1,110.37
08/11/2023	SOLA GRATIA FARMS	Plants for CTSO gardens	650.00
08/11/2023	SOLA GRATIA FARMS	Reimburse Munro & Barkley Wages ...	1,252.26
Total 6798 · Other Grants			3,012.63
Total 6799 · Other Assistance			23,559.45
Total 6700 · PROGRAMS			59,885.89
Total Expense			59,885.89
Net Ordinary Income			-59,885.89
Net Income			-59,885.89

**ORDINANCE NO. T-2023-09-004 AN ORDINANCE APPROVING THE CUNNINGHAM TOWNSHIP ANNUAL
BUDGET - FISCAL YEAR 2022-2023 (REVISED)**

WHEREAS all legal requirements have been complied with: Now therefore be it ordained by the Township Board of the Town of Cunningham, County of Champaign, State of Illinois, in meeting assembled as follows:

That the fiscal year of this Town is hereby fixed and declared to be from July 1, 2022 - June 30, 2023;
That the following budget, incorporated herein, containing an estimate of receipt of the Town and General Assistance funds, is hereby adopted as the budget of this Town and General Assistance funds, and shall be in full force and effect from and after this date;

That there is an estimate of the beginning balance of July 1, 2022 in the amount of	
Town Fund	\$882,781
General Assistance Fund	\$1,328,322
Total All Funds	\$2,211,103
That the estimate of cash to be received during FY 23, from all sources is	
Town Fund	\$883,270
General Assistance Fund	\$1,456,705
Total All Funds	\$2,339,975
That the estimate of expenses in FY 23 for each of the aforementioned funds is	
Town Fund	\$690,503
General Assistance Fund	\$1,229,318
Total All Funds	\$1,919,821
That the ending balance at the end of the Fiscal Year, June 30, 2023 is estimated to be	
Town Fund	\$1,075,548
General Assistance Fund	\$1,555,709
Total All Funds	\$2,631,257

That the following budget is the Annual Appropriation Ordinance of this Town, passed by the Township Board of the Town of Cunningham as required by law, and shall be in full force and effect from and after this date. Adopted on September 11, 2023 by the Township Board of the Town of Cunningham in the County of Champaign, State of Illinois, in meeting assembled.

Phyllis Clark, Township Clerk

Date

Diane Marlin, Township Chair

Date

Cunningham Township FY 23 BUDGET

July 2022 through June 2023

Cash Basis

	Supervisor Unrestri... (Town Fund)	Assessor Unrestri... (Town Fund)	Total Town Fund	GA Fund	TOTAL
Ordinary Income/Expense					
Income					
4009 · TAXES					
4010 · Property Tax - Current Year	812,440.94	0.00	812,440.94	1,039,069.06	1,851,510.00
4012 · PPRT - Personal Property Tax	46,654.32	0.00	46,654.32	46,654.36	93,308.68
Total 4009 · TAXES	859,095.26	0.00	859,095.26	1,085,723.42	1,944,818.68
4020 · GRANTS AND REIMBURSEMENTS					
4023 · State of Illinois DHS	0.00	0.00	0.00	179,177.85	179,177.85
4026 · USD116 Grant	0.00	0.00	0.00	82,217.08	82,217.08
4020 · GRANTS AND REIMBURSEMENTS - Other	0.00	0.00	0.00	30,164.24	30,164.24
Total 4020 · GRANTS AND REIMBURSEMENTS	0.00	0.00	0.00	291,559.17	291,559.17
4030 · SSI Reimbursements	0.00	0.00	0.00	9,747.58	9,747.58
4035 · DONATIONS AND GIFTS					
4036 · Solidarity Gardens CU	0.00	0.00	0.00	565.02	565.02
4038 · Angel Donor - Paypal	0.00	0.00	0.00	20,237.88	20,237.88
4039 · Angel Donor - Cash and Checks	0.00	0.00	0.00	24,244.54	24,244.54
Total 4035 · DONATIONS AND GIFTS	0.00	0.00	0.00	45,047.44	45,047.44
4045 · Program Fees	0.00	0.00	0.00	360.00	360.00
4050 · OTHER INCOME					
4040 · Misc Income	740.00	0.00	740.00	833.00	1,573.00
4041 · Interest Income	23,434.71	0.00	23,434.71	23,434.77	46,869.48
Total 4050 · OTHER INCOME	24,174.71	0.00	24,174.71	24,267.77	48,442.48
Total Income	883,269.97	0.00	883,269.97	1,456,705.38	2,339,975.35
Gross Profit	883,269.97	0.00	883,269.97	1,456,705.38	2,339,975.35
Expense					
6000 · PERSONNEL					
6010 · SUPERVISOR'S SALARY	69,550.00	0.00	69,550.00	0.00	69,550.00
6011 · ASSESSOR'S SALARY	0.00	69,550.00	69,550.00	0.00	69,550.00
6012 · CLERK'S SALARY	3,755.96	0.00	3,755.96	0.00	3,755.96
6013 · SALARIES - OTHERS	48,858.54	159,930.52	208,789.06	350,999.10	559,788.16
6014 · PERSONNEL- OTHER	0.00	20,020.00	20,020.00	0.00	20,020.00
6020 · BOARD'S SALARY	4,900.00	0.00	4,900.00	0.00	4,900.00
Total 6000 · PERSONNEL	127,064.50	249,500.52	376,565.02	350,999.10	727,564.12
6030 · PERSONNEL OTHER EXPENSES					
6009 · PAYROLL EXPENSES	166.25	250.25	416.50	633.50	1,050.00
6040 · HEALTH INSURANCE	30,374.72	13,041.57	43,416.29	65,920.03	109,336.32
6050 · IMRF	2,443.31	2,347.84	4,791.15	6,836.95	11,628.10
6060 · FICA	9,585.39	18,716.54	28,301.93	27,317.30	55,619.23
6070 · UNEMPLOYMENT COMP INS	162.88	576.07	738.95	1,542.67	2,281.62
Total 6030 · PERSONNEL OTHER EXPENSES	42,732.55	34,932.27	77,664.82	102,250.45	179,915.27
6100 · ADMINISTRATION					
6110 · Training	0.00	19,097.39	19,097.39	1,943.15	21,040.54
6120 · Travel	0.00	110.44	110.44	781.19	891.63
6210 · Legal	8,100.00	21,345.00	29,445.00	9,450.00	38,895.00
6215 · Admin Services	5,113.21	8,697.05	13,810.26	3,246.03	17,056.29
6220 · Audit Services	9,260.00	0.00	9,260.00	0.00	9,260.00
6230 · Dues and Subscriptions	1,711.06	2,484.38	4,195.44	240.00	4,435.44
6240 · Computer Service/Software	3,042.92	23,678.84	26,721.76	7,749.82	34,471.58
6260 · General Insurance	-1,628.67	0.00	-1,628.67	3,697.67	2,069.00
6270 · Appraisals	0.00	32,194.50	32,194.50	0.00	32,194.50
6283 · Janitorial	2,550.00	4,200.00	6,750.00	3,027.50	9,777.50
6310 · Supplies	2,858.48	1,691.59	4,550.07	15,899.02	20,449.09
6340 · Postage	54.40	235.52	289.92	915.46	1,205.38
6350 · Printing	318.00	1,000.00	1,318.00	1,722.18	3,040.18
6351 · Publishing	1,096.75	0.00	1,096.75	0.00	1,096.75
6411 · Equipment Purchase (< \$5,000)	1,728.22	8,954.89	10,683.11	17,110.71	27,793.82
6421 · Bldg Repairs/Maintenance					
6422 · Repairs Reimbursements	52.72	0.00	52.72	3,008.53	3,061.25
6421 · Bldg Repairs/Maintenance - Other	2,871.09	0.00	2,871.09	34,628.96	37,500.05
Total 6421 · Bldg Repairs/Maintenance	2,923.81	0.00	2,923.81	37,637.49	40,561.30
6429 · Property Acquisition/Rent	0.00	12,000.00	12,000.00	1.00	12,001.00
6430 · Utilities	3,094.04	2,003.55	5,097.59	25,106.49	30,204.08
6440 · Telephone and Internet	2,526.96	2,457.72	4,984.68	3,185.10	8,169.78
6520 · Vehicle Maintenance	105.01	0.00	105.01	3,931.11	4,036.12
6522 · Misc Expenses	1,235.05	-5.85	1,229.20	-1,617.94	-388.74
Total 6100 · ADMINISTRATION	44,089.24	140,145.02	184,234.26	134,025.98	318,260.24
6700 · PROGRAMS					
6720 · General Assistance					
6725 · Personal Allowances (GA) Checks					
6726 · Housing Allow. (GA) Vendor Pay	0.00	0.00	0.00	15,048.95	15,048.95
6727 · GA Employment / Education	0.00	0.00	0.00	885.18	885.18
6725 · Personal Allowances (GA) Checks - Other	0.00	0.00	0.00	236,350.16	236,350.16

**Cunningham Township
FY 23 BUDGET**

Cash Basis

July 2022 through June 2023

	Supervisor Unrestri... (Town Fund)	Assessor Unrestri... (Town Fund)	Total Town Fund	GA Fund	TOTAL
Total 6725 · Personal Allowances (GA) Checks	0.00	0.00	0.00	252,284.29	252,284.29
Total 6720 · General Assistance	0.00	0.00	0.00	252,284.29	252,284.29
6730 · Housing Assistance					
6736 · Street Outreach - ESG	0.00	0.00	0.00	3,866.20	3,866.20
6739 · Program Utilities	0.00	0.00	0.00	144.75	144.75
6732 · Rental Assistance (RA)	0.00	0.00	0.00	137,188.29	137,188.29
6733 · Move-in Assistance	0.00	0.00	0.00	11,091.00	11,091.00
6734 · Rapid Rehousing - ESG	0.00	0.00	0.00	44,305.23	44,305.23
6735 · Emergency Housing - ESG	0.00	0.00	0.00	107,897.47	107,897.47
Total 6730 · Housing Assistance	0.00	0.00	0.00	304,492.94	304,492.94
6728 · Outside Services	0.00	0.00	0.00	3,546.54	3,546.54
6737 · Program Supplies - Other	0.00	0.00	0.00	2,218.53	2,218.53
6738 · Food Assistance	0.00	0.00	0.00	3,499.71	3,499.71
6729 · Transportation Assistance	0.00	0.00	0.00	4,225.01	4,225.01
6779 · Utility Expenses	0.00	0.00	0.00	39,995.93	39,995.93
6770 · Angel Donor Expenses	0.00	0.00	0.00	3,590.23	3,590.23
6778 · Solidarity Gardens	0.00	0.00	0.00	7,136.25	7,136.25
6795 · Intern/Volunteer Program	0.00	0.00	0.00	15,121.87	15,121.87
6797 · Event Expenses	1,368.99	0.00	1,368.99	5,931.45	7,300.44
6798 · Other Grants	50,670.01	0.00	50,670.01	0.00	50,670.01
Total 6700 · PROGRAMS	52,039.00	0.00	52,039.00	642,042.75	694,081.75
Total Expense	265,925.29	424,577.81	690,503.10	1,229,318.28	1,919,821.38
Net Ordinary Income	617,344.68	-424,577.81	192,766.87	227,387.10	420,153.97
Net Income	617,344.68	-424,577.81	192,766.87	227,387.10	420,153.97

Resolution No. T-2023-09-006R:

**A Resolution Authorizing the Supervisor to Sign an Agreement with the State of Illinois for the
Emergency Solutions Grant for Homeless Services (FY 24)**

WHEREAS, Cunningham Township Supervisor's Office (CTSO) has a commitment to ending homelessness, in partnership with the Continuum of Service Providers to the Homeless.

WHEREAS, To that end, CTSO operates Bridge to Home, a continuum of services for the homeless in Champaign County that includes Street and School Outreach, Emergency/Transitional Housing, Rapid Rehousing; and

WHEREAS, in fiscal years 2021 and 2022, CTSO's Bridge to Home program was funded through Emergency Solutions Grant (ESG) grants from the State of Illinois through a partnership with the City of Urbana, which played the role of fiscal sponsor; and in FY23, CTSO was awarded \$103,622.00 in ESG funding for Bridge to Home; and

WHEREAS, in FY24, CTSO was awarded \$125,331.00 in ESG funding for Bridge to Home; and

WHEREAS, State Funding is required to augment local tax levy to maintain the level of services of Bridge to Home;

NOW THEREFORE BE IT RESOLVED by the Township Board of the Town of Cunningham that the Resolution authorizing the Township Supervisor to sign necessary agreements with the State of Illinois for \$125,331.00 in Emergency Solutions Grant for Homeless Services for FY 24.

Approved this September 11, 2023 by the Township Board of the Town of Cunningham,
Champaign County, State of Illinois.

Phyllis Clark, Town Clerk

Diane Wolfe Marlin, Chair

GRANT AGREEMENT



BETWEEN
THE STATE OF ILLINOIS, DEPARTMENT OF HUMAN SERVICES
AND
CUNNINGHAM TOWNSHIP

The parties to this Grant Agreement (Agreement) are the State of Illinois (State), acting through the undersigned agency (Grantor) and CUNNINGHAM TOWNSHIP (Grantee)(collectively, the "Parties" and individually, a "Party"). The Agreement, consisting of the signature page, the parts listed below, and any additional exhibits or attachments referenced in this Agreement, constitute the entire agreement between the Parties. No promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, are binding upon either Grantee or Grantor.

PART ONE – The Uniform Terms

Article I	Definitions
Article II	Award Information
Article III	Grantee Certifications and Representations
Article IV	Payment Requirements
Article V	Scope of Award Activities/Purpose of Award
Article VI	Budget
Article VII	Allowable Costs
Article VIII	Lobbying
Article IX	Maintenance and Accessibility of Records; Monitoring
Article X	Financial Reporting Requirements
Article XI	Performance Reporting Requirements
Article XII	Audit Requirements
Article XIII	Termination; Suspension; Non-compliance
Article XIV	Subcontracts/Subawards
Article XV	Notice of Change
Article XVI	Structural Reorganization and Reconstitution of Board Membership
Article XVII	Conflict of Interest
Article XVIII	Equipment or Property
Article XIX	Promotional Materials; Prior Notification
Article XX	Insurance
Article XXI	Lawsuits and Indemnification
Article XXII	Miscellaneous
Exhibit A	Project Description
Exhibit B	Deliverables or Milestones
Exhibit C	Contact Information
Exhibit D	Performance Measures and Standards
Exhibit E	Specific Conditions

PART TWO – Grantor-Specific Terms

PART THREE – Project-Specific Terms

The Parties or their duly authorized representatives hereby execute this Agreement.

DEPARTMENT OF HUMAN SERVICES

CUNNINGHAM TOWNSHIP

By: _____
Signature of Grace B. Hou, Secretary

Date: _____

Designee Name: _____

Designee Title: Contract Obligations Analyst

By: _____
Signature of Second Grantor Approver, if applicable

Date: _____

Printed Name: _____

Printed Title: _____

Second Grantor Approver

By: _____
Signature of Authorized Representative

Date: _____

Printed Name: _____

Printed Title: _____

E-mail: nicole@cunninghamtownship.org

FEIN: 376000533

By: _____
Signature of Second Grantee Approver, if Applicable

Date: _____

Printed Name: _____

Printed Title: _____

Second Grantee Approver
(optional at Grantee's discretion)

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

PART ONE – THE UNIFORM TERMS

ARTICLE I DEFINITIONS

1.1. Definitions. Capitalized words and phrases used in this Agreement have the meanings stated in 2 CFR 200.1 unless otherwise stated below.

“Allowable Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Award” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Budget” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Catalog of State Financial Assistance” or “CSFA” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Close-out Report” means a report from the Grantee allowing Grantor to determine whether all applicable administrative actions and required work have been completed, and therefore closeout actions can commence.

“Conflict of Interest” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Cooperative Research and Development Agreement” has the same meaning as in 15 USC 3710a.

“Direct Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Financial Assistance” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“GATU” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Grant Agreement” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Grant Funds” means the Financial Assistance made available to Grantee through this Agreement.

“Grantee Portal” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Indirect Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Indirect Cost Rate” means a device for determining in a reasonable manner the proportion of Indirect Costs each Program should bear. It is a ratio (expressed as a percentage) of the Indirect Costs to a Direct Cost base. If reimbursement of Indirect Costs is allowable under an Award, Grantor will not reimburse those Indirect Costs unless Grantee has established an Indirect Cost Rate covering the applicable activities and period of time, unless Indirect Costs are reimbursed at a fixed rate.

“Indirect Cost Rate Proposal” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Obligations” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Period of Performance” has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Prior Approval" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Profit" means an entity's total revenue less its operating expenses, interest paid, depreciation, and taxes. "Profit" is synonymous with the term "net revenue."

"Program" means the services to be provided pursuant to this Agreement. "Program" is used interchangeably with "Project."

"Program Costs" means all Allowable Costs incurred by Grantee and the value of the contributions made by third parties in accomplishing the objectives of the Award during the Term of this Agreement.

"Related Parties" has the meaning set forth in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-20.

"SAM" means the federal System for Award Management (SAM), the federal repository into which an entity must provide information required for the conduct of business as a recipient.

"State Grantee Compliance Enforcement System" means the statewide framework for State agencies to manage occurrences of non-compliance with Award requirements.

"State-issued Award" means the assistance that a grantee receives directly from a State agency. The funding source of the State-issued Award can be federal pass-through, State or a combination thereof. "State-issued Award" does not include the following:

- contracts issued pursuant to the Illinois Procurement Code that a State agency uses to buy goods or services from a contractor or a contract to operate State government-owned, contractor-operated facilities;
- agreements that meet the definition of "contract" under 2 CFR 200.1 and 2 CFR 200.331, which a State agency uses to procure goods or services but are exempt from the Illinois Procurement Code due to an exemption listed under 30 ILCS 500/1-10, or pursuant to a disaster proclamation, executive order, or any other exemption permitted by law;
- amounts received for services rendered to an individual;
- Cooperative Research and Development Agreements;
- an agreement that provides only direct cash assistance to an individual;
- a subsidy;
- a loan;
- a loan guarantee; or
- insurance.

"Illinois Stop Payment List" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unallowable Cost" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unique Entity Identifier" or "UEI" has the same meaning as in 44 Ill. Admin. Code 7000.30.

ARTICLE II AWARD INFORMATION

2.1 **Term.** This Agreement shall be effective on Jul 1, 2023 and expires on Jun 30, 2024 (the TERM), unless terminated pursuant to this Agreement.

2.2 **Amount of Agreement.** Grant Funds (check one) ☐ must not exceed or ☒ are estimated to be \$125,331.00, of which \$125,331.00 are federal funds. Grantee accepts Grantor's payment as specified in this ARTICLE.

2.3 **Payment.** Payment will be made as follows (see additional payment requirements in ARTICLE IV; additional payment provisions specific to this Award may be included in **PART TWO** or **PART THREE**):

Refer to "Exhibit F - Payment" for your organization's payment terms for this award

2.4 **Identification Numbers.** If applicable, the Federal Award Identification Number (FAIN) is See ExhibitA, the Federal awarding agency is See ExhibitA, and the Federal Award date is See ExhibitA. If applicable, the Assistance Listing Program Title is See ExhibitA and Assistance Listing Number is See ExhibitA. The Catalog of State Financial Assistance (CSFA) Number is See ExhibitA and CSFA Name is See ExhibitA. If applicable, the State Award Identification Number (SAIN) is not applicable.

ARTICLE III GRANTEE CERTIFICATIONS AND REPRESENTATIONS

3.1. **Registration Certification.** Grantee certifies that: (i) it is registered with SAM and X2PSLALF97U2 is Grantee's correct UEI; (ii) it is in good standing with the Illinois Secretary of State, if applicable; and (iii) Grantee has successfully completed the annual registration and prequalification through the Grantee Portal.

Grantee must remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements changes, or the certifications made in and information provided in the uniform grant application changes, Grantee must notify Grantor in accordance with ARTICLE XV.

3.2. **Tax Identification Certification.** Grantee certifies that: 37-6000533 is Grantee's correct federal employer identification number (FEIN) or Social Security Number. Grantee further certifies, if applicable: (a) that Grantee is not subject to backup withholding because (i) Grantee is exempt from backup withholding, or (ii) Grantee has not been notified by the Internal Revenue Service (IRS) that Grantee is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Grantee that Grantee is no longer subject to backup withholding; and (b) Grantee is a U.S. citizen or other U.S. person. Grantee is doing business as a (check one):

- | | |
|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Pharmacy-Non Corporate |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery Corp. |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Tax Exempt |
| <input type="checkbox"/> Corporation (includes Not For Profit) | <input type="checkbox"/> Limited Liability Company (select applicable tax classification) |
| <input type="checkbox"/> Medical Corporation | <input type="checkbox"/> P = partnership |
| <input checked="" type="checkbox"/> Governmental Unit | <input type="checkbox"/> C = corporation |
| <input type="checkbox"/> Estate or Trust | |

If Grantee has not received a payment from the State of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

3.3. Compliance with Uniform Grant Rules. Grantee certifies that it must adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are published in Title 2, Part 200 of the Code of Federal Regulations (2 CFR Part 200) and are incorporated herein by reference. 44 Ill. Admin. Code 7000.40(c)(1)(A). The requirements of 2 CFR Part 200 apply to the Grant Funds awarded through this Agreement, regardless of whether the original source of the funds is State or federal, unless an exception is noted in federal or State statutes or regulations. 30 ILCS 708/5(b).

3.4. Representations and Use of Funds. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement must be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions will be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

3.5. Specific Certifications. Grantee is responsible for compliance with the enumerated certifications in this Paragraph to the extent that the certifications apply to Grantee.

(a) **Bribery.** Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor made an admission of guilt of such conduct which is a matter of record.

(b) **Bid Rigging.** Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 2012 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).

(c) **Debt to State.** Grantee certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because Grantee, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless Grantee, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt.

(d) **International Boycott.** Grantee certifies that neither it nor any substantially owned affiliated company is participating or will participate in an international boycott in violation of the provision of the Anti-Boycott Act of 2018, Part II of the Export Control Reform Act of 2018 (50 USC 4841 through 4843), and the anti-boycott provisions set forth in Part 760 of the federal Export Administration Regulations (15 CFR Parts 730 through 774).

(e) **Discriminatory Club Dues or Fees.** Grantee certifies that it is not prohibited from receiving an Award because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses employees or agents for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/2).

(f) **Pro-Children Act.** Grantee certifies that it is in compliance with the Pro-Children Act of 2001 in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education or library services to children under the age of eighteen (18) (except such portions of the facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

(g) **Drug-Free Workplace.** If Grantee is not an individual, Grantee certifies it will provide a

drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3. If Grantee is an individual and this Agreement is valued at more than \$5,000, Grantee certifies it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the Agreement. 30 ILCS 580/4. Grantee further certifies that if it is a recipient of federal pass-through funds, it is in compliance with the government-wide requirements for a drug-free workplace as set forth in 41 USC 8103.

(h) **Motor Voter Law.** Grantee certifies that it is in full compliance with the terms and provisions of the National Voter Registration Act of 1993 (52 USC 20501 *et seq.*).

(i) **Clean Air Act and Clean Water Act.** Grantee certifies that it is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC 7401 *et seq.*) and the Federal Water Pollution Control Act, as amended (33 USC 1251 *et seq.*).

(j) **Debarment.** Grantee certifies that it is not debarred, suspended, proposed for debarment or permanent inclusion on the Illinois Stop Payment List, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency (2 CFR 200.205(a)), or by the State (30 ILCS 708/25(6)(G)).

(k) **Non-procurement Debarment and Suspension.** Grantee certifies that it is in compliance with Subpart C of 2 CFR Part 180 as supplemented by 2 CFR Part 376, Subpart C.

(l) **Health Insurance Portability and Accountability Act.** Grantee certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, and the Social Security Act, 42 USC 1320d-2 through 1320d-7), in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information. Grantee must maintain, for a minimum of six (6) years, all protected health information.

(m) **Criminal Convictions.** Grantee certifies that:

(i) Neither it nor a managerial agent of Grantee (for non-governmental grantees only, this includes any officer, director or partner of Grantee) has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction; and

(ii) It must disclose to Grantor all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this Award. Failure to disclose may result in remedial actions as stated in the Grant Accountability and Transparency Act. 30 ILCS 708/40. Additionally, if Grantee receives over \$10 million in total federal Financial Assistance, during the period of this Award, Grantee must maintain the currency of information reported to SAM regarding civil, criminal or administrative proceedings as required by 2 CFR 200.113 and Appendix XII of 2 CFR Part 200, and 30 ILCS 708/40.

(n) **Federal Funding Accountability and Transparency Act of 2006 (FFATA).** Grantee certifies that it is in compliance with the terms and requirements of 31 USC 6101 with respect to Federal Awards greater than or equal to \$30,000. A FFATA subaward report must be filed by the end of the month following the month in which the award was made.

(o) **Illinois Works Review Panel.** For Awards made for public works projects, as defined in

the Illinois Works Jobs Program Act, Grantee certifies that it and any contractor(s) or subcontractor(s) that performs work using funds from this Award, must, upon reasonable notice, appear before and respond to requests for information from the Illinois Works Review Panel. 30 ILCS 559/20-25(d).

(p) **Anti-Discrimination.** Grantee certifies that its employees and subcontractors under subcontract made pursuant to this Agreement, must comply with all applicable provisions of State and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code 750- Appendix A, which is incorporated herein; Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*); Civil Rights Act of 1964 (as amended) (42 USC 2000a - 2000h-6); Section 504 of the Rehabilitation Act of 1973 (29 USC 794); Americans with Disabilities Act of 1990 (as amended) (42 USC 12101 *et seq.*); and the Age Discrimination Act of 1975 (42 USC 6101 *et seq.*).

(q) **Internal Revenue Code and Illinois Income Tax Act.** Grantee certifies that it complies with all provisions of the federal Internal Revenue Code (26 USC 1), the Illinois Income Tax Act (35 ILCS 5), and all regulations and rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

ARTICLE IV PAYMENT REQUIREMENTS

4.1. **Availability of Appropriation; Sufficiency of Funds.** This Agreement is contingent upon and subject to the availability of sufficient funds. Grantor may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to Grantor by the State or the federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or Grantor determines that funds will not or may not be available for payment. Grantor must provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Paragraph will be effective upon the date of the written notice unless otherwise indicated.

4.2. **Pre-Award Costs.** Pre-award costs are not permitted unless specifically authorized by Grantor in **Exhibit A, PART TWO** or **PART THREE** of this Agreement. If they are authorized, pre-award costs must be charged to the initial Budget Period of the Award, unless otherwise specified by Grantor. 2 CFR 200.458.

4.3. **Return of Grant Funds.** Grantee must liquidate all Obligations incurred under the Award within forty-five (45) days of the end of the Period of Performance, or in the case of capital improvement Awards, within forty-five (45) days of the end of the time period the Grant Funds are available for expenditure or obligation, unless Grantor permits a longer period in **PART TWO OR PART THREE**.

4.4. **Cash Management Improvement Act of 1990.** Unless notified otherwise in **PART TWO** or **PART THREE**, Grantee must manage federal funds received under this Agreement in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 *et seq.*) and any other applicable federal laws or regulations. 2 CFR 200.305; 44 Ill. Admin. Code 7000.120.

4.5. **Payments to Third Parties.** Grantor will have no liability to Grantee when Grantor acts in good faith to redirect all or a portion of any Grantee payment to a third party. Grantor will be deemed to have acted in good faith when it is in possession of information that indicates Grantee authorized Grantor to intercept or redirect payments to a third party or when so ordered by a court of competent jurisdiction.

4.6. Modifications to Estimated Amount. If the Agreement amount is established on an estimated basis, then it may be increased by mutual agreement at any time during the Term. Grantor may decrease the estimated amount of this Agreement at any time during the Term if (i) Grantor believes Grantee will not use the funds during the Term, (ii) Grantor believes Grantee has used Grant Funds in a manner that was not authorized by this Agreement, (iii) sufficient funds for this Agreement have not been appropriated or otherwise made available to Grantor by the State or the federal funding source, (iv) the Governor or Grantor reserves funds, or (v) the Governor or Grantor determines that funds will or may not be available for payment. Grantee will be notified, in writing, of any adjustment of the estimated amount of this Agreement. In the event of such reduction, services provided by Grantee under **Exhibit A** may be reduced accordingly. Grantor must pay Grantee for work satisfactorily performed prior to the date of the notice regarding adjustment. 2 CFR 200.308.

4.7. Interest.

(a) All interest earned on Grant Funds held by a Grantee will be treated in accordance with 2 CFR 200.305(b)(9), unless otherwise provided in **PART TWO** or **PART THREE**. Grantee must remit annually any amount due in accordance with 2 CFR 200.305(b)(9) or to Grantor, as applicable.

(b) Grant Funds must be placed in an insured account, whenever possible, that bears interest, unless exempted under 2 CFR 200.305(b)(8).

4.8. Timely Billing Required. Grantee must submit any payment request to Grantor within fifteen (15) days of the end of the quarter, unless another billing schedule is specified in **ARTICLE II, PART TWO**, or **PART THREE**. Failure to submit such payment request timely will render the amounts billed Unallowable Costs which Grantor cannot reimburse. In the event that Grantee is unable, for good cause, to submit its payment request timely, Grantee shall timely notify Grantor and may request an extension of time to submit the payment request. Grantor's approval of Grantee's request for an extension shall not be unreasonably withheld.

4.9. Certification. Pursuant to 2 CFR 200.415, each invoice and report submitted by Grantee (or subrecipient) must contain the following certification by an official authorized to legally bind Grantee (or subrecipient):

By signing this report [or payment request or both], I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any other expenditure described herein is considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

ARTICLE V
SCOPE OF AWARD ACTIVITIES/PURPOSE OF AWARD

5.1. Scope of Award Activities/Purpose of Award. Grantee must perform as described in this Agreement, including as described in Exhibit A (Project Description), Exhibit B (Deliverables or Milestones), and Exhibit D (Performance Measures and Standards), as applicable. Grantee must further comply with all terms and conditions set forth in the Notice of State Award (44 Ill. Admin. Code 7000.360) which is incorporated herein by reference. All Grantor-specific provisions and programmatic reporting required under this Agreement are described in **PART TWO** (Grantor-Specific Terms). All Project-specific provisions and reporting required under this Agreement are described in **PART THREE** (Project-Specific Terms).

5.2. Scope Revisions. Grantee must obtain Prior Approval from Grantor whenever a scope revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b)(2). All requests for scope revisions that require Grantor approval must be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. 2 CFR 200.308.

5.3. Specific Conditions. If applicable, specific conditions required after a risk assessment are included in Exhibit E. Grantee must adhere to the specific conditions listed therein. 44 Ill. Admin. Code 7000.340(e).

ARTICLE VI BUDGET

6.1. Budget. The Budget submitted by Grantee at application, or a revised Budget subsequently submitted and approved by Grantor, is considered final and is incorporated herein by reference.

6.2. Budget Revisions. Grantee must obtain Prior Approval, whether mandated or discretionary, from Grantor whenever a Budget revision, is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b). All requests for Budget revisions that require Grantor approval must be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval.

6.3. Notification. Within thirty (30) calendar days from the date of receipt of the request for Budget revisions, Grantor will review the request and notify Grantee whether the Budget revision has been approved, denied, or the date upon which a decision will be reached. 44 Ill. Admin. Code 7000.370(b)(7).

ARTICLE VII ALLOWABLE COSTS

7.1. Allowability of Costs; Cost Allocation Methods. The allowability of costs and cost allocation methods for work performed under this Agreement will be determined in accordance with 2 CFR Part 200 Subpart E and Appendices III, IV, V, and VII.

7.2. Indirect Cost Rate Submission.

(a) All grantees, except for Local Education Agencies (as defined in 34 CFR 77.1), must make an Indirect Cost Rate election in the Grantee Portal, even grantees that do not charge or expect to charge Indirect Costs. 44 Ill. Admin. Code 7000.420(e).

(i) Waived and de minimis Indirect Cost Rate elections will remain in effect until Grantee elects a different option.

(b) Grantee must submit an Indirect Cost Rate Proposal in accordance with federal and State regulations, in a format prescribed by Grantor. For grantees who have never negotiated an Indirect Cost Rate before, the Indirect Cost Rate Proposal must be submitted for approval no later than three months after the effective date of the Award. For grantees who have previously negotiated an Indirect Cost Rate, the Indirect Cost Rate Proposal must be submitted for approval within 180 days of Grantee's fiscal year end, as dictated in the applicable appendices, such as:

- (i) Appendix VII to 2 CFR Part 200 governs Indirect Cost Rate Proposals for state and Local Governments and Indian Tribes,
- (ii) Appendix III to 2 CFR Part 200 governs Indirect Cost Rate Proposals for public and private institutions of higher education,
- (iii) Appendix IV to 2 CFR Part 200 governs Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, and
- (iv) Appendix V to 2 CFR Part 200 governs state/Local Governmentwide Central Service Cost Allocation Plans.

(c) A grantee who has a current, applicable rate negotiated by a cognizant federal agency must provide to Grantor a copy of its Indirect Cost Rate acceptance letter from the federal government and a copy of all documentation regarding the allocation methodology for costs used to negotiate that rate, e.g., without limitation, the cost policy statement or disclosure narrative statement. Grantor will accept that Indirect Cost Rate, up to any statutory, rule-based or programmatic limit.

(d) A grantee who does not have a current negotiated rate, may elect to charge a de minimis rate of 10% of Modified Total Direct Cost which may be used indefinitely. No documentation is required to justify the 10% de minimis Indirect Cost Rate. 2 CFR 200.414(f).

7.3. Transfer of Costs. Cost transfers between Grants, whether as a means to compensate for cost overruns or for other reasons, are unallowable. 2 CFR 200.451.

7.4. Commercial Organization Cost Principles. The federal cost principles and procedures for cost analysis and the determination, negotiation and allowance of costs that apply to commercial organizations are set forth in 48 CFR Part 31.

7.5. Financial Management Standards. The financial management systems of Grantee must meet the following standards:

(a) **Accounting System.** Grantee organizations must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state- and federally-funded Program. Accounting records must contain information pertaining to State and federal pass-through awards, authorizations, Obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly. Cash contributions to the Program from third parties must be accounted for in the general ledger with other Grant Funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. To comply with 2 CFR 200.305(b)(7)(i) and 30 ILCS 708/97, Grantee must use reasonable efforts to ensure that funding streams are delineated within Grantee's accounting system. 2 CFR 200.302.

(b) **Source Documentation.** Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and

subaward documentation. All supporting documentation must be clearly identified with the Award and general ledger accounts which are to be charged or credited.

- (i) The documentation standards for salary charges to Grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the Grantee's organization.
- (ii) If records do not meet the standards in 2 CFR 200.430, then Grantor may notify Grantee in **PART TWO, PART THREE** or **Exhibit E** of the requirement to submit personnel activity reports. 2 CFR 200.430(i)(8). Personnel activity reports must account on an after-the-fact basis for one hundred percent (100%) of the employee's actual time, separately indicating the time spent on the Award, other grants or projects, vacation or sick leave, and administrative time, if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records must be used to record the distribution of salary costs to the appropriate accounts no less frequently than quarterly.
- (iii) Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of Grantee.
- (iv) If third party in-kind (non-cash) contributions are used for Award purposes, the valuation of these contributions must be supported with adequate documentation.

(c) **Internal Control.** Grantee must maintain effective control and accountability for all cash, real and personal property, and other assets. Grantee must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantee must also have systems in place that provide reasonable assurance that the information is accurate, allowable, and compliant with the terms and conditions of this Agreement. 2 CFR 200.303.

(d) **Budget Control.** Grantee must maintain records of expenditures for each Award by the cost categories of the approved Budget (including Indirect Costs that are charged to the Award), and actual expenditures are to be compared with budgeted amounts at least quarterly.

(e) **Cash Management.** Requests for advance payment must be limited to Grantee's immediate cash needs. Grantee must have written procedures to minimize the time elapsing between the receipt and the disbursement of Grant Funds to avoid having excess funds on hand. 2 CFR 200.305.

7.6. **Profits.** It is not permitted for any person or entity to earn a Profit from an Award. *See, e.g.,* 2 CFR 200.400(g); *see also* 30 ILCS 708/60(a)(7).

7.7. **Management of Program Income.** Grantee is encouraged to earn income to defray Program Costs where appropriate, subject to 2 CFR 200.307.

ARTICLE VIII LOBBYING

8.1. **Improper Influence.** Grantee certifies that it will not use and has not used Grant Funds to influence or attempt to influence an officer or employee of any government agency or a member or employee of the State or federal legislature in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if

applicable.

8.2. Federal Form LLL. If any federal funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

8.3. Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs must be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

8.4. Procurement Lobbying. Grantee warrants and certifies that it and, to the best of its knowledge, its subrecipients have complied and will comply with Illinois Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

8.5. Subawards. Grantee must include the language of this ARTICLE in the award documents for any subawards made pursuant to this Award at all tiers. All subrecipients are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Grantee must forward all disclosures by contractors regarding this certification to Grantor.

8.6. Certification. This certification is a material representation of fact upon which reliance was placed to enter into this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications will be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

ARTICLE IX MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING

9.1. Records Retention. Grantee must maintain for three (3) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with 2 CFR 200.334, unless a different retention period is specified in 2 CFR 200.334, 44 Ill. Admin. Code 7000.430(a) and (b) or **PART TWO** or **PART THREE**. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

9.2. Accessibility of Records. Grantee, in compliance with 2 CFR 200.337 and 44 Ill. Admin. Code 7000.430(f), must make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized Grantor representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, Grantor's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by Grantor (including auditors), by the State of Illinois or by federal statute. Grantee must cooperate fully in any such audit or inquiry.

9.3. Failure to Maintain Books and Records. Failure to maintain books, records and supporting documentation, as described in this ARTICLE, establishes a presumption in favor of the State for the recovery of any Grant Funds paid by the State under this Agreement for which adequate books, records and supporting

documentation are not available to support disbursement.

9.4. Monitoring and Access to Information. Grantee must monitor its activities to assure compliance with applicable state and federal requirements and to assure its performance expectations are being achieved. Grantor will monitor the activities of Grantee to assure compliance with all requirements and performance expectations of the Award. Grantee must timely submit all financial and performance reports, and must supply, upon Grantor's request, documents and information relevant to the Award. Grantor may make site visits as warranted by Program needs. 2 CFR 200.329; 200.332. Additional monitoring requirements may be in PART TWO or PART THREE.

ARTICLE X FINANCIAL REPORTING REQUIREMENTS

10.1. Required Periodic Financial Reports. Grantee must submit financial reports as requested and in the format required by Grantor no later than the due date(s) specified in PART TWO or PART THREE. Grantee must submit quarterly reports with Grantor describing the expenditure(s) of the funds related thereto, unless more frequent reporting is required by the Grantee due to the funding source or pursuant to specific award conditions. 2 CFR 200.208. Any report required by 30 ILCS 708/125 may be detailed in PART TWO or PART THREE.

10.2. Financial Close-out Report.

(a) Grantee must submit a financial Close-out Report, in the format required by Grantor, by the due date specified in PART TWO or PART THREE, which must be no later than sixty (60) calendar days following the end of the Period of Performance for this Agreement or Agreement termination. The format of this financial Close-out Report must follow a format prescribed by Grantor. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b).

(b) If an audit or review of Grantee occurs and results in adjustments after Grantee submits a Close-out Report, Grantee must submit a new financial Close-out Report based on audit adjustments, and immediately submit a refund to Grantor, if applicable. 2 CFR 200.345; 44 Ill. Admin. Code 7000.450.

10.3. Effect of Failure to Comply. Failure to comply with the reporting requirements in this Agreement may cause a delay or suspension of funding or require the return of improper payments or Unallowable Costs, and will be considered a material breach of this Agreement. Grantee's failure to comply with ARTICLE X, ARTICLE XI, or ARTICLE XVII will be considered prima facie evidence of a breach and may be admitted as such, without further proof, into evidence in an administrative proceeding before Grantor, or in any other legal proceeding. Grantee should refer to the State Grantee Compliance Enforcement System for policy and consequences for failure to comply. 44 Ill. Admin. Code 7000.80.

ARTICLE XI PERFORMANCE REPORTING REQUIREMENTS

11.1. Required Periodic Performance Reports. Grantee must submit performance reports as requested and in the format required by Grantor no later than the due date(s) specified in PART TWO or PART THREE. 44 Ill. Admin. Code 7000.410. Grantee must report to Grantor on the performance measures listed in Exhibit D, PART TWO or PART THREE at the intervals specified by Grantor, which must be no less frequent than annually and no more frequent than quarterly, unless otherwise specified in PART TWO, PART THREE, or Exhibit E pursuant to

specific award conditions. For certain construction-related Awards, such reports may be exempted as identified in **PART TWO** or **PART THREE**. 2 CFR 200.329.

11.2. Performance Close-out Report. Grantee must submit a performance Close-out Report, in the format required by Grantor by the due date specified in **PART TWO** or **PART THREE**, which must be no later than 60 calendar days following the end of the Period of Performance or Agreement termination. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b).

11.3. Content of Performance Reports. Pursuant to 2 CFR 200.329(b) and (c), all performance reports must relate the financial data and accomplishments to the performance goals and objectives of this Award and also include the following: a comparison of actual accomplishments to the objectives of the Award established for the period; where the accomplishments can be quantified, a computation of the cost and demonstration of cost effective practices (e.g., through unit cost data); performance trend data and analysis if required; and reasons why established goals were not met, if appropriate. Additional content and format guidelines for the performance reports will be determined by Grantor contingent on the Award's statutory, regulatory and administrative requirements, and are included in **PART TWO** or **PART THREE** of this Agreement.

ARTICLE XII AUDIT REQUIREMENTS

12.1. Audits. Grantee is subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor's Office of Management and Budget. 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

12.2. Consolidated Year-End Financial Reports (CYEFR). All grantees must complete and submit a CYEFR through the Grantee Portal, except those exempted by federal or State statute or regulation, as set forth in **PART TWO** or **PART THREE**. The CYEFR is a required schedule in Grantee's audit report if Grantee is required to complete and submit an audit report as set forth herein.

(a) Grantee's CYEFR must cover the same period as the audited financial statements, if required, and must be submitted in accordance with the audit schedule at 44 Ill. Admin. Code 7000.90. If Grantee is not required to complete audited financial statements, the CYEFR must cover Grantee's fiscal year and must be submitted within 6 months of the Grantee's fiscal year-end.

(b) The CYEFR must include an in relation to opinion from the auditor of the financial statements included in the audit.

(c) The CYEFR must follow a format prescribed by Grantor.

12.3. Entities That Are Not "For-Profit".

(a) This Paragraph applies to Grantees that are not "for-profit" entities.

(b) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends \$750,000 or more in federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse, as

required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters issued by the auditors and their respective corrective action plans if significant deficiencies or material weaknesses are identified, and the CYEFR(s) must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$750,000 in federal Awards, Grantee is subject to the following audit requirements:

(i) If, during its fiscal year, Grantee expends \$500,000 or more in State-issued Awards, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to additional requirements in PART TWO, PART THREE or Exhibit E based on Grantee's risk profile.

(ii) If, during its fiscal year, Grantee expends less than \$500,000 in State-issued Awards, but expends \$300,000 or more in State-issued Awards, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards (GAAS).

(iii) If Grantee is a Local Education Agency (as defined in 34 CFR 77.1), Grantee must have a financial statement audit conducted in accordance with GAGAS, as required by 23 Ill. Admin. Code 100.110, regardless of the dollar amount of expenditures of State-issued Awards.

(iv) If Grantee does not meet the requirements in subsections 12.3(b) and 12.3(c)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.

(v) Grantee must submit its financial statement audit report packet, as set forth in 44 Ill. Admin. Code 7000.90(h)(2) and the current GATA audit manual, to the Grantee Portal within the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) six (6) months after the end of Grantee's audit period.

12.4. "For-Profit" Entities.

(a) This Paragraph applies to Grantees that are "for-profit" entities.

(b) Program-Specific Audit. If, during its fiscal year, Grantee expends \$750,000 or more in federal pass-through funds from State-issued Awards, Grantee must have a program-specific audit conducted in accordance with 2 CFR 200.507. The auditor must audit federal pass-through programs with federal pass-through Awards expended that, in the aggregate, cover at least 50 percent (0.50) of total federal pass-through Awards expended. The audit report packet must be completed as described in 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90 and the current GATA audit manual, and must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$750,000 in federal pass-through funds from State-issued Awards, Grantee must follow all of the audit requirements in Paragraphs 12.3(c)(i)-(v), above.

(d) Publicly-Traded Entities. If Grantee is a publicly-traded company, Grantee is not subject to the single audit or program-specific audit requirements, but must submit its annual audit conducted in accordance with its regulatory requirements.

12.5. Performance of Audits. For those organizations required to submit an independent audit report, the audit must be conducted by the Illinois Auditor General (as required for certain governmental entities only), or a Certified Public Accountant or Certified Public Accounting Firm licensed in the State of Illinois or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to GAGAS or Generally Accepted Auditing Standards, Grantee must request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter. Grantee must follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

12.6. Delinquent Reports. When audit reports or financial statements required under this ARTICLE are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they must be provided to Grantor within thirty (30) days of becoming available. Grantee should refer to the State Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

ARTICLE XIII TERMINATION; SUSPENSION; NON-COMPLIANCE

13.1. Termination.

- (a) Either Party may terminate this Agreement, in whole or in part, upon thirty (30) calendar days' prior written notice to the other Party.
- (b) If terminated by the Grantee, Grantee must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If Grantor determines in the case of a partial termination that the reduced or modified portion of the Award will not accomplish the purposes for which the Award was made, Grantor may terminate the Agreement in its entirety. 2 CFR 200.340(a)(4).
- (c) This Agreement may be terminated, in whole or in part, by Grantor:
 - (i) Pursuant to a funding failure under Paragraph 4.1;
 - (ii) If Grantee fails to comply with the terms and conditions of this or any Award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any Award; or
 - (iii) If the Award no longer effectuates the Program goals or agency priorities as set forth in **Exhibit A, PART TWO** or **PART THREE**.

13.2. Suspension. Grantor may suspend this Agreement, in whole or in part, pursuant to a funding failure under Paragraph 4.1 or if the Grantee fails to comply with terms and conditions of this or any Award. If suspension is due to Grantee's failure to comply, Grantor may withhold further payment and prohibit Grantee from incurring additional Obligations pending corrective action by Grantee or a decision to terminate this Agreement by Grantor. Grantor may allow necessary and proper costs that Grantee could not reasonably avoid during the period of suspension.

13.3. Non-compliance. If Grantee fails to comply with the U.S. Constitution, applicable statutes, regulations or the terms and conditions of this or any Award, Grantor may impose additional conditions on Grantee, as described in 2 CFR 200.208. If Grantor determines that non-compliance cannot be remedied by

imposing additional conditions, Grantor may take one or more of the actions described in 2 CFR 200.339. The Parties must follow all Grantor policies and procedures regarding non-compliance, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 44 Ill. Admin. Code 7000.80 and 7000.260.

13.4. Objection. If Grantor suspends or terminates this Agreement, in whole or in part, for cause, or takes any other action in response to Grantee's non-compliance, Grantee may avail itself of any opportunities to object and challenge such suspension, termination or other action by Grantor in accordance with any applicable processes and procedures, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 2 CFR 200.342; 44 Ill. Admin. Code 7000.80 and 7000.260.

13.5. Effects of Suspension and Termination.

(a) Grantor may credit Grantee for allowable expenditures incurred in the performance of authorized services under this Agreement prior to the effective date of a suspension or termination.

(b) Except as set forth in subparagraph (c), below, Grantee must not incur any costs Obligations that require the use of Grant Funds after the effective date of a suspension or termination, and must cancel as many outstanding Obligations as possible.

(c) Costs to Grantee resulting from Obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless Grantor expressly authorizes them in the notice of suspension or termination or subsequently . However, Grantor may allow costs during a suspension or after termination if:

(i) The costs result from Obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or termination, and the costs would be allowable if the Agreement was not suspended or terminated prematurely. 2 CFR 200.343.

13.6. Close-out of Terminated Agreements. If this Agreement is terminated, in whole or in part, the Parties must comply with all close-out and post-termination requirements of this Agreement. 2 CFR 200.340(d).

ARTICLE XIV SUBCONTRACTS/SUBAWARDS

14.1. Subcontracting/Subrecipients/Delegation. Grantee must not subcontract nor issue a subaward for any portion of this Agreement nor delegate any duties hereunder without Prior Approval of Grantor. The requirement for Prior Approval is satisfied if the subcontractor or subrecipient has been identified in the uniform grant application, such as, without limitation, a Project description, and Grantor has approved. Grantee must notify any potential subrecipient that the subrecipient must obtain and provide to the Grantee a Unique Entity Identifier prior to receiving a subaward. 2 CFR 25.300.

14.2. Application of Terms. If Grantee enters into a subaward agreement with a subrecipient, Grantee must notify the subrecipient of the applicable laws and regulations and terms and conditions of this Award by attaching this Agreement to the subaward agreement. The terms of this Agreement apply to all subawards authorized in accordance with Paragraph 14.1. 2 CFR 200.101(b)(2).

14.3. Liability as Guaranty. Grantee will be liable as guarantor for any Grant Funds it obligates to a

subrecipient or subcontractor pursuant to this ARTICLE in the event Grantor determines the funds were either misspent or are being improperly held and the subrecipient or subcontractor is insolvent or otherwise fails to return the funds. 2 CFR 200.345; 30 ILCS 705/6; 44 Ill. Admin. Code 7000.450(a).

ARTICLE XV NOTICE OF CHANGE

15.1. Notice of Change. Grantee must notify Grantor if there is a change in Grantee's legal status, FEIN, UEI, SAM registration status, Related Parties, senior management (for non-governmental grantees only) or address. If the change is anticipated, Grantee must give thirty (30) days' prior written notice to Grantor. If the change is unanticipated, Grantee must give notice as soon as practicable thereafter. Grantor reserves the right to take any and all appropriate action as a result of such change(s).

15.2. Failure to Provide Notification. To the extent permitted by Illinois law (see Paragraph 21.2), Grantee must hold harmless Grantor for any acts or omissions of Grantor resulting from Grantee's failure to notify Grantor as required by Paragraph 15.1.

15.3. Notice of Impact. Grantee must notify Grantor in writing of any event, including, by not limited to, becoming a party to litigation, an investigation, or transaction that may have a material impact on Grantee's ability to perform under this Agreement. Grantee must provide notice to Grantor as soon as possible, but no later than five (5) days after Grantee becomes aware that the event may have a material impact.

15.4. Effect of Failure to Provide Notice. Failure to provide the notice described in this ARTICLE is grounds for termination of this Agreement and any costs incurred after the date notice should have been given may be disallowed.

ARTICLE XVI STRUCTURAL REORGANIZATION AND RECONSTITUTION OF BOARD MEMBERSHIP

16.1. Effect of Reorganization. This Agreement is made by and between Grantor and Grantee, as Grantee is currently organized and constituted. Grantor does not agree to continue this Agreement, or any license related thereto, should Grantee significantly reorganize or otherwise substantially change the character of its corporate structure, business structure or governance structure. Grantee must give Grantor prior notice of any such action or changes significantly affecting its overall structure or, for non-governmental grantees only, management makeup (for example, a merger or a corporate restructuring), and must provide all reasonable documentation necessary for Grantor to review the proposed transaction including financial records and corporate and shareholder minutes of any corporation which may be involved. Grantor reserves the right to terminate the Agreement based on whether the newly organized entity is able to carry out the requirements of the Award. This ARTICLE does not require Grantee to report on minor changes in the makeup of its board membership or governance structure, as applicable. Nevertheless, **PART TWO** or **PART THREE** may impose further restrictions. Failure to comply with this ARTICLE constitutes a material breach of this Agreement.

ARTICLE XVII CONFLICT OF INTEREST

17.1. Required Disclosures. Grantee must immediately disclose in writing any potential or actual Conflict of Interest to Grantor. 2 CFR 200.113; 30 ILCS 708/35.

17.2. Prohibited Payments. Payments made by Grantor under this Agreement must not be used by Grantee to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. In addition, where Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee must request permission from Grantor to compensate, directly or indirectly, any person employed by an office or agency of the State of Illinois. An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and State universities. An instrumentality of the State of Illinois does not include, without limitation, units of Local Government and related entities.

17.3. Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 17.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and that Grantor may grant an such exemption subject to additional terms and conditions as Grantor may require.

ARTICLE XVIII EQUIPMENT OR PROPERTY

18.1. Purchase of Equipment. For any equipment purchased in whole or in part with Grant Funds, if Grantor determines that Grantee has not met the conditions of 2 CFR 200.439, the costs for such equipment will be disallowed. Grantor must notify Grantee in writing that the purchase of equipment is disallowed.

18.2. Prohibition against Disposition/Encumbrance. Any equipment, material, or real property that Grantee purchases or improves with Grant Funds must not be sold, transferred, encumbered (other than original financing) or otherwise disposed of during the Award Term without Prior Approval of Grantor unless a longer period is required in **PART TWO** or **PART THREE** and permitted by 2 CFR Part 200 Subpart D. Use or disposition of real property acquired or improved using Grant Funds must comply with the requirements of 2 CFR 200.311. Real property, equipment, and intangible property that are acquired or improved in whole or in part using Grant Funds are subject to the provisions of 2 CFR 200.316. Grantor may require the Grantee to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with this Award and that use and disposition conditions apply to the property.

18.3. Equipment and Procurement. Grantee must comply with the uniform standards set forth in 2 CFR 200.310–200.316 governing the management and disposition of property, the cost of which was supported by Grant Funds. Any waiver from such compliance must be granted by either the President’s Office of Management and Budget, the Governor’s Office of Management and Budget, or both, depending on the source of the Grant Funds used. Additionally, Grantee must comply with the standards set forth in 2 CFR 200.317-200.326 to establish procedures to use Grant Funds for the procurement of supplies and other expendable property, equipment, real property and other services.

18.4. Equipment Instructions. Grantee must obtain disposition instructions from Grantor when equipment, purchased in whole or in part with Grant Funds, is no longer needed for their original purpose. Notwithstanding anything to the contrary contained in this Agreement, Grantor may require transfer of any equipment to Grantor or a third party for any reason, including, without limitation, if Grantor terminates the Award or Grantee no longer conducts Award activities. Grantee must properly maintain, track, use, store and insure the equipment according to applicable best practices, manufacturer’s guidelines, federal and state laws or rules, and Grantor requirements stated herein.

18.5. Domestic Preferences for Procurements. In accordance with 2 CFR 200.322, as appropriate and to the extent consistent with law, Grantee must, to the greatest extent practicable under this Award, provide a

preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this Paragraph must be included in all subawards and in all contracts and purchase orders for work or products under this Award.

ARTICLE XIX PROMOTIONAL MATERIALS; PRIOR NOTIFICATION

19.1. Promotional and Written Materials. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). In the event that Grant Funds are used in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, Grantee must obtain Prior Approval for the use of those funds (2 CFR 200.467) and must include in these publications, announcements, reports, flyers, brochures and all other such material, the phrase "Funding provided in whole or in part by the [Grantor]." 2 CFR 200.467. Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

19.2. Prior Notification/Release of Information. Grantee must notify Grantor ten (10) days prior to issuing public announcements or press releases concerning work performed pursuant to this Agreement, or funded in whole or in part by this Agreement, and must cooperate with Grantor in joint or coordinated releases of information.

ARTICLE XX INSURANCE

20.1. Maintenance of Insurance. Grantee must maintain in full force and effect during the Term of this Agreement casualty and bodily injury insurance, as well as insurance sufficient to cover the replacement cost of any and all real or personal property, or both, purchased or, otherwise acquired, or improved in whole or in part, with funds disbursed pursuant to this Agreement. 2 CFR 200.310. Additional insurance requirements may be detailed in **PART TWO** or **PART THREE**.

20.2. Claims. If a claim is submitted for real or personal property, or both, purchased in whole with funds from this Agreement and such claim results in the recovery of money, such money recovered must be surrendered to Grantor.

ARTICLE XXI LAWSUITS AND INDEMNIFICATION

21.1. Independent Contractor. Neither Grantee nor any employee or agent of Grantee acquires any employment rights with Grantor by virtue of this Agreement. Grantee must provide the agreed services and achieve the specified results free from the direction or control of Grantor as to the means and methods of performance. Grantee must provide its own equipment and supplies necessary to conduct its business; provided, however, that in the event, for its convenience or otherwise, Grantor makes any such equipment or supplies available to Grantee, Grantee's use of such equipment or supplies provided by Grantor pursuant to this Agreement is strictly limited to official Grantor or State of Illinois business and not for any other purpose, including any personal benefit or gain.

21.2. Indemnification and Liability.

(a) **Non-governmental entities.** This subparagraph applies only if Grantee is a non-governmental entity. Grantee must hold harmless Grantor against any and all liability, loss, damage, cost or expenses, including attorneys' fees, arising from the intentional torts, negligence or breach of contract of Grantee, with the exception of acts performed in conformance with an explicit, written directive of Grantor. Indemnification by Grantor is governed by the State Employee Indemnification Act (5 ILCS 350/.01 *et seq.*) as interpreted by the Illinois Attorney General. Grantor makes no representation that Grantee, an independent contractor, will qualify or be eligible for indemnification under said Act.

(b) **Governmental entities.** This subparagraph applies only if Grantee is a governmental unit as designated in Paragraph 3.2. Neither Party shall be liable for actions chargeable to the other Party under this Agreement including, but not limited to, the negligent acts and omissions of the other Party's agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement is not construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

**ARTICLE XXII
MISCELLANEOUS**

22.1. Gift Ban. Grantee is prohibited from giving gifts to State employees pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/10-10) and Illinois Executive Order 15-09.

22.2. Assignment Prohibited. This Agreement must not be sold, assigned, or transferred in any manner by Grantee, to include an assignment of Grantee's rights to receive payment hereunder, and any actual or attempted sale, assignment, or transfer by Grantee without the Prior Approval of Grantor in writing renders this Agreement null, void and of no further effect.

22.3. Copies of Agreements upon Request. Grantee must, upon request by Grantor, provide Grantor with copies of contracts or other agreements to which Grantee is a party with any other State agency.

22.4. Amendments. This Agreement may be modified or amended at any time during its Term by mutual consent of the Parties, expressed in writing and signed by the Parties.

22.5. Severability. If any provision of this Agreement is declared invalid, its other provisions will remain in effect.

22.6. No Waiver. The failure of either Party to assert any right or remedy pursuant to this Agreement will not be construed as a waiver of either Party's right to assert such right or remedy at a later time or constitute a course of business upon which either Party may rely for the purpose of denial of such a right or remedy.

22.7. Applicable Law; Claims. This Agreement and all subsequent amendments thereto, if any, are governed and construed in accordance with the laws of the State of Illinois. Any claim against Grantor arising out of this Agreement must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1 *et seq.* Grantor does not waive sovereign immunity by entering into this Agreement.

22.8. Compliance with Law. This Agreement and Grantee's Obligations and services hereunder must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, including but not limited to 44 Ill. Admin. Code Part 7000, laws and rules

which govern disclosure of confidential records or other information obtained by Grantee concerning persons served under this Agreement, and any license requirements or professional certification provisions.

22.9. Compliance with Freedom of Information Act. Upon request, Grantee must make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. 5 ILCS 140/7(2).

22.10. Precedence.

(a) Except as set forth in subparagraph (b), below, the following rules of precedence are controlling for this Agreement: In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement controls. In the event there is a conflict between **PART ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** controls. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** controls. In the event there is a conflict between this Agreement and relevant statute(s) or rule(s), the relevant statute(s) or rule(s) controls.

(b) Notwithstanding the provisions in subparagraph (a), above, if a relevant federal or state statute(s) or rule(s) requires an exception to this Agreement's provisions, or an exception to a requirement in this Agreement is granted by GATU, such exceptions must be noted in **PART TWO** or **PART THREE**, and in such cases, those requirements control.

22.11. Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act control. 30 ILCS 708/80.

22.12. Headings. Articles and other headings contained in this Agreement are for reference purposes only and are not intended to define or limit the scope, extent or intent of this Agreement or any provision hereof.

22.13. Counterparts. This Agreement may be executed in one or more counterparts, each of which are considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document are deemed original for all purposes.

22.14. Attorney Fees and Costs. Unless prohibited by law, if Grantor prevails in any proceeding to enforce the terms of this Agreement, including any administrative hearing pursuant to the Grant Funds Recovery Act or the Grant Accountability and Transparency Act, Grantor has the right to recover reasonable attorneys' fees, costs and expenses associated with such proceedings.

22.15. Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including, without limitation, final Indirect Cost Rate adjustments and those funds obligated pursuant to ARTICLE XIV; (c) the CYEFR(s); (d) audit requirements established in 44 Ill. Admin. Code 7000.90 and ARTICLE XII; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XVIII; or (f) records related requirements pursuant to ARTICLE IX. 44 Ill. Admin. Code 7000.440.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

EXHIBIT A
PROJECT DESCRIPTION

FEDERAL PROGRAM NAME: EMERGENCY SOLUTIONS GRANT STATE PROGRAM NAME: EMERGENCY SOLUTIONS GRANT

PURPOSE OF GRANT

ACCOUNT_LINE(s) SUMMARY:

Acct.Line#: 1

CSFA Number: 444-80-0496

Appropriation FY: 2024

Appropriation Code: 0592.44480.4900.000400PY

WBS Element: 444EMSOL23-ESGPESG2-EG2G

Sponed. Prog: ESGP

Appropriation Amount: \$82,908.00

These funds are Used/Reported by the Provider as Federal Funds: Yes

Use by DHS as Maintenance of Effort (MOE): No

Use by DHS as Matching Funds: No

Assistance Listing Program Number: 14.231

Assistance Listing Program Title: EMERGENCY SOLUTIONS GRANT PROGRAM

FAIN Number: E23DC170001 - FAIN Award Agency: US DEPT OF HUD

FAIN Award Date: Jul 1, 2023

Acct.Line#: 2

CSFA Number: 444-80-0496

Appropriation FY: 2024

Appropriation Code: 0592.44480.4900.000400PY

WBS Element: 444EMSOL23-ESGPESG4-EG4G

Sponed. Prog: ESGP

Appropriation Amount: \$39,128.00

These funds are Used/Reported by the Provider as Federal Funds: Yes

Use by DHS as Maintenance of Effort (MOE): No

Use by DHS as Matching Funds: No

Assistance Listing Program Number: 14.231

Assistance Listing Program Title: EMERGENCY SOLUTIONS GRANT PROGRAM

FAIN Number: E23DC170001 - FAIN Award Agency: US DEPT OF HUD

FAIN Award Date: Jul 1, 2023

Acct.Line#: 3

CSFA Number: 444-80-0496

Appropriation FY: 2024

Appropriation Code: 0592.44480.4900.000400PY

WBS Element: 444EMSOL23-ESGPESG6-EG6G

Sponed. Prog: ESGP

Appropriation Amount: \$3,295.00

These funds are Used/Reported by the Provider as Federal Funds: Yes

State Of Illinois.

DHS GRANT AGREEMENT FISCAL YEAR 2024

Published Revision : 2023.08.27.10.34.25 839

Page: 24 of 42

EXHIBIT A
PROJECT DESCRIPTION

Use by DHS as Maintenance of Effort (MOE): No
 Use by DHS as Matching Funds: No
 Assistance Listing Program Number: 14.231
 Assistance Listing Program Title: EMERGENCY SOLUTIONS GRANT PROGRAM
 FAIN Number: E23DC170001 - FAIN Award Agency: US DEPT OF HUD
 FAIN Award Date: Jul 1, 2023

Acct.Line#: 4
 CSFA Number: 444-80-0496
 Appropriation FY: 2024
 Appropriation Code: 0592.44480.4900.000400PY
 WBS Element: 444EMSOL22-ESGPESG6-EG6G
 Spomed. Prog: ESGP
 Appropriation Amount: \$0.00
 These funds are Used/Reported by the Provider as Federal Funds: Yes
 Use by DHS as Maintenance of Effort (MOE): No
 Use by DHS as Matching Funds: No
 Assistance Listing Program Number: 14.231
 Assistance Listing Program Title: EMERGENCY SOLUTIONS GRANT PROGRAM
 FAIN Number: E22DC170001 - FAIN Award Agency: US DEPT OF HUD
 FAIN Award Date: Oct 1, 2022

Exhibit A (Purpose of Grant/Scope of Services)

The federally funded Emergency Solutions Grant provides for rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelter, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance.

****In addition to the above, the provider may be eligible for a hardship capacity payment as determined by the Department of Human Services and allowed by the federal grantor agency.**

----- END OF PROGRAM: EMERGENCY SOLUTIONS GRANT -----

EXHIBIT B
DELIVERABLES

Exhibit B (Deliverables)

Reporting Requirements:

A. Time Period for Required Periodic Financial Reports. Unless a different reporting requirement is specified in Exhibit G, Grantee shall submit financial reports to Grantor pursuant to Paragraph 13.1 and reports must be submitted no later than 20 days after the quarter ends.

B. Time Period for Close-out Reports. Grantee shall submit a Close-out Report pursuant to Paragraph 13.2 and no later than 30 days after this Agreement's end of the period of performance or termination.

C. Time Period for Required Periodic Performance Reports. Unless a different reporting requirement is specified in Exhibit G, Grantee shall submit Performance Reports to Grantor pursuant to Paragraph 14.1 and such reports must be submitted no later than 20 days after the quarter ends.

D. Time Period for Close-out Performance Reports. Grantee agrees to submit a Close-out Performance Report, pursuant to Paragraph 14.2 and no later than 30 days after this Agreement's end of the period of performance or termination.

1. All sub-recipients of ESG Program funds must ensure that all ESG funds are used in accordance with all federal program requirements at 24 CFR Part 576.
2. All sub-recipients of ESG Program funds must comply with DHS policies, reporting requirements, community service agreement obligations, department regulations, and deliverables in addition to all the ESG requirements in 24 CFR Part 576.
3. All sub-recipients of ESG Program funds are required to complete and submit accurate and timely annual GATA requirements, e.g., registration, pre-qualifications, Internal Control Questionnaire (ICQ), Programmatic Risk Assessment (PRA), and CSA budgets.
4. All sub-recipients of ESG Program Funding Applications are approved and recommended by the agency's respective CoC representative including approval and recommendation of budget allocations and program activities. All budget increases, decreases, modifications, and changes with program activities require CoC approval. Funding Applications that include, but are not limited to providing staffing levels, program data, supportive service, and fiscal information in addition to submitting all required attachments and certifications to DHS on or before the application deadline date.
5. All sub-recipients of ESG Program funds will be limited to 60% of the agency's total

EXHIBIT B
DELIVERABLES

fiscal year allocation for street outreach and emergency shelter activities as set forth in 24 CFR Part 576.

6.All sub-recipients must provide matching contributions from eligible sources in an amount equal to the amount of requested ESG Program funds from the sub-recipient for all activities as prescribed in 24CFR Part 576. At a minimum, 25% of the match contributions must be cash.

7.All sub-recipients must obtain written approval from DHS prior to sub-granting any portion of ESG Program funds to any other entity to perform ESG eligible activities.

8.All sub-recipients must obtain written agreements from all ESG sub-grantees requiring the sub-grantee to comply with all DHS policies and timelines, the provisions of the DHS community service agreement, and all program rules and regulations as set forth by DHS and 24 CFR Part 576, which is identical to the obligations of the ESG sub-recipients.

9.All sub-recipients must provide DHS with accurate Quarterly Fiscal Reports; monitor on a monthly basis the EST Provider Contract Summary page, e.g., Activity and Match Budget Summary Information and notify DHS ESG staff of any discrepancies.

10.All sub-recipients must provide DHS with accurate Quarterly Client Statistics Reports within the designated time frame including all clients receiving services for that time frame; HUD reporting requirements (APR, PER, and CAPER Reports) including download of data into SAGA via HMIS, INFONET, or any other compatible CVS ' comma separated reporting database.

11.All sub-recipients must permit ESG Program monitoring and/or auditing as determined by DHS. Sub-recipient(s) needing TA (Technical Assistance) and/or training must contact DHS ESG staff to avoid potential audit findings.

12.All ESG funded buildings or facilities (other than a privately owned residential structure) are required by ESG regulations to comply with the American Standard Specifications for Making Building and Facilities Accessible to, and Usable by, the Physically Handicapped', Number A-117.1P 1971, unless subject to the exceptions contained in 41 CFR 101-19.604.

13. All subrecipients must enter all rental assistance applications into the IHDA database per the US Treasury Emergency Rental Assistance Program (ERA) to verify any duplication of rental assistance.

----- END OF PROGRAM: EMERGENCY SOLUTIONS GRANT -----

EXHIBIT C

CONTACT INFORMATION

CONTACTS FOR NOTIFICATION AND GRANT ADMINISTRATION:

Unless specified elsewhere, all notices required or desired to be sent by either Party must be sent to the persons listed below. Grantee must notify Grantor of any changes in its contact information listed below within five (5) business days from the effective date of the change, and Grantor must notify Grantee of any changes to its contact information as soon as practicable. The Party making a change must send any changes in writing to the contact for the other Party. No amendment to this Agreement is required if information in this Exhibit is changed.

FOR OFFICIAL GRANT NOTIFICATIONS

GRANTOR CONTACT

Name: JOSALYN SMITH
 Title: Program Manager
 Address: 823 E Monroe St
Springfield, IL 62701-1915

GRANTEE CONTACT

Name: Nicole Philyaw
 Title: Operations Director
 Address: 205 W Green St
Urbana, IL 61801-3219

GRANTEE PAYMENT ADDRESS

(If different than the address above)

Address: _____

FOR GRANT ADMINISTRATION

GRANTOR CONTACT

Name: JOSALYN SMITH
 Title: Program Manager
 Address: 823 E Monroe St
Springfield, IL 62701-1915

 Phone: 217-524-8612
 TTY #: _____
 E-mail Address: josalyn.smith2@illinois.gov

GRANTEE CONTACT

Name: Nicole Philyaw
 Title: Operations Director
 Address: 205 W Green St
Urbana, IL 61801-3219

 Phone: 217-384-4144
 TTY #: _____
 E-mail Address: nicole@cunninghamtownship.org

EXHIBIT D
PERFORMANCE MEASURES

Exhibit E (Performance Measures)

1. Number of sub-recipients of ESG Program funds that must ensure that all ESG funds are used in accordance with all federal program requirements at 24 CFR Part 576.

2. Number of sub-recipients of ESG Program funds that must comply with DHS policies, reporting requirements, community service agreement obligations, department regulations, and deliverables in addition to all the ESG requirements in 24 CFR Part 576.

3. Number of sub-recipients of ESG Program funds are required to complete and submit accurate and timely annual GATA requirements, e.g., registration, pre-qualifications, Internal Control Questionnaire (ICQ), Programmatic Risk Assessment (PRA), and CSA budgets.

4. Number of sub-recipients of ESG Program Funding Applications are approved and recommended by the agency's respective CoC representative including approval and recommendation of budget allocations and program activities. All budget increases, decreases, modifications, and changes with program activities require CoC approval. Funding Applications that include, but are not limited to providing staffing levels, program data, supportive service, and fiscal information in addition to submitting all required attachments and certifications to DHS on or before the application deadline date.

5. Number of sub-recipients of ESG Program funds that will be limited to 60% of the agency's total fiscal year allocation for street outreach and emergency shelter activities as set forth in 24CFR Part 576.

6. Number of sub-recipients that must provide matching contributions from eligible sources in an amount equal to the amount of requested ESG Program funds from the sub-recipient for all activities as prescribed in 24CFR Part 576. At a minimum, 25% of the match contributions must be cash.

7. Number of sub-recipients that must obtain written approval from DHS prior to sub-granting any portion of ESG Program funds to any other entity to perform ESG eligible activities.

8. Number of sub-recipients that must obtain written agreements from all ESG sub-grantees requiring the sub-grantee to comply with all DHS policies and timelines, the provisions of the DHS community service agreement, and all program rules and regulations as set forth by DHS and 24 CFR Part 576, which is identical to the obligations of the ESG sub-recipients.

8. Number of sub-recipients that must provide DHS with accurate quarterly fiscal and service ESG reports within the designated time frame (on a quarterly basis).

9. Number of sub-recipients must provide DHS with accurate Quarterly Fiscal Reports;

EXHIBIT D
PERFORMANCE MEASURES

monitor on a monthly basis the EST Provider Contract Summary page, e.g., Activity and Match Budget Summary Information and notify DHS ESG staff of any discrepancies.

10. Number of sub-recipients must provide DHS with accurate Quarterly Client Statistics Reports within the designated time frame including all clients receiving services for that time frame; HUD reporting requirements (APR, PER, and CAPER Reports) including download of data into SAGA via HMIS, INFONET, or any other compatible CVS ' comma separated reporting database.

11. Number of sub-recipients must permit ESG Program monitoring and/or auditing as determined by DHS. Sub-recipient(s) needing TA (Technical Assistance) and/or training must contact DHS ESG staff to avoid potential audit findings.

12. Number of ESG funded buildings or facilities (other than a privately owned residential structure) are required by ESG regulations to comply with the American Standard Specifications for Making Building and Facilities Accessible to, and Usable by, the Physically Handicapped', Number A-117.1P 1971, unless subject to the exceptions contained in 41 CFR 101-19.604.

----- END OF PROGRAM: EMERGENCY SOLUTIONS GRANT -----

EXHIBIT D
PERFORMANCE STANDARDS

Exhibit F (Performance Standards)

- 1.100% of all sub-recipients of ESG Program funds must ensure that all ESG funds are used in accordance with all federal program requirements at 24 CFR Part 576.
- 2.100% of all sub-recipients of ESG Program funds must comply with DHS policies, reporting requirements, community service agreement obligations, department regulations, and deliverables in addition to all the ESG requirements in 24 CFR Part 576.
- 3.100% of all sub-recipients of ESG Program funds are required to complete and submit accurate and timely annual GATA requirements, e.g., registration, pre-qualifications, Internal Control Questionnaire (ICQ), Programmatic Risk Assessment (PRA), and CSA budgets.
- 4.100% of all sub-recipients of ESG Program Funding Applications are approved and recommended by the agency's respective CoC representative including approval and recommendation of budget allocations and program activities. All budget increases, decreases, modifications, and changes with program activities require CoC approval. Funding Applications that include, but are not limited to providing staffing levels, program data, supportive service, and fiscal information in addition to submitting all required attachments and certifications to DHS on or before the application deadline date.
- 5.100% of all sub-recipients of ESG Program funds will be limited to 60% of the agency's total fiscal year allocation for street outreach and emergency shelter activities as set forth in 24 CFR Part 576.
- 6.100% of all sub-recipients must provide matching contributions from eligible sources in an amount equal to the amount of requested ESG Program funds from the sub-recipient for all activities as prescribed in 24CFR Part 576. At a minimum, 25% of the match contributions must be cash.
- 7.100% of all sub-recipients must obtain written approval from DHS prior to sub-granting any portion of ESG Program funds to any other entity to perform ESG eligible activities.
- 8.100% of all sub-recipients must obtain written agreements from all ESG sub-grantees requiring the sub-grantee to comply with all DHS policies and timelines, the provisions of the DHS community service agreement, and all program rules and regulations as set forth by DHS and 24 CFR Part 576, which is identical to the obligations of the ESG sub-recipients.
- 9.100% of all sub-recipients must provide DHS with accurate Quarterly Fiscal Reports; monitor on a monthly basis the EST Provider Contract Summary page, e.g., Activity and Match Budget Summary Information and notify DHS ESG staff of any discrepancies.

EXHIBIT D
PERFORMANCE STANDARDS

10.100% of all sub-recipients must provide DHS with accurate Quarterly Client Statistics Reports within the designated time frame including all clients receiving services for that time frame; HUD reporting requirements (APR, PER, and CAPER Reports) including download of data into SAGA via HMIS, INFONET, or any other compatible CVS ' comma separated reporting database.

11.100% of all sub-recipients must permit ESG Program monitoring and/or auditing as determined by DHS. Sub-recipient(s) needing TA (Technical Assistance) and/or training must contact DHS ESG staff to avoid potential audit findings.

12.100% of all ESG funded buildings or facilities (other than a privately owned residential structure) are required by ESG regulations to comply with the American Standard Specifications for Making Building and Facilities Accessible to, and Usable by, the Physically Handicapped', Number A-117.1P 1971, unless subject to the exceptions contained in 41 CFR 101-19.604.

----- END OF PROGRAM: EMERGENCY SOLUTIONS GRANT -----

EXHIBIT E
SPECIFIC CONDITIONS

SPECIFIC CONDITIONS

ICQ Section:03-Financial and Programmatic Reporting

Conditions:Requires development of a plan to correct deficiencies identified in the risk assessment. The state agency may request to review documentation of the plan at its discretion.

Risk Explanation:Medium to high risk increases the likelihood that grant revenues and expenditures will be inaccurate that could result in misreporting, and an abusive environment.

How to Fix:Grantee must submit documentation of implementation of new or enhanced accounting system, mitigating controls or a combination of both.

Timeframe:One year.

03.05 - Who prepares the organization's financial statements?

A company's management has the responsibility for preparing the company's financial statements and related disclosures. The company's outside, independent auditor then subjects the financial statements and disclosures to an audit. For the sake of independence, financial statements to be audited should be prepared by trained staff of the organization, or an outside consultant independent of the agency internal audit firm.

03.06 - Who prepares the organization's program performance reports?

Trained staff who have a working knowledge of the programs objectives, accomplishments, activities, and deliverables should be responsible for preparing the organizations programmatic performance reports.

----- END OF PROGRAM: EMERGENCY SOLUTIONS GRANT -----

EXHIBIT F
PAYMENT

Exhibit C (Payment)

Sub-recipients may submit monthly requests for reimbursement for the total amount of eligible expenditures, and demonstrate expenditure of an equal amount of eligible matching funds as set forth in 24CFR Part 576.

If Applicable or if permitted, An initial 2/12 of the Award amount will be issued upon execution of the agreement; and may be rounded to the nearest \$100.00. Subsequent payments will be issued, after reconciling all current and previously reported expenditures, ensuring the provider maintains a 1/12 rolling advance.

Working Capital Advance

Upon request, DHS will issue a working capital advance of 1/4 of the Award amount to be reconciled monthly. Subsequent payments will be issued on a reimbursement basis and will consider all previously submitted documented expenditures.

**** Hardship Capacity Payment**

A subrecipient may be eligible for a Hardship Capacity Payment upon the DHS determination of fiscal hardship in state fiscal year 2023. Payment will be issued based on records received by DHS on 8/31/2022.

----- END OF PROGRAM: EMERGENCY SOLUTIONS GRANT -----

PART TWO –GRANTOR-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE**, Grantor has the following additional requirements for its Grantee:

**ARTICLE XXIII
ADDITIONAL CERTIFICATIONS**

29.1 **Certifications.** Grantee shall be responsible for compliance with the enumerated certifications to the extent that the certifications legally apply to Grantee:

(a) **Adult Protective Services Act.** Grantee certifies that it is in compliance with the Adult Protective Services Act to protect people with disabilities who are abused, neglected or financially exploited and who, because of their disability, cannot seek assistance on their own behalf. Anyone who believes a person with a disability living in a domestic setting is being abused, neglected or financially exploited must file a complaint with the Illinois Department on Aging. Grantee has an obligation to report suspected fraud or irregularities committed by individuals or other entities with whom it interacts on Grantor's behalf and should make a report to the appropriate program office (320 ILCS 20/1 *et seq.*).

(b) **Grant Award Requirements.** Grantee certifies that it is in compliance with 45 CFR Part 93 and 45 CFR Part 94.

(c) **Business Entity Registration.** Grantee certifies that it is not required to register as a business entity with the State Board of Elections pursuant to the Procurement Code (30 ILCS 500/20-160 and 30 ILCS 500/50-37). Further, Grantee acknowledges that all contracts between State agencies and a business entity that do not comply with this Paragraph shall be voidable under Section 50-60 of the Procurement Code (30 ILCS 500/50-60).

**ARTICLE XXIV
ADDITIONAL TERMS**

24.1 **Renewal.** This Agreement may be renewed for additional periods by mutual consent of the Parties, expressed in writing and signed by the Parties. Grantee acknowledges that this Agreement does not create any expectation of renewal.

24.2 **Multiple Locations.** In the event that Grantee has more than one location, Grantee shall include in **EXHIBIT D** either (1) the address, phone number and hours of operation of each location, or (2) the address, phone number and hours of operation of Grantee's primary location.

24.3 **Changes in Key Grant Personnel.** When it is specifically required as a condition of an Award, the replacement of the Program director or a key person or a substantial reduction in the level of their effort, e.g., their unanticipated absence for more than three (3) months, or a twenty-five percent (25%) reduction in the time devoted to the Award purposes, requires Prior Approval from Grantor. When it is specifically required as a condition of an Award, Prior Approval will be required for the replacement or the substantial reduction in the level of effort of other personnel whose work is deemed by Grantor to be critical to the Award's successful completion. All requests for approval of changes in key Grant personnel shall be signed by Grantee's authorized representative and submitted to the appropriate Grantor program personnel. Evidence of the qualifications for replacement personnel (such as a résumé) shall be included. 2 CFR 200.308.

24.4 Grant Funds Recovery. The provisions of 89 Ill. Admin. Code 511 shall apply to any funds awarded that are subject to the Illinois Grant Funds Recovery Act.

24.5 Employee and Subcontractor Background Checks. Grantee certifies that neither Grantee, nor any employee or subcontractor who works on Grantor's premises, has a felony conviction. Any request for an exception to this rule must be made in writing, listing the name of the individual, home address, type of conviction and date of conviction. Grantee will also supply Grantor with a list of individuals assigned to work on DHS' premises at least ten (10) working days prior to the start of their employment, unless circumstances prevent Grantee from giving a list within that time. If Grantee cannot provide a list, or the name of an individual, at least ten (10) working days prior to his/her employment, it shall do so as soon as possible. Grantor may conduct, at its expense, criminal background checks on Grantee's employees and subcontractors assigned to work on Grantor's premises. To the extent permitted by Illinois law, Grantee agrees to indemnify and hold harmless Grantor and its employees for any liability accruing from said background checks.

24.6 Gifts. In addition to the Gift ban described in Paragraph 26.1, Grantee will provide Grantor with advance notice of Grantee's provision of gifts, excluding charitable donations, given as incentives to community-based organizations in Illinois and clients in Illinois to assist Grantee in carrying out its responsibilities under this Agreement.

24.7 Current Contact Information and Notices. Grantee shall update its contact information, including email address, phone number and job title, in the Community Services Agreement (CSA) Tracking System under the My Info tab, when any such information changes. In addition, Grantee shall contact the DHS Office of Contract Administration when its mailing address changes to update that information. Grantee acknowledges and agrees that any notices from Grantor may be made to its mailing address, electronic mail (email) address, or facsimile (fax) telephone number, at Grantor's choosing. Such notice shall be effective upon dispatch.

24.8 Supplies Disposition. Grantee must obtain disposition instructions from Grantor when supplies, purchased in whole or in part with Grant Funds, are no longer needed for their intended purpose. Notwithstanding anything to the contrary contained within this Agreement, Grantor may require transfer of any supplies to Grantor or a third party for any reason, including, without limitation, an Award is terminated or Grantee no longer conducts Award activities. The Grantee shall properly maintain, track, use, store and insure the supplies according to applicable best practices, manufacturer's guidelines, federal and State laws or rules, including without limitation those contained at 2 CFR 200.310 to 2 CFR 200.326, and Department requirements stated herein. All obligations regarding use and ownership of supplies, purchased in whole or in part with Grant Funds, shall survive the termination of this Agreement.

24.9 Reporting Requirements. The reporting timeframes described in Paragraphs 13.1, 13.2, 14.1 and 14.2 are specified in Exhibit B.

ARTICLE XXV MONITORING AND INFORMATION

25.1 Monitoring of Conduct. In addition to Article XII of PART ONE, Grantor shall monitor Grantee's conduct under this Agreement which may include, but shall not be limited to, reviewing records of performance in accordance with administrative rules, license status review, fiscal and audit review, Agreement compliance and compliance with the affirmative action requirements of this Agreement. Grantor shall have the authority to conduct announced and unannounced monitoring visits and Grantee shall cooperate with Grantor in connection with all such monitoring visits. Failure of Grantee to cooperate with Grantor in connection with announced and unannounced monitoring visits is grounds for Grantor's termination of this Agreement.

25.2 Requests for Information. Grantor may request, and Grantee shall supply, upon request, necessary information and documentation regarding transactions constituting contractual (whether a written contract exists or not) or other relationships, paid for with funds received hereunder. Documentation may include, but is not limited to, information regarding Grantee's contractual agreements, identity of employees, shareholders and directors of Grantee and any party providing services which will or may be paid for with funds received hereunder, including, but not limited to, management and consulting services rendered to Grantee.

25.3 Rights of Review. This ARTICLE XXV does not give Grantor the right to review a license that is not directly related to the Award being audited nor does it allow Grantor to unilaterally revoke a license without complying with all due process rights to which Grantee is entitled under Federal, State or local law or applicable rules promulgated by Grantor.

ARTICLE XXVI WORK PRODUCT

26.1 Assignment of Work Product. "Work Product" means all the tangible materials, regardless of format, delivered by Provider to DHS under this Agreement. Grantee assigns to Grantor all right, title and interest in and to Work Product. However, nothing in this Agreement shall be interpreted to grant Grantor any right, title or interest in Grantee's intellectual property that has been or will later be developed outside this Award.

26.2 License to Grantor. To the extent Grantee-owned works are incorporated into Work Product, Grantee grants to Grantor a perpetual, non-exclusive, paid-up, world-wide license in the use, reproduction, publication and distribution of such Grantee-owned works when included within the Work Product. Grantee shall not copyright Work Product without Grantor's prior written consent.

26.3 License to Grantee; Objections. Grantor grants to Grantee a perpetual, non-exclusive, paid-up license to publish academic and scholarly articles based upon the services rendered under this Agreement. All materials to be published shall first be submitted to Grantor at least forty-five (45) days prior to publication or other disclosure. Upon written objection from Grantor, Grantee shall excise any confidential information, as that term is defined in applicable State and Federal statutes, federal regulations and Grantor administrative rules, from materials before publication. Grantor may also object to the publication on grounds other than confidentiality. As to the latter objections, Grantee and Grantor will attempt to resolve Grantor's concerns within the forty-five (45) day review period, or as otherwise agreed between the Parties. Grantor waives any objections not made to Grantee in writing before expiration of the review period.

26.4 Unresolved Objections; Disclaimer. If Grantor's objections on grounds other than confidentiality are not resolved within the review period or other such time as agreed by the Parties, then Grantee may publish the materials but shall include therein the following disclaimer: "Although the research or services underlying this article were funded in whole or in part by the [Grantor], the [Grantor] does not endorse or adopt the opinions or conclusions presented in the article." Notwithstanding the above, Grantor shall not have the right to control or censor the contents of Grantee publications.

ARTICLE XXVII POST-TERMINATION/NON-RENEWAL

27.1 Duties. Upon notice by Grantor to Grantee of the termination of this Agreement or notice that Grantor will not renew, extend or exercise any options to extend the term of this Agreement, or that Grantor will not be contracting with Grantee beyond the term of this Agreement, Grantee shall, upon demand:

- (a) Cooperate with Grantor in assuring the transition of recipients of services hereunder for whom Grantee will no longer be providing the same or similar services or who choose to receive services through another Grantee.
- (b) To the extent permitted by law, provide copies of all records related to recipient services funded by Grantor under this Agreement.
- (c) Grant reasonable access to Grantor to any and all Program sites serving recipients hereunder to facilitate interviews of recipients to assure a choice process by which recipients may indicate provider preference.
- (d) Provide detailed accounting of all service recipients' funds held in trust by Grantee, as well as the identity of any recipients for whom Grantee is acting as a representative payee of last resort.

27.2 Survival. The promises and covenants of this Article shall survive the Term of this Agreement for the purposes of the necessary transition of recipients of services hereunder.

ARTICLE XXVIII LINGUISTIC AND CULTURAL COMPETENCY GUIDELINES AND ASSURANCE

28.1. Applicability. This Article does not apply to governmental bodies or institutions of higher education.

28.2. Plan Creation. For Grantees that do not have a Linguistic and Cultural Competency (LCC) Plan, the Grantee shall create its LCC Plan within one year following execution of this Agreement. The LCC Plan, including creation guidelines, is described on the Internet at <http://www.dhs.state.il.us/page.aspx?item=66602>.

28.3. Plan Implementation. For Grantees that have an LCC Plan, the Grantee certifies that it is updated annually to identify all goals met and to describe any efforts made toward meeting additional goals still in progress.

28.4. Plan Submission. Upon request, Grantee shall submit to the Grantor its LCC Plan, including any updates.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

PART THREE –PROJECT-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE** and Grantor-Specific Terms in **PART TWO**, Grantor has the following additional requirements for this Project:

**ARTICLE XXIX
ADDITIONAL REQUIREMENTS**

29.1 Program Manual. The related Program Manual, if applicable, can be found via the following DHS website: <http://www.dhs.state.il.us/page.aspx?item=29741> and is hereby incorporated into this Agreement.

29.2 Program Attachment. The related Program Attachment, if applicable, is H. It can be found via the following DHS website: <http://www.dhs.state.il.us/page.aspx?item=29741> and is hereby incorporated into this Agreement.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. FCSC06677

State Agency Illinois Department of Human Services

FY. 2024

Grantee CUNNINGHAM TOWNSHIP

Notice of Funding Opportunity (NOFO) Number. N/A

Data Universal Number System (DUNS) Number 034790287

FEIN 376000533

Catalog of State Financial Assistance (CSFA) Number 444-80-0496

CSFA Short Description. EMERGENCY SOLUTIONS GRANT

Catalog of Federal Domestic Assistance (CFDA) Number 14.231

CFDA Short Description. 14.231

Section A: State of Illinois Funds

REVENUES	Total
State of Illinois Requested:	\$125,331.00
Budget Expenditure Categories	
1. Personnel (200.430)	\$45,830.40
2. Fringe Benefits (200.431)	N/A
3. Travel (200.475)	N/A
4. Equipment (200.439 and 200.436(a))	N/A
5. Supplies (200.1 and 200.453)	\$76,273.00
6. Contractual Services/Subawards (200.318 and 200.1)	N/A
7. Consultant (200.459)	N/A
8. Construction	N/A
9. Occupancy - Rent and Utilities (200.465 and 200.436(a))	N/A
10. Research and Development (R & D) (200.1)	N/A
11. Telecommunications	N/A
12. Training and Education (200.473)	N/A
13. Direct Administrative Costs (200.413)	\$3,227.52
14. Other or Miscellaneous Costs	N/A
15. Grant Exclusive Line Item(s)	N/A
16. Total Direct Costs (add lines 1-15) (200.413)	\$125,330.92
17. Indirect Cost (200.414)	N/A
Rate %: N/A	
Base: N/A	
18. Total Costs State Grant Funds Lines 16 and 17	\$125,331.00
MUST EQUAL REVENUE TOTALS ABOVE	
Note: Total may be adjusted for rounding.	



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. FCSC06677

State Agency Illinois Department of Human Services

FY. 2024

Grantee CUNNINGHAM TOWNSHIP

Notice of Funding Opportunity (NOFO) Number. N/A

Data Universal Number System (DUNS) Number 034790287

FEIN 376000533

Catalog of State Financial Assistance (CSFA) Number 444-80-0496

EMERGENCY SOLUTIONS GRANT

Catalog of Federal Domestic Assistance (CFDA) Number 14.231

CFDA Short Description. 14.231

Section B: Non-State of Illinois Funds

REVENUES	Total
Grantee Match Requirement %: 100.00	
b) Cash	\$125,331.00
c) Non-Cash	N/A
d) other Funding and Contributions	N/A
Total Non-State Funds (lined b through d)	\$125,331.00
Budget Expenditure Categories	
1. Personnel (200.430)	N/A
2. Fringe Benefits (200.431)	N/A
3. Travel (200.475)	N/A
4. Equipment (200.439 and 200.436(a))	N/A
5. Supplies (200.1 and 200.453)	\$125,330.40
6. Contractual Services/Subawards (200.318 and 200.1)	N/A
7. Consultant (200.459)	N/A
8. Construction	N/A
9. Occupancy - Rent and Utilities (200.465 and 200.436(a))	N/A
10. Research and Development (R & D) (200.1)	N/A
11. Telecommunications	N/A
12. Training and Education (200.473)	N/A
13. Direct Administrative Costs (200.413)	N/A
14. Other or Miscellaneous Costs	N/A
15. Grant Exclusive Line Item(s)	N/A
16. Total Direct Costs (add lines 1-15) (200.413)	\$125,330.40
17. Indirect Cost (200.414)	N/A
Rate %: N/A	
Base: N/A	
18. Total Costs Non-State Grant Funds Lines 16 and 17 MUST EQUAL REVENUE TOTALS ABOVE	\$125,331.00

Note: Total may be adjusted for rounding.



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Agreement Numbers. FCSCH06677

State Agency Illinois Department of Human Services

FY. 2024

Grantee CUNNINGHAM TOWNSHIP

Notice of Funding Opportunity (NOFO) Number. N/A

Data Universal Number System (DUNS) Number 034790287

FEIN 376000533

Catalog of State Financial Assistance (CSFA) Number 444-80-0496

CSFA Short Description. EMERGENCY SOLUTIONS GRANT

Catalog of Federal Domestic Assistance (CFDA) Number 14.231

CFDA Short Description. 14.231

Budget Narrative Summary

When you have completed the budget Category pages, the totals for each category should appear in the corresponding rows below. Additionally, the amount of State requested funds and non-State funds that will support the project are also listed. Verify the amounts and the Total Project Costs.

Budget Category	State	Non-State	Total
1. Personnel	\$45,830.40	N/A	\$45,830.40
2. Fringe Benefits	N/A	N/A	N/A
3. Travel	N/A	N/A	N/A
4. Equipment	N/A	N/A	N/A
5. Supplies	\$76,273.00	\$125,330.40	\$201,603.40
6. Contractual Services	N/A	N/A	N/A
7. Consultant (Professional Services)	N/A	N/A	N/A
8. Construction	N/A	N/A	N/A
9. Occupancy (Rent and Utilities)	N/A	N/A	N/A
10. Research and Development (R & D)	N/A	N/A	N/A
11. Telecommunications	N/A	N/A	N/A
12. Training and Education	N/A	N/A	N/A
13. Direct Administrative Costs	\$3,227.52	N/A	\$3,227.52
14. Other or Miscellaneous Costs	N/A	N/A	N/A
15. GRANT EXCLUSIVE LINE ITEM(S)	N/A	N/A	N/A
16. Total Direct Costs (add lines 1-15) (200.413)	\$125,330.92	\$125,330.40	\$250,661.32
17. Indirect Cost	N/A	N/A	N/A
State Request	\$125,331.00		
Non-State Amount		\$125,331.00	
TOTAL PROJECT COSTS			\$250,662.00

Note: Total may be adjusted for rounding.

Resolution No. T-2023-09-007R:

**A Resolution Authorizing the Supervisor to Sign an Agreement with the State of Illinois for the
Emergency Housing Transitional Housing Grant for Homeless Services (FY 24)**

WHEREAS, Cunningham Township Supervisor's Office (CTSO) has a commitment to ending homelessness, in partnership with the Continuum of Service Providers to the Homeless.

WHEREAS, To that end, CTSO operates Bridge to Home, a continuum of services for the homeless in Champaign County that includes Street and School Outreach, Emergency/Transitional Housing, Rapid Rehousing; and

WHEREAS, in fiscal years 2021-2024 and 2022, CTSO's Bridge to Home program was funded through Emergency Solutions Grant (ESG); and

WHEREAS, Additional State Funding is required to augment local tax levy and ESG funds to grow Bridge to Home to capacity;

WHEREAS, in FY24, CTSO was awarded \$536,594 in IDHS Emergency Housing Transitional Housing funding for Bridge to Home;

NOW THEREFORE BE IT RESOLVED by the Township Board of the Town of Cunningham that the Resolution authorizing the Township Supervisor to sign necessary agreements with the State of Illinois for \$536,594 in IDHS Emergency Housing Transitional Housing funding for Bridge to Home FY 24.

Approved this September 11, 2023 by the Township Board of the Town of Cunningham,
Champaign County, State of Illinois.

Phyllis Clark, Town Clerk

Diane Wolfe Marlin, Chair

RESOLUTION NO. T-2023-09-008R

**A RESOLUTION AUTHORIZING THE SUPERVISOR TO SIGN AN AGREEMENT WITH UNIVERSITY
YMCA/NEW AMERICAN WELCOME CENTER FOR IMMIGRANT SERVICES**

WHEREAS, Cunningham Township Supervisor's Office (CTSO) operates Assistance Programs supporting housing, food, transportation and other assistance; and

WHEREAS, Champaign Urbana has a growing population of immigrants in need of specific translation, navigation, legal, case management, and direct assistance; and

WHEREAS, CTSO participants who are immigrants are in need of specific translation, navigation, legal, case management, and direct assistance; and

WHEREAS, CTSO and NAWC seek to partner to provide a coordinated level of services to immigrants and new Americans and wish to have an agreement to define that partnership; and

WHEREAS, CTSO and NAWC intend to seek outside funding to support their partnership;

NOW THEREFORE BE IT RESOLVED by the Township Board of the Town of Cunningham authorizes the Township Supervisor to sign the attached agreement with University YMCA/New American Welcome Center to provide Immigrant services with funding amounts and specific deliverables to be determined and agreed upon in writing as part of the submission process for funding.

Approved this September 11, 2023 by the Township Board of the Town of Cunningham,
Champaign County, State of Illinois.

Phyllis Clark, Town Clerk

Diane Wolfe Marlin, Chair

**MEMORANDUM OF UNDERSTANDING BETWEEN CUNNINGHAM TOWNSHIP SUPERVISOR'S
OFFICE AND UNIVERSITY YMCA/NEW AMERICAN WELCOME CENTER FOR IMMIGRANT
SERVICES**

This Memorandum of Understanding (the “**MOU**”) is entered as of September 11, 2023 and ending June 30, 2024, by and between University YMCA/New American Welcome Center (NAWC), with an address of 1001 S. Wright St. Champaign, IL 61820 and The Cunningham Township Supervisor's Office (CTSO), with an address of 205 W. Green St. Urbana, IL 61801, collectively “the **Parties**.”

WHEREAS, the Parties desire to enter into an agreement to recognize the differing roles and responsibilities for each party in collaboration for providing “Immigrant Services”

WHEREAS, the Parties desire to memorialize certain terms and conditions of their anticipated endeavor;

NOW THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this MOU to provide the foundation and structure for coordinating and implementing the following services for Cunningham Township participants and referrals of Urbana residents:

2. **Roles and Responsibilities of NAWC**

- a. **Programmatic Services**

NAWC will receive referrals from CTSO for the following services, and coordinate care with CTSO staff.

NAWC will also accept referrals from other organizations and individuals (including self referrals) as capacity allows.

Outreach, Intake & Referral

- NAWC will operate its **Immigrant Helpline** providing information and referral services to both internal and external services and resources such as housing and utility support, dental and medical providers, education and employment opportunities, parenting support, food pantries.
- NAWC will maintain an **online, immigrant-centered referral directory Oasis** that includes profiles of agencies in the area including their: location, services, languages offered, and fees.

- NAWC will conduct and attend **Community Outreach Events** to share more about our services and about the different programs for which individuals can apply, such as SNAP, Medicaid, etc
- NAWC will coordinate its **Community Navigators** – volunteers trained on NAWC services as well as other community programs and are able to help make referrals to NAWC.
- NAWC will provide **language and technology access** for clients.

Case Management Services

- NAWC will provide short and long term case management, as needed, creating informal service plans and set goals together, and complete applications for public benefits and other safety net programs.
- After a case is considered complete, helpline staff will contact the client within a month to check on resolution and survey for self-sufficiency or additional needs.

Legal Services

- Through NAWC Immigrant Legal Services and Assistance (ILSA) Program clients will receive consultations on adjusting their immigration status.

Language Support

- NAWC will provide translation of documents Spanish, French, Chinese, and Q'anjob'al and assist with translation where CTSO is unable to translate.

Direct Assistance

- NAWC will provide direct assistance to clients including clothing, food, rent, utility, transportation, and medical supplies.

b. Coordination, Tracking, and Billing

- Coordination: NAWC will provide a single point of contact for CTSO referrals.
- Staff training: At the beginning of the grant, and as needed, NAWC and CTSO staff representatives will meet to co-train on services provided by each organization, immigrant services in general, and coordinate systems of care.

- iii. Reporting: NAWC shall report to CTSO monthly using narrative and financial reporting templates/method provided by CTSO, as required by grantors.
- iv. Tracking and Invoicing:
 - 1. Cunningham Township will reimburse NAWC for eligible expenses based on budgets agreed to in writing.
 - 2. Upon acceptance of MOU, NAWC shall provide an up-to-date, signed W-9.
 - 3. NOTE: Reimbursements for supplies will require receipts/proof of purchase showing location purchased, product, price and payment method. CTSO cannot reimburse for purchase of gift cards unless a detailed receipt of prescriptions purchased with said gift card is provided to CTSO.

c. Administrative and Financial Disclosure

- i. NAWC agrees to cooperate with site visits with Cunningham Township, as requested, for Township staff to tour and review programs in progress.
- ii. NAWC will use fiscal, accounting, and audit procedures that conform to accepted accounting practices and applicable statutes.
- iii. NAWC will provide to the Township, upon reasonable notice, access to and the right to examine such books and records of NAWC, and NAWC will make such reports to the Township, as the Township may reasonably require so that the Township may determine whether there has been compliance with this Agreement.
- iv. No person shall be excluded from participation in programs the Township is funding, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this MOU on the ground of race, color, national origin, sex, sexual orientation, gender identity, religion, or on any other ground upon which such discrimination is prohibited by law or by municipal ordinance.
- v. NAWC will comply with all applicable statutes, ordinances and regulations. NAWC will not use any of these funds for lobbying purposes. NAWC may use these funds to provide opinions on policy matters. If it is determined by the Supervisor of the Cunningham Township that any expenditure made with the funds provided under this Agreement is prohibited by law, the NAWC will reimburse the Township any amount that is determined to have been spent in violation of the Agreement

and/or grant.

3. Roles and Responsibilities of The Cunningham Township Supervisor's Office (CTSO)

a. Referrals:

- i. Referrals from CTSO will be provided directly from a CTSO staffer to their NAWC contact using a mutually agreed upon process.
- ii. CTSO will ensure participant consent prior to making a referral.
- iii. NAWC will follow up by email or phone directly to the participant and report back to the CTSO staffer by email to confirm contact was made or request additional contact help.

b. Financial Support:

- i. Cunningham Township shall pay NAWC monthly within 30 days of receiving complete reports.
- ii. Cunningham Township shall reimburse NAWC direct assistance expenses based on budgets agreed to in written, and contingent upon funding.

4. **Term.** This Agreement shall commence October 1, 2023 and end June 30, 2024, unless agreed upon in writing by other parties.

5. **Supersession.** This MOU supersedes any prior agreements.

6. **Termination.** The MOU may be terminated by Township or NAWC upon a 30 day notice in writing to the other party. The notice shall include the reason for termination.

7. **Amendments.** This Agreement may be amended only by an agreement of the parties executed in the same manner in which this Agreement is executed.

8. **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.

9. **Indemnity.** The Parties each agree to indemnify and hold harmless the other Party, 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 indemnifying party, its respective successors and assigns that occurs in connection with 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.

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, WHICH ARE NOT RELATED TO OR THE DIRECT RESULT OF A PARTY'S NEGLIGENCE OR BREACH.

11. **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 should continue in full force and effect as valid and enforceable.

12. **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.

13. **Conflicts.** In the event of an unresolvable dispute, both parties agree to participate in a mediation process and to split any costs associated with such. Any outcomes of meditation shall be in writing and binding on the parties.

14. **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.

15. **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 in writing to be signed by both parties.

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

NAWC

Signed: _____

By: _____

Date: _____

Cunningham Township Supervisor's Office

Signed:

By: Danielle Chynoweth

Date: