

CUNNINGHAM TOWNSHIP BOARD

Monday, October 16, 2023

6 p.m.

400S. Vine Street, Urbana, IL 61801

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

3. ADDITIONS TO THE AGENDA

4. PUBLIC PARTICIPATION

5. COMMITTEE TO VERIFY BILLS

a. Town Fund

b. General Assistance Fund

6. REPORTS OF OFFICERS

a. Quarterly Financial Review

7. UNFINISHED BUSINESS

8. NEW BUSINESS

a. Approval of the Finance and Accounting Policies for Cunningham Township

b. Resolution No. T-2023-10-009R: A Resolution Authorizing the Supervisor to Sign an MOU and Subrecipient Agreement with Champaign County Health Care Consumers to provide Emergency Housing and Supportive Services (EH TH Funding FY24)

c. Resolution No. T-2023-10-010R: A Resolution Authorizing the Supervisor to Sign an MOU and Subrecipient Agreement with Channing Murray Foundation to Provide Food for Bridge to Home Participants (EH TH Funding FY24)

d. Resolution No. T-2023-10-011R: A Resolution Authorizing the Supervisor to Sign and Intergovernmental Agreement with the Champaign County for Bridge to Home, Filling Gaps in Local Homeless and Housing Services (ARPA Funds)

e. Ordinance No. T-2023-10-005: An Ordinance Levying Taxes for All Town Purposes for the Town of Cunningham, Champaign County, Illinois for the Tax Year 2023, Collectible in 2024

9. ADJOURNMENT

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://urbanainllinois.us/uptv>.

1:32 PM

10/10/23

Cash Basis

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

	Supervisor Unres... (Town Fund)	Assessor Unrestr... (Town Fund)	Total Town Fund	GA Fund	TOTAL
Ordinary Income/Expense					
Income					
4009 · TAXES					
4010 · Property Tax	313,682.76	0.00	313,682.76	433,180.95	746,863.71
Total 4009 · TAXES	313,682.76	0.00	313,682.76	433,180.95	746,863.71
4020 · GRANTS	0.00	0.00	0.00	7,589.16	7,589.16
4035 · DONATIONS AND GIFTS					
4039 · Angel Donor - Cash and Checks	0.00	0.00	0.00	100.00	100.00
Total 4035 · DONATIONS AND GIFTS	0.00	0.00	0.00	100.00	100.00
4050 · OTHER INCOME					
4041 · Interest Income	2,669.46	0.00	2,669.46	2,669.46	5,338.92
Total 4050 · OTHER INCOME	2,669.46	0.00	2,669.46	2,669.46	5,338.92
Total Income	316,352.22	0.00	316,352.22	443,539.57	759,891.79
Gross Profit	316,352.22	0.00	316,352.22	443,539.57	759,891.79
Expense					
6000 · SALARIES	10,298.92	15,183.16	25,482.08	33,511.87	58,993.95
6030 · PERSONNEL OTHER EXPENSES	2,199.72	1,573.43	3,773.15	6,261.62	10,034.77
6100 · ADMINISTRATION					
6110 · Training / Travel	0.00	2,650.31	2,650.31	535.00	3,185.31
6210 · Legal	2,220.83	2,220.83	4,441.66	2,220.84	6,662.50
6215 · Admin Services	20.00	0.00	20.00	75.00	95.00
6230 · Dues / Subscriptions	89.50	0.00	89.50	89.50	179.00
6240 · Computer Service/Software	248.22	8,224.00	8,472.22	360.22	8,832.44
6283 · Janitorial	250.00	200.00	450.00	250.00	700.00
6310 · Supplies	201.69	101.22	302.91	1,137.10	1,440.01
6340 · Postage	0.00	117.13	117.13	0.00	117.13
6350 · Printing / Publishing	69.14	0.00	69.14	69.15	138.29
6411 · Equipment Purchase	87.44	0.00	87.44	87.46	174.90
6420 · Bldg Repairs/Maintenance	632.52	0.00	632.52	1,476.60	2,109.12
6430 · Utilities	430.72	395.63	826.35	886.38	1,712.73
6520 · Vehicle Maintenance	0.00	0.00	0.00	81.01	81.01
6522 · Misc Expenses	0.00	0.00	0.00	0.00	0.00
Total 6100 · ADMINISTRATION	4,250.06	13,909.12	18,159.18	7,268.26	25,427.44
6700 · PROGRAMS					
6720 · General Assistance	0.00	0.00	0.00	23,967.07	23,967.07
6730 · Housing Assistance	0.00	0.00	0.00	35,575.72	35,575.72
6799 · Other Assistance					
6728 · Outside Services	0.00	0.00	0.00	208.99	208.99
6737 · Program Supplies - Other	0.00	0.00	0.00	1,602.24	1,602.24
6738 · Food Assistance	0.00	0.00	0.00	1,010.73	1,010.73
6739 · Program Utilities	0.00	0.00	0.00	1,840.72	1,840.72
6779 · Utility Assistance	0.00	0.00	0.00	34,169.82	34,169.82
6770 · Angel Donor Expenses	0.00	0.00	0.00	235.16	235.16
6778 · Solidarity Gardens	0.00	0.00	0.00	-650.00	-650.00
6795 · Intern/Volunteer Program	0.00	0.00	0.00	543.75	543.75
6797 · Event Expenses	45.53	0.00	45.53	982.94	1,028.47
6798 · Other Grants	963.23	0.00	963.23	0.00	963.23
Total 6799 · Other Assistance	1,008.76	0.00	1,008.76	39,944.35	40,953.11
Total 6700 · PROGRAMS	1,008.76	0.00	1,008.76	99,487.14	100,495.90
Total Expense	17,757.46	30,665.71	48,423.17	146,528.89	194,952.06
Net Ordinary Income	298,594.76	-30,665.71	267,929.05	297,010.68	564,939.73
Net Income	298,594.76	-30,665.71	267,929.05	297,010.68	564,939.73

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10/10/23

Cash Basis

Cunningham Township

Bills and Payroll

September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Income			
4009 · TAXES			
4010 · Property Tax			
09/18/2023	CHAMPAIGN COUNTY	Property Tax 4th Distribution	313,682.76
09/18/2023	CHAMPAIGN COUNTY	Property Tax 4th Distribution	433,180.95
Total 4010 · Property Tax			746,863.71
Total 4009 · TAXES			746,863.71
4020 · GRANTS			
09/05/2023	STATE OF ILLINOIS	ESG December 2022	3,116.02
09/05/2023	STATE OF ILLINOIS	ESG May 2023	4,473.14
Total 4020 · GRANTS			7,589.16
4035 · DONATIONS AND GIFTS			
4039 · Angel Donor - Cash and Checks			
09/05/2023	ANON - Whitney Street	Recurring Angel Donation	100.00
Total 4039 · Angel Donor - Cash and Checks			100.00
Total 4035 · DONATIONS AND GIFTS			100.00
4050 · OTHER INCOME			
4041 · Interest Income			
09/30/2023	BUSEY BANK	Interest	2,669.46
09/30/2023	BUSEY BANK	Interest	2,669.46
Total 4041 · Interest Income			5,338.92
Total 4050 · OTHER INCOME			5,338.92
Total Income			759,891.79
Gross Profit			759,891.79
Expense			
6000 · SALARIES			
6010 · SUPERVISOR'S SALARY			
09/15/2023	DANIELLE L. CHYNOWETH	Direct Deposit	2,695.00
09/29/2023	DANIELLE L. CHYNOWETH	Direct Deposit	2,695.00
Total 6010 · SUPERVISOR'S SALARY			5,390.00
6011 · ASSESSOR'S SALARY			
09/15/2023	Ivana Owona	Direct Deposit	2,695.00
09/29/2023	Ivana Owona	Direct Deposit	2,695.00
Total 6011 · ASSESSOR'S SALARY			5,390.00
6012 · CLERK'S SALARY			
09/15/2023	PHYLLIS D CLARK	Direct Deposit	144.46
09/29/2023	PHYLLIS D CLARK	Direct Deposit	144.46
Total 6012 · CLERK'S SALARY			288.92
6013 · SALARIES - OTHERS			
09/15/2023	Nicole Philyaw	Direct Deposit	1,985.40
09/15/2023	Nicole Philyaw	Direct Deposit	230.29
09/15/2023	Nicole Philyaw	Direct Deposit	94.31
09/15/2023	Brittany Tuten	Direct Deposit	1,291.85
09/15/2023	Brittany Tuten	Direct Deposit	10.50
09/15/2023	Brittany Tuten	Direct Deposit	30.80
09/15/2023	Brittany Tuten	Direct Deposit	147.00
09/15/2023	Destiny Coffey	Direct Deposit	985.08
09/15/2023	Destiny Coffey	Direct Deposit	146.25
09/15/2023	Destiny Coffey	Direct Deposit	273.00
09/15/2023	ELIZABETH PERRACHIONE	Direct Deposit	1,354.00
09/15/2023	ELIZABETH PERRACHIONE	Direct Deposit	79.63

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10/10/23

Cash Basis

Cunningham Township

Bills and Payroll

September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
09/15/2023	ELIZABETH PERRACHIONE	Direct Deposit	159.25
09/15/2023	Ioline Regibeau	Direct Deposit	1,068.39
09/15/2023	Ioline Regibeau	Direct Deposit	10.25
09/15/2023	Ioline Regibeau	Direct Deposit	143.50
09/15/2023	Ioline Regibeau	Direct Deposit	215.25
09/15/2023	JAZMINE HERNANDEZ	Direct Deposit	1,485.00
09/15/2023	JAZMINE HERNANDEZ	Direct Deposit	231.00
09/15/2023	JAZMINE HERNANDEZ	Direct Deposit	264.00
09/15/2023	JAZMINE HERNANDEZ	Direct Deposit	330.00
09/15/2023	JEN STRAUB	Direct Deposit	990.37
09/15/2023	JEN STRAUB	Direct Deposit	110.00
09/15/2023	JEN STRAUB	Direct Deposit	88.00
09/15/2023	Jenny Goodwine	Direct Deposit	583.45
09/15/2023	Jenny Goodwine	Direct Deposit	147.00
09/15/2023	KYLE PATTERSON	Direct Deposit	1,213.71
09/15/2023	KYLE PATTERSON	Direct Deposit	58.39
09/15/2023	KYLE PATTERSON	Direct Deposit	58.39
09/15/2023	KYLE PATTERSON	Direct Deposit	159.25
09/15/2023	LILYIA GARCIA	Direct Deposit	1,048.10
09/15/2023	LILYIA GARCIA	Direct Deposit	493.50
09/15/2023	LILYIA GARCIA	Direct Deposit	164.50
09/15/2023	MARTEL MILLER	Direct Deposit	1,511.77
09/15/2023	MARTEL MILLER	Direct Deposit	154.00
09/15/2023	Melissa Stone		229.50
09/15/2023	SHAYA . ROBINSON	Direct Deposit	1,093.40
09/15/2023	SHAYA . ROBINSON	Direct Deposit	154.00
09/15/2023	SHAYA . ROBINSON	Direct Deposit	308.00
09/15/2023	Jada Harris	Direct Deposit	1,540.00
09/15/2023	Norma K Rosson	Direct Deposit	525.83
09/15/2023	TANMAYSINGH R RAJPUT	Direct Deposit	716.33
09/15/2023	WAYNE T WILLIAMS	Direct Deposit	1,500.00
09/15/2023	William Harris	Direct Deposit	1,075.00
09/29/2023	Brittany Tuten	Direct Deposit	1,464.40
09/29/2023	Brittany Tuten	Direct Deposit	31.50
09/29/2023	Destiny Coffey	Direct Deposit	1,238.25
09/29/2023	Destiny Coffey	Direct Deposit	195.00
09/29/2023	ELIZABETH PERRACHIONE	Direct Deposit	1,209.54
09/29/2023	ELIZABETH PERRACHIONE	Direct Deposit	382.96
09/29/2023	Ioline Regibeau	Direct Deposit	1,277.15
09/29/2023	Ioline Regibeau	Direct Deposit	169.13
09/29/2023	JAZMINE HERNANDEZ	Direct Deposit	2,013.00
09/29/2023	JAZMINE HERNANDEZ	Direct Deposit	297.00
09/29/2023	JEN STRAUB	Direct Deposit	999.90
09/29/2023	JEN STRAUB	Direct Deposit	110.00
09/29/2023	Jenny Goodwine	Direct Deposit	1,160.25
09/29/2023	KYLE PATTERSON	Direct Deposit	999.10
09/29/2023	KYLE PATTERSON	Direct Deposit	58.77
09/29/2023	KYLE PATTERSON	Direct Deposit	58.77
09/29/2023	LILYIA GARCIA	Direct Deposit	1,673.20
09/29/2023	MARTEL MILLER	Direct Deposit	1,612.97
09/29/2023	Melissa Stone		221.00
09/29/2023	SHAYA . ROBINSON	Direct Deposit	1,549.90
09/29/2023	Nicole Philyaw	Direct Deposit	2,062.62
09/29/2023	Nicole Philyaw	Direct Deposit	247.38
09/29/2023	Jada Harris	Direct Deposit	1,540.00
09/29/2023	TANMAYSINGH R RAJPUT	Direct Deposit	321.00
09/29/2023	WAYNE T WILLIAMS	Direct Deposit	1,500.00
09/29/2023	William Harris	Direct Deposit	1,075.00
Total 6013 · SALARIES - OTHERS			47,925.03
Total 6000 · SALARIES			58,993.95
6030 · PERSONNEL OTHER EXPENSES			
6009 · PAYROLL EXPENSES			
09/14/2023	QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$1.75 each	5.25
09/14/2023	QuickBooks Payroll Service	Fee for 12 direct deposit(s) at \$1.75 each	21.00
09/14/2023	QuickBooks Payroll Service	Fee for 6 direct deposit(s) at \$1.75 each	10.50
09/28/2023	QuickBooks Payroll Service	Fee for 14 direct deposit(s) at \$1.75 each	24.50

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10/10/23

Cash Basis

Cunningham Township
Bills and Payroll
September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
09/28/2023	QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$1.75 each	5.25
09/28/2023	QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$1.75 each	8.75
Total 6009 · PAYROLL EXPENSES			75.25
6040 · HEALTH INSURANCE			
09/15/2023	DANIELLE L. CHYNOWETH	Direct Deposit	721.88
09/15/2023	Nicole Philyaw	Direct Deposit	590.63
09/15/2023	Brittany Tuten	Direct Deposit	302.58
09/15/2023	Destiny Coffey	Direct Deposit	317.10
09/15/2023	Ioline Regibeau	Direct Deposit	303.79
09/15/2023	JAZMINE HERNANDEZ	Direct Deposit	328.90
09/15/2023	KYLE PATTERSON	Direct Deposit	551.23
09/15/2023	LILYIA GARCIA	Direct Deposit	303.79
09/15/2023	MARTEL MILLER	Direct Deposit	850.25
09/15/2023	SHAYA . ROBINSON	Direct Deposit	367.33
09/15/2023	Jada Harris	Direct Deposit	302.58
10/01/2023	Key Benefit Administrators	Health Insurance Admin Fees	21.66
10/01/2023	Key Benefit Administrators	Health Insurance Admin Fees	21.67
10/01/2023	Key Benefit Administrators	Health Insurance Admin Fees	21.67
Total 6040 · HEALTH INSURANCE			5,005.06
6050 · IMRF			
09/15/2023	DANIELLE L. CHYNOWETH	Direct Deposit	23.45
09/15/2023	Nicole Philyaw	Direct Deposit	20.10
09/15/2023	Brittany Tuten	Direct Deposit	12.88
09/15/2023	Destiny Coffey	Direct Deposit	12.22
09/15/2023	ELIZABETH PERRACHIONE	Direct Deposit	13.86
09/15/2023	Ioline Regibeau	Direct Deposit	12.51
09/15/2023	JAZMINE HERNANDEZ	Direct Deposit	20.10
09/15/2023	JEN STRAUB	Direct Deposit	10.34
09/15/2023	Jenny Goodwine	Direct Deposit	6.35
09/15/2023	KYLE PATTERSON	Direct Deposit	12.96
09/15/2023	LILYIA GARCIA	Direct Deposit	14.84
09/15/2023	MARTEL MILLER	Direct Deposit	14.49
09/15/2023	SHAYA . ROBINSON	Direct Deposit	13.53
09/15/2023	Ivana Owona	Direct Deposit	23.45
09/15/2023	Jada Harris	Direct Deposit	13.40
09/29/2023	Brittany Tuten	Direct Deposit	13.01
09/29/2023	Destiny Coffey	Direct Deposit	12.47
09/29/2023	ELIZABETH PERRACHIONE	Direct Deposit	13.85
09/29/2023	Ioline Regibeau	Direct Deposit	12.58
09/29/2023	JAZMINE HERNANDEZ	Direct Deposit	20.10
09/29/2023	JEN STRAUB	Direct Deposit	9.66
09/29/2023	Jenny Goodwine	Direct Deposit	10.09
09/29/2023	KYLE PATTERSON	Direct Deposit	9.71
09/29/2023	LILYIA GARCIA	Direct Deposit	14.56
09/29/2023	MARTEL MILLER	Direct Deposit	14.03
09/29/2023	SHAYA . ROBINSON	Direct Deposit	13.48
09/29/2023	DANIELLE L. CHYNOWETH	Direct Deposit	23.45
09/29/2023	Nicole Philyaw	Direct Deposit	20.10
09/29/2023	Ivana Owona	Direct Deposit	23.45
09/29/2023	Jada Harris	Direct Deposit	13.40
09/30/2023		Rounding Adjustment	-0.01
Total 6050 · IMRF			448.41
6060 · FICA			
09/15/2023	DANIELLE L. CHYNOWETH	Direct Deposit	160.12
09/15/2023	DANIELLE L. CHYNOWETH	Direct Deposit	37.44
09/15/2023	Nicole Philyaw	Direct Deposit	139.99
09/15/2023	Nicole Philyaw	Direct Deposit	32.74
09/15/2023	PHYLLIS D CLARK	Direct Deposit	8.95
09/15/2023	PHYLLIS D CLARK	Direct Deposit	2.10
09/15/2023	Brittany Tuten	Direct Deposit	90.92
09/15/2023	Brittany Tuten	Direct Deposit	21.27
09/15/2023	Destiny Coffey	Direct Deposit	86.23
09/15/2023	Destiny Coffey	Direct Deposit	20.16

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10/10/23

Cash Basis

Cunningham Township

Bills and Payroll

September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
09/15/2023	ELIZABETH PERRACHIONE	Direct Deposit	98.76
09/15/2023	ELIZABETH PERRACHIONE	Direct Deposit	23.10
09/15/2023	Ioline Regibeau	Direct Deposit	83.68
09/15/2023	Ioline Regibeau	Direct Deposit	19.57
09/15/2023	JAZMINE HERNANDEZ	Direct Deposit	139.99
09/15/2023	JAZMINE HERNANDEZ	Direct Deposit	32.74
09/15/2023	JEN STRAUB	Direct Deposit	73.68
09/15/2023	JEN STRAUB	Direct Deposit	17.23
09/15/2023	Jenny Goodwine	Direct Deposit	45.29
09/15/2023	Jenny Goodwine	Direct Deposit	10.59
09/15/2023	KYLE PATTERSON	Direct Deposit	87.31
09/15/2023	KYLE PATTERSON	Direct Deposit	20.42
09/15/2023	LILYIA GARCIA	Direct Deposit	103.39
09/15/2023	LILYIA GARCIA	Direct Deposit	24.18
09/15/2023	MARTEL MILLER	Direct Deposit	103.27
09/15/2023	MARTEL MILLER	Direct Deposit	24.16
09/15/2023	Melissa Stone		14.23
09/15/2023	Melissa Stone		3.33
09/15/2023	SHAYA . ROBINSON	Direct Deposit	93.98
09/15/2023	SHAYA . ROBINSON	Direct Deposit	21.98
09/15/2023	Trinity Lewis	Direct Deposit	9.30
09/15/2023	Trinity Lewis	Direct Deposit	2.18
09/15/2023	Ivana Owona	Direct Deposit	163.99
09/15/2023	Ivana Owona	Direct Deposit	38.35
09/15/2023	Jada Harris	Direct Deposit	95.48
09/15/2023	Jada Harris	Direct Deposit	22.33
09/15/2023	Norma K Rosson	Direct Deposit	32.60
09/15/2023	Norma K Rosson	Direct Deposit	7.62
09/15/2023	TANMAYSINGH R RAJPUT	Direct Deposit	44.41
09/15/2023	TANMAYSINGH R RAJPUT	Direct Deposit	10.39
09/15/2023	WAYNE T WILLIAMS	Direct Deposit	83.96
09/15/2023	WAYNE T WILLIAMS	Direct Deposit	19.63
09/15/2023	William Harris	Direct Deposit	66.65
09/15/2023	William Harris	Direct Deposit	15.59
09/29/2023	Brittany Tuten	Direct Deposit	92.75
09/29/2023	Brittany Tuten	Direct Deposit	21.69
09/29/2023	Destiny Coffey	Direct Deposit	88.86
09/29/2023	Destiny Coffey	Direct Deposit	20.79
09/29/2023	ELIZABETH PERRACHIONE	Direct Deposit	98.74
09/29/2023	ELIZABETH PERRACHIONE	Direct Deposit	23.09
09/29/2023	Ioline Regibeau	Direct Deposit	85.07
09/29/2023	Ioline Regibeau	Direct Deposit	19.90
09/29/2023	JAZMINE HERNANDEZ	Direct Deposit	141.16
09/29/2023	JAZMINE HERNANDEZ	Direct Deposit	33.01
09/29/2023	JEN STRAUB	Direct Deposit	68.81
09/29/2023	JEN STRAUB	Direct Deposit	16.10
09/29/2023	Jenny Goodwine	Direct Deposit	71.94
09/29/2023	Jenny Goodwine	Direct Deposit	16.82
09/29/2023	KYLE PATTERSON	Direct Deposit	68.13
09/29/2023	KYLE PATTERSON	Direct Deposit	15.93
09/29/2023	LILYIA GARCIA	Direct Deposit	102.19
09/29/2023	LILYIA GARCIA	Direct Deposit	23.90
09/29/2023	Marisol Sanchez	Direct Deposit	5.81
09/29/2023	Marisol Sanchez	Direct Deposit	1.36
09/29/2023	MARTEL MILLER	Direct Deposit	100.01
09/29/2023	MARTEL MILLER	Direct Deposit	23.38
09/29/2023	Melissa Stone		13.70
09/29/2023	Melissa Stone		3.20
09/29/2023	SHAYA . ROBINSON	Direct Deposit	94.81
09/29/2023	SHAYA . ROBINSON	Direct Deposit	22.17
09/29/2023	Trinity Lewis	Direct Deposit	9.30
09/29/2023	Trinity Lewis	Direct Deposit	2.17
09/29/2023	Zane Schneider	Direct Deposit	9.30
09/29/2023	Zane Schneider	Direct Deposit	2.18
09/29/2023	DANIELLE L. CHYNOWETH	Direct Deposit	163.21
09/29/2023	DANIELLE L. CHYNOWETH	Direct Deposit	38.18
09/29/2023	Nicole Philyaw	Direct Deposit	141.16
09/29/2023	Nicole Philyaw	Direct Deposit	33.01

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10/10/23

Cash Basis

Cunningham Township

Bills and Payroll

September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
09/29/2023	PHYLLIS D CLARK	Direct Deposit	8.96
09/29/2023	PHYLLIS D CLARK	Direct Deposit	2.09
09/29/2023	Ivana Owona	Direct Deposit	163.99
09/29/2023	Ivana Owona	Direct Deposit	38.35
09/29/2023	Jada Harris	Direct Deposit	95.48
09/29/2023	Jada Harris	Direct Deposit	22.33
09/29/2023	TANMAYSINGH R RAJPUT	Direct Deposit	19.91
09/29/2023	TANMAYSINGH R RAJPUT	Direct Deposit	4.65
09/29/2023	WAYNE T WILLIAMS	Direct Deposit	85.12
09/29/2023	WAYNE T WILLIAMS	Direct Deposit	19.91
09/29/2023	William Harris	Direct Deposit	66.65
09/29/2023	William Harris	Direct Deposit	15.59
Total 6060 · FICA			4,468.14
6070 · UNEMPLOYMENT COMP INS			
09/15/2023	Melissa Stone		1.95
09/15/2023	TANMAYSINGH R RAJPUT	Direct Deposit	6.09
09/15/2023	WAYNE T WILLIAMS	Direct Deposit	11.51
09/29/2023	Marisol Sanchez	Direct Deposit	0.80
09/29/2023	Melissa Stone		1.88
09/29/2023	Zane Schneider	Direct Deposit	1.28
09/29/2023	TANMAYSINGH R RAJPUT	Direct Deposit	2.73
09/29/2023	WAYNE T WILLIAMS	Direct Deposit	11.67
Total 6070 · UNEMPLOYMENT COMP INS			37.91
Total 6030 · PERSONNEL OTHER EXPENSES			10,034.77
6100 · ADMINISTRATION			
6110 · Training / Travel			
09/05/2023	MARRIOTT	IAOO Annual Conference SLC WW	246.86
09/05/2023	MARRIOTT	IAOO Annual Conference SLC JH	246.86
09/05/2023	MARRIOTT	IAOO Annual Conference SLC IO	246.86
09/15/2023	IVANA OWONA.	First & Last Day of Travel	96.00
09/15/2023	IVANA OWONA.	Meals and Incidentals x 5	256.00
09/15/2023	IVANA OWONA.	Mileage to O'Hare & back	193.88
09/15/2023	IVANA OWONA.	Reimburse bag fees / uber	133.71
09/15/2023	JADA HARRIS.	First & Last Day of Travel	96.00
09/15/2023	JADA HARRIS.	Meals and Incidentals x 5	256.00
09/15/2023	JADA HARRIS.	Mileage to O'Hare & back	193.88
09/18/2023	Holiday Inn	Ivana IPAI Course Peoria 9/13 - 9/15	416.64
09/19/2023	Inreach Online	Lilyia NASW Continuing Ed Trainings	50.00
10/02/2023	THE MANAGEMENT CENTER	Lilyia Managing to Change the World Training -	475.00
10/05/2023	IVANA OWONA.	First & Last Day of Travel	88.50
10/05/2023	IVANA OWONA.	Meals and Incidentals x 1	59.00
10/05/2023	IVANA OWONA.	Mileage to Peoria & back	120.12
10/05/2023	UNIVERSITY OF ILLINOIS	Social Work class Jazmine	10.00
Total 6110 · Training / Travel			3,185.31
6210 · Legal			
09/15/2023	GROSSER, FREDERIC - REG	ProService- Base Hours 2023 August	450.00
09/15/2023	GROSSER, FREDERIC - REG	ProService- Base Hours 2023 August	450.00
09/15/2023	GROSSER, FREDERIC - REG	ProService- Base Hours 2023 August	450.00
09/15/2023	GROSSER, FREDERIC - ADDL	ProService- Addl Hours 2023 August	837.50
09/15/2023	GROSSER, FREDERIC - ADDL	ProService- Addl Hours 2023 August	837.50
09/15/2023	GROSSER, FREDERIC - ADDL	ProService- Addl Hours 2023 August	837.50
10/05/2023	GROSSER, FREDERIC - REG	ProService- Base Hours 2023 Sept	450.00
10/05/2023	GROSSER, FREDERIC - REG	ProService- Base Hours 2023 Sept	450.00
10/05/2023	GROSSER, FREDERIC - REG	ProService- Base Hours 2023 Sept	450.00
10/05/2023	GROSSER, FREDERIC - ADDL	ProService- Addl Hours 2023 Sept	483.33
10/05/2023	GROSSER, FREDERIC - ADDL	ProService- Addl Hours 2023 Sept	483.34
10/05/2023	GROSSER, FREDERIC - ADDL	ProService- Addl Hours 2023 Sept	483.33
Total 6210 · Legal			6,662.50
6215 · Admin Services			
09/10/2023	Dropbox Sign - hellosign	signature software	20.00
09/19/2023	BUSEY BANK	Stop Payment Fee	35.00

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Cash Basis

Cunningham Township

Bills and Payroll

September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
09/30/2023	BUSEY BANK	Positive Pay Fee	20.00
09/30/2023	BUSEY BANK	Positive Pay Fee	20.00
	Total 6215 · Admin Services		95.00
	6230 · Dues / Subscriptions		
09/22/2023	Amazon	Amazon Prime Membership	89.50
09/22/2023	Amazon	Amazon Prime Membership	89.50
	Total 6230 · Dues / Subscriptions		179.00
	6240 · Computer Service/Software		
09/05/2023	Built for Teams	Time-keeping software	40.00
09/15/2023	JRM Consulting	IMS Mobile	5,000.00
09/19/2023	Microsoft	MSFT 365	68.04
09/19/2023	Microsoft	MSFT 365	68.03
09/19/2023	Microsoft	MSFT 365	53.40
09/19/2023	Microsoft	MSFT 365	53.40
09/21/2023	MICRO SYSTEMS INT	Monthly Support Sept	100.00
09/21/2023	MICRO SYSTEMS INT	Monthly Support Sept	100.00
09/24/2023	Mailchimp	Email Platform Subscription	16.78
09/24/2023	Mailchimp	Email Platform Subscription	16.79
09/29/2023	Online Solutions LLC	Citizenserve user licenses	3,000.00
09/30/2023	GOOGLE	Google Workspace	144.00
10/02/2023	INTUIT	Quickbooks Time	10.00
10/02/2023	INTUIT	Quickbooks Time	122.00
10/05/2023	Built for Teams	Time-keeping software	40.00
	Total 6240 · Computer Service/Software		8,832.44
	6283 · Janitorial		
09/29/2023	JJB Cleaning LLC	Office Cleaning	250.00
09/29/2023	JJB Cleaning LLC	Office Cleaning	250.00
09/29/2023	JJB Cleaning LLC	Office Cleaning	200.00
	Total 6283 · Janitorial		700.00
	6310 · Supplies		
09/09/2023	Amazon	Supplies - Door Hangers and Sleeping Bags	12.99
09/09/2023	WALMART	Office Supplies	66.00
09/09/2023	WALMART	Office Supplies	66.00
09/14/2023	OFFICE DEPOT	Office Supplies	101.22
09/20/2023	Amazon	Office Supplies	14.70
09/22/2023	Amazon	Office Supplies	251.95
09/23/2023	Amazon	Office Emergency Housing Supplies	22.07
09/28/2023	Amazon	Office Supplies	49.97
09/28/2023	Amazon	Office Supplies	89.99
09/29/2023	MINUTEMAN PRESS	Promo stickers	396.12
10/02/2023	Amazon	Office Supplies	18.71
10/02/2023	Amazon	Office Supplies	78.04
10/02/2023	Amazon	Office Supplies	104.35
10/02/2023	Amazon	Office Supplies	104.35
10/03/2023	Amazon	Office Supplies	15.96
10/04/2023	DOLLAR TREE	Office Supplies	16.25
10/04/2023	Chemical Maintenance Inc	Office Supplies	31.34
	Total 6310 · Supplies		1,440.01
	6340 · Postage		
09/29/2023	CHIEF COUNTY ASSESSMENT OFC	Assessor Notice Postage	117.13
	Total 6340 · Postage		117.13
	6350 · Printing / Publishing		
09/15/2023	Watts Copy Systems	Printing charges	29.86
09/15/2023	Watts Copy Systems	Printing charges	29.85
10/05/2023	Watts Copy Systems	Printing charges	39.29
10/05/2023	Watts Copy Systems	Printing charges	39.29
	Total 6350 · Printing / Publishing		138.29

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Cunningham Township

Bills and Payroll

September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
6411 · Equipment Purchase			
09/15/2023	Watts Copy Systems	Copier lease	43.73
09/15/2023	Watts Copy Systems	Copier lease	43.72
10/05/2023	Watts Copy Systems	Copier lease	43.73
10/05/2023	Watts Copy Systems	Copier lease	43.72
Total 6411 · Equipment Purchase			174.90
6420 · Bldg Repairs/Maintenance			
6421 · Bldg Repairs / Maint			
09/08/2023	ALEX LANDSCAPING	Move expense to Township	650.00
09/11/2023	MENARDS	Return - Replace A/C Wall unit	-579.99
09/15/2023	BOYD PORTER-REYNOLDS	Repairs & Maintenance EH Apartments	610.72
09/15/2023	JEFF TRAINOR	Grounds maintenance / HVAC cleaning	81.25
09/21/2023	PEACE OF MIND PLUMBING	Replace sump pump	552.52
09/22/2023	Amazon	Emergency Housing Supplies	31.19
09/29/2023	ALEX LANDSCAPING	Lawn Care - EH	100.00
09/29/2023	ALEX LANDSCAPING	Lawn Care - CTSO	50.00
09/29/2023	ALEX LANDSCAPING	Lawn Care - CTSO	50.00
09/29/2023	ALEX LANDSCAPING	Lawn Care - Wood St	100.00
09/29/2023	JJB Cleaning LLC	Apartment Cleaning 208 3	100.00
09/29/2023	AMERICAN PEST CONTROL INC.	Pest Control Service August	15.00
09/29/2023	AMERICAN PEST CONTROL INC.	Pest Control Service August	15.00
09/29/2023	AMERICAN PEST CONTROL INC.	Pest Control Service Sept	15.00
09/29/2023	AMERICAN PEST CONTROL INC.	Pest Control Service Sept	15.00
10/05/2023	AMERICAN PEST CONTROL INC.	Termite Control 206 California	265.00
Total 6421 · Bldg Repairs / Maint			2,070.69
6422 · Maintenance Reimbursements			
09/15/2023	BOYD PORTER-REYNOLDS	Reimburse Repair supplies	38.43
Total 6422 · Maintenance Reimbursements			38.43
Total 6420 · Bldg Repairs/Maintenance			2,109.12
6430 · Utilities			
09/06/2023	TING	Case manager phone	27.94
09/13/2023	I3 Broadband	Internet	82.47
09/13/2023	I3 Broadband	Internet	82.47
09/15/2023	U-C SANITARY DISTRICT	206 E California 6337610	118.02
09/15/2023	U-C SANITARY DISTRICT	206 E California 6337611	96.70
09/15/2023	U-C SANITARY DISTRICT	206 E California 6635126	76.64
09/15/2023	The New Lincoln Square LLC	Utilities Assessor's office July Aug	207.50
09/18/2023	IL AMERICAN WATER CO	CTSO Water	28.70
09/18/2023	IL AMERICAN WATER CO	CTSO Water	28.71
09/22/2023	GFL Environmental	Trash service California properties	118.37
09/25/2023	AMEREN ILLINOIS	205 W Green	191.37
09/25/2023	AMEREN ILLINOIS	205 W Green	191.37
10/01/2023	Fax.Plus	Fax Service	17.99
10/01/2023	VOLO	Internet	59.95
10/02/2023	OOMA INC	Phone Service	128.17
10/02/2023	OOMA INC	Phone Service	128.18
10/02/2023	OOMA INC	Phone Service	128.18
Total 6430 · Utilities			1,712.73
6520 · Vehicle Maintenance			
09/07/2023	SAMS CLUB #8197	Fuel for Township Car	23.01
09/18/2023	SAMS CLUB #8197	Fuel for Township Car	30.00
09/29/2023	SAMS CLUB #8197	Fuel for Township Car	28.00
Total 6520 · Vehicle Maintenance			81.01
6522 · Misc Expenses			
09/19/2023	Amazon	Supplies not rec'd - credited 10/5/23	26.98
10/05/2023	Amazon	Supplies not rec'd - credited 10/5/23	-26.98
Total 6522 · Misc Expenses			0.00

Cunningham Township
Bills and Payroll
September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
Total 6100 · ADMINISTRATION			25,427.44
6700 · PROGRAMS			
6799 · Other Assistance			
6795 · Intern/Volunteer Program			
09/15/2023	Trinity Lewis	Direct Deposit	150.00
09/29/2023	Marisol Sanchez	Direct Deposit	93.75
09/29/2023	Trinity Lewis	Direct Deposit	150.00
09/29/2023	Zane Schneider	Direct Deposit	150.00
Total 6795 · Intern/Volunteer Program			543.75
6797 · Event Expenses			
09/09/2023	Einstein Bagels	Staff appreciation	20.52
09/16/2023	Amazon	Office Supplies	37.99
09/19/2023	Dixon Graphics	T-shirts	650.93
09/22/2023	Amazon	LGBTQ+ stickers	6.99
09/26/2023	Party City	Pride Event Supplies	64.31
09/28/2023	JESSICA BLACK.	Event Planning	153.72
09/29/2023	CHYNOWETH, DANIELLE	Staff appreciation	25.01
09/29/2023	CHYNOWETH, DANIELLE	Homeless Listening Session	69.00
Total 6797 · Event Expenses			1,028.47
6798 · Other Grants			
09/29/2023	SOLA GRATIA FARMS	Reimburse Munro & Barkley Wages Aug	963.23
Total 6798 · Other Grants			963.23
Total 6799 · Other Assistance			2,535.45
Total 6700 · PROGRAMS			2,535.45
Total Expense			96,991.61
Net Ordinary Income			662,900.18
Net Income			662,900.18

Cash Basis

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Cunningham Township
General Assistance Personal Allowances
September 5 through October 5, 2023

Date	Memo	Paid Amount
	Total 6726 · Housing Allow. (GA) Vendor Pay	1,551.00
	6727 · GA Employment / Education	
09/12/2023	Interim 8/17/23-9/30/23 GA TANF	504.52
09/12/2023	Interim 8/25/23-9/30/23 GA	416.77
09/12/2023	Interim 8/25/23-9/30/23 GA	416.77
09/12/2023	Interim 9/1/23-9/30/23 GA	340.00
09/12/2023	Interim 9/11/23-9/30/23 GA	226.67
09/18/2023	9/1/23-9/30/23 GA Reissue for lost check	340.00
09/19/2023	Interim 9/6/23-9/30/23 GA	283.33
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/01/2023	10/1/23-10/31/23 GA	340.00
10/05/2023	Interim 9/21/23-10/31/23 GA	453.33
10/05/2023	Interim 9/19/23-10/31/23 GA	476.00
	Total 6727 · GA Employment / Education	9,917.39
	Total 6720 · General Assistance	23,967.07
	Total 6700 · PROGRAMS	23,967.07
	Total Expense	23,967.07
	Net Ordinary Income	-23,967.07
	Net Income	-23,967.07

Cunningham Township
Additional Assistance
September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
Ordinary Income/Expense			
Expense			
6700 · PROGRAMS			
6730 · Housing Assistance			
6732 · RA Homeless Prevention			
09/07/2023	RAMSHAW REAL EST...	RA Arrears MO	935.85
09/12/2023	D&D APT RENTALS	RA Arrears KO	1,063.75
09/12/2023	LANCE PITTMAN	RA Arrears IW	6,200.00
09/14/2023	TOWN & COUNTRY A...	RA Arrears SW	860.00
09/15/2023	FAIRLAWN REAL EST...	RA Arrears AM	2,124.00
09/27/2023	JOE ALLEN PROPERT...	RA Arrears TP	1,346.00
09/27/2023	FLORIDA HOUSE APA...	RA Arrears MW	221.97
09/28/2023	TOWN & COUNTRY A...	RA Arrears TD	813.75
10/05/2023	SF PROPERTIES OF S...	RA Arrears ST	1,950.00
10/05/2023	WILLOW SPRINGS	RA Arrears BG	3,935.00
Total 6732 · RA Homeless Prevention			19,450.32
6733 · RA Move-in Assistance			
09/12/2023	HOUSING AUTHORIT...	RA Move-In VW	519.00
09/12/2023	Prime Property Group	RA Move-In JW Security Deposit	1,425.00
09/12/2023	Prime Property Group	RA Move-In JW	475.00
09/26/2023	Bristol Place Residences	RA Move-In AM partial Security Depo...	52.00
09/26/2023	Bristol Place Residences	RA Move-In AM	274.00
09/26/2023	WALTER HINES	RA Move-In BS Security Deposit	975.00
09/26/2023	WALTER HINES	RA Move-In BS October	975.00
09/27/2023	FLORIDA HOUSE APA...	RA Move-In RL Security Deposit	285.00
09/27/2023	ALICE BURTON	RA Move-In MT Security Deposit	725.00
09/27/2023	ALICE BURTON	RA Move-In MT Rent	725.00
09/29/2023	FLORIDA HOUSE APA...	RA Move-In RL Rent	202.00
Total 6733 · RA Move-in Assistance			6,632.00
6734 · Tenant Based Rent Assist			
09/19/2023	PRAIRIE GREEN I	RRH Security Deposit AM	800.00
09/19/2023	PRAIRIE GREEN I	RRH Sept Prorated AM	320.00
09/26/2023	URBANA ESTATES	RRH Rent JJ Oct	300.00
09/26/2023	DAVID MILLER	RRH Rent PR Oct	300.00
09/26/2023	ASPEN COURT	RRH Rent MW Oct	1,000.00
09/26/2023	PRAIRIE GREEN I	RRH AM Oct	750.00
10/05/2023	DAVID MILLER	RRH Rent PR Oct Addl	150.00
Total 6734 · Tenant Based Rent Assist			3,620.00
6735 · Emergency Housing Hotels			
09/21/2023	RODEWAY INN	Emergency hotel housing MS	1,350.00
09/21/2023	RODEWAY INN	Emergency hotel housing PS	1,350.00
09/21/2023	RODEWAY INN	Emergency hotel housing JJ	1,350.00
09/21/2023	RODEWAY INN	Emergency hotel housing DD	1,350.00
09/21/2023	RODEWAY INN	Emergency hotel housing JG	203.40
09/21/2023	RODEWAY INN	Emergency hotel housing EL	270.00
Total 6735 · Emergency Housing Hotels			5,873.40
Total 6730 · Housing Assistance			35,575.72
6799 · Other Assistance			
6728 · Outside Services			
09/15/2023	MAATUKA AL-HEETI E...	Attorney services for client	192.50
09/15/2023	PROPRIO LS, LLC	Translation Services	16.49
Total 6728 · Outside Services			208.99
6737 · Program Supplies - Other			
09/09/2023	Amazon	Street Outreach Supplies	115.79
09/16/2023	WALMART	Family Housing Supplies	382.78
09/18/2023	Marion County Health D...	Vital Record request for participant	12.95
09/19/2023	DOLLAR TREE	Family Housing Supplies	116.25
09/21/2023	ILLINI MATTRESS CO...	Bed for participant VW	400.00
09/21/2023	MARTEL MILLER.	Reimburse Homeless Supplies	16.35

Cunningham Township
Additional Assistance
September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
09/22/2023	Amazon	ETH supplies	5.99
09/22/2023	Amazon	Street outreach supplies	129.14
09/26/2023	Amazon	Emergency Housing Supplies	180.84
10/04/2023	NEVES GROUP	App Fee ETH participant	50.00
10/04/2023	Amazon	Street Outreach Supplies	48.47
10/04/2023	Amazon	Street Outreach Supplies	143.68
Total 6737 · Program Supplies - Other			1,602.24
6738 · Food Assistance			
09/05/2023	WALMART	Street Outreach Supplies	6.60
09/07/2023	WALMART	Street Outreach Supplies	13.74
09/07/2023	WALMART	Family Housing Supplies	6.77
09/20/2023	WALMART	ETH Food Supplies	236.36
09/21/2023	CHANNING MURRAY ...	Emergency Hotel Kits	700.00
10/04/2023	WALMART	Street Outreach Supplies	27.10
10/05/2023	WALMART	Street Outreach Supplies	20.16
Total 6738 · Food Assistance			1,010.73
6739 · Program Utilities			
09/20/2023	AMEREN ILLINOIS	Utility payment for PR	249.81
09/25/2023	AMEREN ILLINOIS	206 E California #2	175.71
09/25/2023	AMEREN ILLINOIS	206 E California #1	84.44
09/25/2023	AMEREN ILLINOIS	206 E California #4	69.36
09/25/2023	AMEREN ILLINOIS	208 E California #4	86.29
09/25/2023	AMEREN ILLINOIS	206 E California #3	226.24
09/25/2023	AMEREN ILLINOIS	208 E California #2	172.19
09/25/2023	AMEREN ILLINOIS	208 E California #1	182.70
09/25/2023	AMEREN ILLINOIS	208 E California #3	174.00
09/26/2023	IL AMERICAN WATER ...	208 E California #4	32.19
09/26/2023	IL AMERICAN WATER ...	208 E California #3	37.05
09/26/2023	IL AMERICAN WATER ...	208 E California #2	25.64
09/26/2023	IL AMERICAN WATER ...	208 E California #1	28.10
09/26/2023	IL AMERICAN WATER ...	206 E California #4	92.45
09/26/2023	IL AMERICAN WATER ...	206 E California #3	40.31
09/26/2023	IL AMERICAN WATER ...	206 E California #2	94.89
10/03/2023	IL AMERICAN WATER ...	Utility payment for RRH client	69.35
Total 6739 · Program Utilities			1,840.72
6779 · Utility Assistance			
09/05/2023	AMEREN ILLINOIS	Utility payment for MG	814.58
09/05/2023	AMEREN ILLINOIS	Utility payment for EM	600.00
09/05/2023	AMEREN ILLINOIS	Utility payment for LT	600.00
09/05/2023	AMEREN ILLINOIS	Utility payment for EC	600.19
09/05/2023	IL AMERICAN WATER ...	Utility payment for JY	572.19
09/06/2023	AMEREN ILLINOIS	Utility payment for SR	600.00
09/06/2023	AMEREN ILLINOIS	Utility payment for DM	348.11
09/06/2023	AMEREN ILLINOIS	Utility payment for AT	435.14
09/06/2023	AMEREN ILLINOIS	Utility payment for WB	548.95
09/07/2023	AMEREN ILLINOIS	Utility payment for LC	213.00
09/07/2023	AMEREN ILLINOIS	Utility payment for LC	11.20
09/07/2023	AMEREN ILLINOIS	Utility payment for SC	627.00
09/07/2023	AMEREN ILLINOIS	Utility payment for TM	503.69
09/07/2023	AMEREN ILLINOIS	Utility payment for AS	602.00
09/07/2023	AMEREN ILLINOIS	Utility payment for LD	600.30
09/07/2023	AMEREN ILLINOIS	Utility payment for SM	512.40
09/07/2023	AMEREN ILLINOIS	Utility payment for KB	348.19
09/08/2023	AMEREN ILLINOIS	Utility payment for EG	355.82
09/09/2023	AMEREN ILLINOIS	Utility payment for BG	564.16
09/09/2023	AMEREN ILLINOIS	Utility payment for GM	221.00
09/09/2023	AMEREN ILLINOIS	Utility payment for MB	595.65
09/09/2023	AMEREN ILLINOIS	Utility payment for CN	525.11
09/09/2023	AMEREN ILLINOIS	Utility payment for JS	613.76
09/09/2023	IL AMERICAN WATER ...	Utility payment for AM	327.44
09/12/2023	AMEREN ILLINOIS	Utility payment for JY	447.20
09/13/2023	AMEREN ILLINOIS	Utility payment for SR	463.15
09/13/2023	AMEREN ILLINOIS	Utility payment for TW	599.55

Cunningham Township
Additional Assistance
September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
09/15/2023	AMEREN ILLINOIS	Utility payment for NJ	306.96
09/15/2023	AMEREN ILLINOIS	Utility payment for LC	593.00
09/16/2023	AMEREN ILLINOIS	Utility payment for MT	593.39
09/19/2023	AMEREN ILLINOIS	Utility payment for AA	609.12
09/19/2023	AMEREN ILLINOIS	Utility payment for AB	597.28
09/20/2023	AMEREN ILLINOIS	Utility payment for BI	599.08
09/20/2023	AMEREN ILLINOIS	Utility payment for BJM	314.28
09/20/2023	AMEREN ILLINOIS	Utility payment for TM	458.04
09/20/2023	AMEREN ILLINOIS	Utility payment for ND	687.73
09/20/2023	IL AMERICAN WATER ...	Utility payment for AW	321.75
09/23/2023	AMEREN ILLINOIS	Utility payment for TV	310.30
09/23/2023	AMEREN ILLINOIS	Utility payment for VT	805.50
09/26/2023	AMEREN ILLINOIS	Utility payment for MN	348.58
09/26/2023	AMEREN ILLINOIS	Utility payment for DM	395.18
09/26/2023	AMEREN ILLINOIS	Utility payment for CT	360.95
09/27/2023	AMEREN ILLINOIS	Utility payment for KW	182.00
09/27/2023	AMEREN ILLINOIS	Utility payment for LH	472.47
09/27/2023	AMEREN ILLINOIS	Utility payment for AM	322.00
09/27/2023	AMEREN ILLINOIS	Utility payment for SF	539.88
09/27/2023	AMEREN ILLINOIS	Utility payment for LH	621.74
09/27/2023	AMEREN ILLINOIS	Utility payment for AJ	490.81
09/27/2023	AMEREN ILLINOIS	Utility payment for KG	786.10
09/27/2023	AMEREN ILLINOIS	Utility payment for AM	599.74
09/28/2023	TOWN & COUNTRY A...	Utility Assistance TD	268.33
09/28/2023	AMEREN ILLINOIS	Utility payment for JG	537.92
09/28/2023	AMEREN ILLINOIS	Utility payment for RT	304.62
09/28/2023	AMEREN ILLINOIS	Utility payment for TS	437.11
09/28/2023	AMEREN ILLINOIS	Utility payment for SW	341.12
09/28/2023	AMEREN ILLINOIS	Utility payment for SM	449.80
09/28/2023	AMEREN ILLINOIS	Utility payment for TD	558.83
09/29/2023	AMEREN ILLINOIS	Utility payment for KN	600.00
09/29/2023	AMEREN ILLINOIS	Utility payment for JW	263.42
09/29/2023	AMEREN ILLINOIS	Utility payment for JS	600.05
09/29/2023	AMEREN ILLINOIS	Utility payment for DW	196.00
09/29/2023	AMEREN ILLINOIS	Utility payment for WP	387.64
09/29/2023	AMEREN ILLINOIS	Utility payment for WP	451.53
09/29/2023	AMEREN ILLINOIS	Utility payment for KJ	213.00
09/30/2023	AMEREN ILLINOIS	Utility payment for FD	528.95
10/03/2023	AMEREN ILLINOIS	Utility payment for SG	600.90
10/03/2023	AMEREN ILLINOIS	Utility payment for TC	247.00
10/03/2023	AMEREN ILLINOIS	Utility payment for KP	390.86
10/03/2023	AMEREN ILLINOIS	Utility payment for JS	295.22
10/05/2023	AMEREN ILLINOIS	Utility payment for BA	614.00
10/05/2023	AMEREN ILLINOIS	Utility payment for SL	410.16
10/05/2023	AMEREN ILLINOIS	Utility payment for OW	538.25
10/05/2023	AMEREN ILLINOIS	Utility payment for YG	369.45
Total 6779 · Utility Assistance			34,169.82
6770 · Angel Donor Expenses			
09/05/2023	CHAMPAIGN COUNTY	RPC reimburse MR Sec Deposit pay...	-500.00
09/05/2023	CASH	Quarters for laundry for participants	200.00
09/15/2023	Salt and Light	Client Assistance - Housewarming pr...	125.17
10/02/2023	CASH	Quarters for laundry for participants	400.00
10/02/2023	Amazon	Supplies	9.99
Total 6770 · Angel Donor Expenses			235.16
6797 · Event Expenses			
09/09/2023	Einstein Bagels	Staff appreciation	20.52
09/16/2023	Amazon	Office Supplies	37.99
09/19/2023	Dixon Graphics	T-shirts	650.93
09/22/2023	Amazon	LGBTQ+ stickers	6.99
09/26/2023	Party City	Pride Event Supplies	64.31
09/28/2023	JESSICA BLACK.	Event Planning	153.72
09/29/2023	CHYNOWETH, DANIE...	Staff appreciation	25.01
09/29/2023	CHYNOWETH, DANIE...	Homeless Listening Session	69.00

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Cash Basis

Cunningham Township
Additional Assistance
September 5 through October 5, 2023

Date	Name	Memo	Paid Amount
	Total 6797 · Event Expenses		1,028.47
	6798 · Other Grants		
09/29/2023	SOLA GRATIA FARMS	Reimburse Munro & Barkley Wages ...	963.23
	Total 6798 · Other Grants		963.23
	Total 6799 · Other Assistance		41,059.36
	Total 6700 · PROGRAMS		76,635.08
	Total Expense		76,635.08
	Net Ordinary Income		-76,635.08
	Net Income		-76,635.08

	Total Supervisor Unrestricted			Assessor Unrestricted			Total Town Fund		
	(Town Fund)			(Town Fund)					
	Jul '23 - Jun 24	Budget	% of Budget	Jul '23 - Jun 24	Budget	% of Budget	Jul '23 - Jun 24	Budget	\$ Over Budget
Income									
4009 · TAXES									
4010 · Property Tax	410,205.64	878,144.00	46.71%	0.00			410,205.64	878,144.00	-467,938.36
4012 · PPRT - Personal Property Tax	8,549.01	15,000.00	56.99%	0.00			8,549.01	15,000.00	-6,450.99
Total 4009 · TAXES	418,754.65	893,144.00	46.89%	0.00			418,754.65	893,144.00	-474,389.35
4020 · GRANTS	0.00	500,000.00	0.0%	0.00			0.00	500,000.00	-500,000.00
4050 · OTHER INCOME									
4040 · Misc Income	0.00	1,500.00	0.0%	0.00			0.00	1,500.00	-1,500.00
4041 · Interest Income	12,395.24	42,000.00	29.51%	0.00			12,395.24	42,000.00	-29,604.76
Total 4050 · OTHER INCOME	12,395.24	43,500.00	28.5%	0.00			12,395.24	43,500.00	-31,104.76
Total Income	431,149.89	1,436,644.00	30.01%	0.00			431,149.89	1,436,644.00	-1,005,494.11
Expense									
6000 · SALARIES									
6010 · SUPERVISOR'S SALARY	18,865.00	70,590.00	26.73%	0.00			18,865.00	70,590.00	-51,725.00
6011 · ASSESSOR'S SALARY	0.00			18,865.00	70,590.00	26.73%	18,865.00	70,590.00	-51,725.00
6012 · CLERK'S SALARY	1,011.22	3,756.00	26.92%	0.00			1,011.22	3,756.00	-2,744.78
6013 · SALARIES - OTHERS	15,860.00	60,060.00	26.41%	35,276.01	190,400.00	18.53%	51,136.01	250,460.00	-199,323.99
6020 · BOARD'S SALARY	1,225.00	4,900.00	25.0%	0.00			1,225.00	4,900.00	-3,675.00
Total 6000 · SALARIES	36,961.22	139,306.00	26.53%	54,141.01	260,990.00	20.74%	91,102.23	400,296.00	-309,193.77
6030 · PERSONNEL OTHER EXPENSES									
6009 · PAYROLL EXPENSES	45.50	220.00	20.68%	61.25	416.00	14.72%	106.75	636.00	-529.25
6040 · HEALTH INSURANCE	7,961.76	34,940.00	22.79%	1,902.16	45,000.00	4.23%	9,863.92	79,940.00	-70,076.08
6050 · IMRF	302.10	2,613.00	11.56%	257.95	5,220.00	4.94%	560.05	7,833.00	-7,272.95
6060 · FICA	2,744.59	10,657.00	25.75%	4,038.33	19,966.00	20.23%	6,782.92	30,623.00	-23,840.08
6070 · UNEMPLOYMENT COMP INS	0.00	200.00	0.0%	109.25	1,500.00	7.28%	109.25	1,700.00	-1,590.75
6080 · EMPLOYEE WELLNESS FUND	0.00	1,000.00	0.0%	0.00			0.00	1,000.00	-1,000.00
Total 6030 · PERSONNEL OTHER EXPENSES	11,053.95	49,630.00	22.27%	6,368.94	72,102.00	8.83%	17,422.89	121,732.00	-104,309.11
6100 · ADMINISTRATION									
6110 · Training / Travel	356.34	2,500.00	14.25%	8,771.69	20,000.00	43.86%	9,128.03	22,500.00	-13,371.97
6210 · Legal	3,595.83	10,000.00	35.96%	6,095.83	20,000.00	30.48%	9,691.66	30,000.00	-20,308.34
6215 · Admin Services	60.00	60,000.00	0.1%	0.00	23,000.00	0.0%	60.00	83,000.00	-82,940.00
6220 · Audit Services	0.00	9,600.00	0.0%	0.00			0.00	9,600.00	-9,600.00

	Total Supervisor Unrestricted			Assessor Unrestricted			Total Town Fund		
	(Town Fund)			(Town Fund)					
	Jul '23 - Jun 24	Budget	% of Budget	Jul '23 - Jun 24	Budget	% of Budget	Jul '23 - Jun 24	Budget	\$ Over Budget
6230 · Dues / Subscriptions	422.50	2,000.00	21.13%	33.00	3,000.00	1.1%	455.50	5,000.00	-4,544.50
6240 · Computer Service/Software	1,056.62	15,000.00	7.04%	12,792.67	27,000.00	47.38%	13,849.29	42,000.00	-28,150.71
6250 · Build Urbana Tax Refund	0.00	4,000.00	0.0%	0.00			0.00	4,000.00	-4,000.00
6260 · General Insurance	0.00	8,000.00	0.0%	0.00			0.00	8,000.00	-8,000.00
6270 · Appraisals	0.00			0.00	45,000.00	0.0%	0.00	45,000.00	-45,000.00
6283 · Janitorial	1,000.00	3,950.00	25.32%	800.00	3,000.00	26.67%	1,800.00	6,950.00	-5,150.00
6310 · Supplies	1,038.78	3,500.00	29.68%	237.25	1,500.00	15.82%	1,276.03	5,000.00	-3,723.97
6340 · Postage	39.60	300.00	13.2%	117.13	4,000.00	2.93%	156.73	4,300.00	-4,143.27
6350 · Printing / Publishing	214.19	3,000.00	7.14%	0.00	11,000.00	0.0%	214.19	14,000.00	-13,785.81
6411 · Equipment Purchase	174.88	20,000.00	0.87%	0.00	5,000.00	0.0%	174.88	25,000.00	-24,825.12
6420 · Bldg Repairs/Maintenance									
6421 · Bldg Repairs / Maint	1,063.69			0.00	0.00	0.0%	1,063.69	0.00	1,063.69
6420 · Bldg Repairs/Maintenance	0.00	125,000.00	0.0%	0.00			0.00	125,000.00	-125,000.00
Total 6420 · Bldg Repairs/Maintenanc	1,063.69	125,000.00	0.85%	0.00	0.00	0.0%	1,063.69	125,000.00	-123,936.31
6429 · Property Acquisition/Rent	0.00	400,000.00	0.0%	0.00	12,500.00	0.0%	0.00	412,500.00	-412,500.00
6430 · Utilities	1,793.53	10,000.00	17.94%	1,221.41	5,650.00	21.62%	3,014.94	15,650.00	-12,635.06
6520 · Vehicle Maintenance	150.00	5,000.00	3.0%	0.00			150.00	5,000.00	-4,850.00
6522 · Misc Expenses	182.61	2,500.00	7.3%	0.00	5,000.00	0.0%	182.61	7,500.00	-7,317.39
Total 6100 · ADMINISTRATION	11,148.57	684,350.00	1.63%	30,068.98	185,650.00	16.2%	41,217.55	870,000.00	-828,782.45
6700 · PROGRAMS									
6799 · Other Assistance									
6797 · Event Expenses	283.69	2,000.00	14.19%	0.00			283.69	2,000.00	-1,716.31
6798 · Other Grants	3,975.86	20,000.00	19.88%	0.00			3,975.86	20,000.00	-16,024.14
Total 6799 · Other Assistance	4,259.55	22,000.00	19.36%	0.00			4,259.55	22,000.00	-17,740.45
Total 6700 · PROGRAMS	4,259.55	22,000.00	19.36%	0.00			4,259.55	22,000.00	-17,740.45
Total Expense	63,423.29	895,286.00	7.08%	90,578.93	518,742.00	17.46%	154,002.22	1,414,028.00	-1,260,025.78

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Cash Basis

Cunningham Township
Budget vs. Actual GA
July 2023 through June 2024

	Total GA Fund				TOTAL			
	Jul '23 - Ju...	Budget	\$ Over Bud...	% of Budget	Jul '23 - Ju...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense								
Income								
4009 · TAXES								
4010 · Property Tax	566,474.46	1,212,675.00	-646,200.54	46.7%	566,474.46	1,212,675.00	-646,200.54	46.7%
4012 · PPRT - Personal Property Tax	8,549.02	15,000.00	-6,450.98	57.0%	8,549.02	15,000.00	-6,450.98	57.0%
Total 4009 · TAXES	575,023.48	1,227,675.00	-652,651.52	46.8%	575,023.48	1,227,675.00	-652,651.52	46.8%
4020 · GRANTS	226,884.55	1,259,853.00	-1,032,968.45	18.0%	226,884.55	1,259,853.00	-1,032,968.45	18.0%
4030 · SSI Reimbursements	0.00	12,000.00	-12,000.00	0.0%	0.00	12,000.00	-12,000.00	0.0%
4035 · DONATIONS AND GIFTS								
4036 · Solidarity Gardens	10.21	3,000.00	-2,989.79	0.3%	10.21	3,000.00	-2,989.79	0.3%
4038 · Angel Donor - Paypal	4,929.15	20,000.00	-15,070.85	24.6%	4,929.15	20,000.00	-15,070.85	24.6%
4039 · Angel Donor - Cash and Checks	65,343.46	20,000.00	45,343.46	326.7%	65,343.46	20,000.00	45,343.46	326.7%
Total 4035 · DONATIONS AND GIFTS	70,282.82	43,000.00	27,282.82	163.4%	70,282.82	43,000.00	27,282.82	163.4%
4050 · OTHER INCOME								
4040 · Misc Income	0.00	1,000.00	-1,000.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4041 · Interest Income	12,395.23	42,000.00	-29,604.77	29.5%	12,395.23	42,000.00	-29,604.77	29.5%
Total 4050 · OTHER INCOME	12,395.23	43,000.00	-30,604.77	28.8%	12,395.23	43,000.00	-30,604.77	28.8%
Total Income	884,586.08	2,585,528.00	-1,700,941.92	34.2%	884,586.08	2,585,528.00	-1,700,941.92	34.2%
Gross Profit	884,586.08	2,585,528.00	-1,700,941.92	34.2%	884,586.08	2,585,528.00	-1,700,941.92	34.2%
Expense								
6000 · SALARIES	116,285.67	467,640.00	-351,354.33	24.9%	116,285.67	467,640.00	-351,354.33	24.9%
6030 · PERSONNEL OTHER EXPENSES	29,084.55	138,547.00	-109,462.45	21.0%	29,084.55	138,547.00	-109,462.45	21.0%
6100 · ADMINISTRATION								
6110 · Training / Travel	1,634.02	16,150.00	-14,515.98	10.1%	1,634.02	16,150.00	-14,515.98	10.1%
6210 · Legal	3,595.84	10,000.00	-6,404.16	36.0%	3,595.84	10,000.00	-6,404.16	36.0%
6215 · Admin Services	210.00	7,000.00	-6,790.00	3.0%	210.00	7,000.00	-6,790.00	3.0%
6230 · Dues / Subscriptions	122.50	600.00	-477.50	20.4%	122.50	600.00	-477.50	20.4%
6240 · Computer Service/Software	7,796.65	13,000.00	-5,203.35	60.0%	7,796.65	13,000.00	-5,203.35	60.0%
6260 · General Insurance	0.00	4,000.00	-4,000.00	0.0%	0.00	4,000.00	-4,000.00	0.0%
6283 · Janitorial	1,030.64	3,950.00	-2,919.36	26.1%	1,030.64	3,950.00	-2,919.36	26.1%
6310 · Supplies	2,377.86	8,000.00	-5,622.14	29.7%	2,377.86	8,000.00	-5,622.14	29.7%
6340 · Postage	253.10	1,500.00	-1,246.90	16.9%	253.10	1,500.00	-1,246.90	16.9%
6350 · Printing / Publishing	272.50	7,000.00	-6,727.50	3.9%	272.50	7,000.00	-6,727.50	3.9%
6411 · Equipment Purchase	899.92	38,520.00	-37,620.08	2.3%	899.92	38,520.00	-37,620.08	2.3%
6420 · Bldg Repairs/Maintenance								
6421 · Bldg Repairs / Maint	6,095.48				6,095.48	0.00	6,095.48	100.0%
6422 · Maintenance Reimbursements	133.16				133.16	0.00	133.16	100.0%

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Cash Basis

**Cunningham Township
Budget vs. Actual GA
July 2023 through June 2024**

	Total GA Fund				TOTAL			
	Jul '23 - Ju...	Budget	\$ Over Bud...	% of Budget	Jul '23 - Ju...	Budget	\$ Over Bud...	% of Budget
6420 · Bldg Repairs/Maintenance - Other	0.00	97,500.00	-97,500.00	0.0%	0.00	97,500.00	-97,500.00	0.0%
Total 6420 · Bldg Repairs/Maintenance	6,228.64	97,500.00	-91,271.36	6.4%	6,228.64	97,500.00	-91,271.36	6.4%
6429 · Property Acquisition/Rent	0.00	69,000.00	-69,000.00	0.0%	0.00	69,000.00	-69,000.00	0.0%
6430 · Utilities	2,812.59	10,000.00	-7,187.41	28.1%	2,812.59	10,000.00	-7,187.41	28.1%
6520 · Vehicle Maintenance	337.16	3,000.00	-2,662.84	11.2%	337.16	3,000.00	-2,662.84	11.2%
6522 · Misc Expenses	63.55	2,000.00	-1,936.45	3.2%	63.55	2,000.00	-1,936.45	3.2%
Total 6100 · ADMINISTRATION	27,634.97	291,220.00	-263,585.03	9.5%	27,634.97	291,220.00	-263,585.03	9.5%
6700 · PROGRAMS								
6720 · General Assistance	82,721.80	428,000.00	-345,278.20	19.3%	82,721.80	428,000.00	-345,278.20	19.3%
6730 · Housing Assistance	111,359.94	402,973.00	-291,613.06	27.6%	111,359.94	402,973.00	-291,613.06	27.6%
6799 · Other Assistance								
6728 · Outside Services	1,034.87	75,025.00	-73,990.13	1.4%	1,034.87	75,025.00	-73,990.13	1.4%
6729 · Transportation Assistance	906.98	12,000.00	-11,093.02	7.6%	906.98	12,000.00	-11,093.02	7.6%
6736 · Homeless Supplies	222.42	12,000.00	-11,777.58	1.9%	222.42	12,000.00	-11,777.58	1.9%
6737 · Program Supplies - Other	3,911.46	18,000.00	-14,088.54	21.7%	3,911.46	18,000.00	-14,088.54	21.7%
6738 · Food Assistance	2,423.70	36,160.00	-33,736.30	6.7%	2,423.70	36,160.00	-33,736.30	6.7%
6739 · Program Utilities	10,451.30	25,000.00	-14,548.70	41.8%	10,451.30	25,000.00	-14,548.70	41.8%
6779 · Utility Assistance	75,172.61	33,788.00	41,384.61	222.5%	75,172.61	33,788.00	41,384.61	222.5%
6770 · Angel Donor Expenses	3,423.11	40,000.00	-36,576.89	8.6%	3,423.11	40,000.00	-36,576.89	8.6%
6778 · Solidarity Gardens	1,219.64	7,000.00	-5,780.36	17.4%	1,219.64	7,000.00	-5,780.36	17.4%
6795 · Intern/Volunteer Program	3,793.75	20,000.00	-16,206.25	19.0%	3,793.75	20,000.00	-16,206.25	19.0%
6797 · Event Expenses	3,356.49	6,000.00	-2,643.51	55.9%	3,356.49	6,000.00	-2,643.51	55.9%
Total 6799 · Other Assistance	105,916.33	284,973.00	-179,056.67	37.2%	105,916.33	284,973.00	-179,056.67	37.2%
Total 6700 · PROGRAMS	299,998.07	1,115,946.00	-815,947.93	26.9%	299,998.07	1,115,946.00	-815,947.93	26.9%
Total Expense	473,003.26	2,013,353.00	-1,540,349.74	23.5%	473,003.26	2,013,353.00	-1,540,349.74	23.5%
Net Ordinary Income	411,582.82	572,175.00	-160,592.18	71.9%	411,582.82	572,175.00	-160,592.18	71.9%
Net Income	<u>411,582.82</u>	<u>572,175.00</u>	<u>-160,592.18</u>	<u>71.9%</u>	<u>411,582.82</u>	<u>572,175.00</u>	<u>-160,592.18</u>	<u>71.9%</u>

Cunningham Township Capital Asset Policy

Purpose

The purpose of this capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. CTSO capital asset policy is herein established to safeguard assets and to insure compliance with GASB34 for governmental financial reporting.

Overview

This policy is herein established to safeguard and address CTSO's investment in property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect CTSO's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

Policy

Inventory

Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Finance Director shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory.

The inventory schedule will include the following for each asset:

- Asset Description – A description of the asset (serial #, model#)
- Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- Department name and physical location of asset
- Date asset was purchased/acquired and or disposed
- Cost of Asset
- Method of acquisition (purchased or donated)
- Estimated useful life

This list will be maintained, updated, and reviewed by the Finance Director and given to the Supervisor on an ongoing basis.

Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges). In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

Capitalizing

When to Capitalize Assets:

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold (see schedule-page 3 & 4) and have a useful life of at least one year.

Assets not Capitalized:

Assets below the capitalization threshold (see schedule-page 3 & 4) on a unit basis but warranting "control" shall be inventoried and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold (see schedule-page 3 & 4)

Capital Assets include the following major classes of assets:

Land and Inexhaustible Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as excavation work, preparation of land for construction, landscaping.

Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges.

Building and Building Improvements – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.

Vehicles – Costs include purchase price plus costs such as title & registration.

Machinery and Equipment – Assets included in this category are heavy equipment, traffic equipment, generators, office equipment, phone system, and kitchen equipment.

Infrastructure Assets – Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

Depreciation

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.

Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

Capital Assets Useful Lives are as follows:

	Useful Life	Capitalization Threshold	Inventory Threshold
Land (and Inexhaustible Land Improvements)	N/A	\$ 1	\$ 1
Land Improvements	20	\$ 50,000	\$ 1
Buildings			
Buildings	45	\$ 50,000	\$ 1
Building Improvements		\$ 50,000	\$ 1
HVAC	20		
Re-Roofing	20		
Electrical/Plumbing	30		
Carpet Replacement	10		
Vehicles		\$ 10,000	\$ 1
Vehicles – General	7		
Small Trucks	7		
Large Trucks	10		
Machinery & Equipment		\$ 25,000	\$ 1,000
Heavy Equipment	15		
Recreational Equipment	20		
Generators	20		
Furniture & Fixtures		\$ 15,000	\$ 5,000
Office Furniture	20		
Office Equipment	5		
Phone System	10		
Kitchen Equipment	10		
Infrastructure	50	\$ 250,000	

OTHER

Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the department inventory listing and reported to the Finance Director.

Donations or Transfer

Each Department must notify Finance Director of and add additions and deletions from donated or transferred assets to the inventory listing.

Surplus Property

Each Department must report all capital assets classified as surplus to the Finance Director. CTSO will have an auction or sealed bid as needed to sell the surplus property.

Lost or Stolen Property

When suspected or known losses of inventoried assets occur, the Department should conduct a search for the missing property. The search should include transfer to another department, storage, scrapping, surplus property. If the missing property is not found, the department must contact the Finance Director.

Cunningham Township Fund Balance Policy

Purpose

The purpose of this policy is to establish guidelines for a fund balance that will provide financial stability, cash flow for operations, and the assurance that the Government will be able to respond to emergencies with fiscal strength. Cunningham Township believes that sound financial management principles require that sufficient funds be retained by the Township to always provide a stable financial base. To retain this stable financial base, the organization needs to maintain a fund balance that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

It is essential that the Cunningham Township maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the general operations of the Township.

In addition, this policy addresses the Cunningham Township's requirements under GASB 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

Definitions

Fund Balance – A governmental fund's fund balance is the difference between its assets, deferred outflows and its liabilities and deferred inflows.

Fund Balance Components – An accounting distinction is made between the portions of fund equity that are spendable and non-spendable. Under GASB 54, these are broken up into five categories:

- 1) Non-spendable fund balance – Amounts that are not in a spendable form (such as inventory and prepaid items) or are required to be maintained intact (such as the corpus of an endowment fund)
- 2) Restricted fund balance – Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages, such as the General Assistance Fund.
- 3) Unrestricted fund balance – is made up of three components:
 - a) Committed Fund Balance - the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of fund balance.
 - b) Assigned Fund Balance – the portion of a Governmental Fund's fund balance to denote an intended use of resources but with no formal Board action.
 - c) Unassigned Fund Balance – available expendable financial resources in a governmental fund that is not the object of tentative management plan.

Policies

Minimum Unrestricted Fund Balance – General Funds

The fund balance of the Cunningham Township's general fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The Cunningham Township's basic goal is to limit expenditures to anticipated revenue in order to maintain a balanced budget.

It is the goal of the Cunningham Township to achieve and maintain an unrestricted fund balance in the Town Fund that is at least 50% of anticipated annual expenditures and transfers out as budgeted for the year for unrestricted funds (this does not include grants, the general assistance fund, or other restricted funds). The use of fund balance is appropriate to fund all cash flows including long-term liabilities, provide reserves for unanticipated expenditures and/or revenue shortfalls, and to fund items of an emergency nature.

If unassigned fund balance falls below the goal or has a deficiency, the Cunningham Township will replenish it by applying all annual future budget surpluses and excess resources toward the fund balance until it is within the range.

Committed Fund Balance

- Regarding the Town Fund, the Town Board Cunningham Township's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Town Board at a Town Board of Trustees meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Order of Expenditure of Funds (Spending Prioritization)

When multiple components of fund balance are available for the same expenditure (for example, a project has both restricted and unrestricted funds available for it), spending will occur in this order – Restricted fund balance will have been depleted before using any of the components of unrestricted fund balance.

Cunningham Township Investment Policy

The Township will regularly analyze its cash flow needs of all funds.

The Township will collect, disburse, and deposit funds on a regular basis.

The Township will pool cash from its different funds and invest the idle funds with compliance to state and federal laws at the highest rate of return possible, while maintaining a diversified investment portfolio.

Interest earnings and market value adjustments will be credited to the source of the invested monies at the end of each quarter based on the average cash balances during that quarter.

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

Investment information and results will be provided quarterly to the Town Board.

Cunningham Township Voiding of Checks / Outstanding Check Policy

Checks may need to be voided from time to time based on a variety of situations. The voiding of a check must be approved by the appropriate personnel and recorded in the general ledger in a timely manner to provide accurate financial statements. The proper program or project from which the funds were initially charged will be credited in the amount of the voided check.

If an error occurs while printing a check or is identified prior to mailing the check, the check should be voided, recorded in the Voided Checks log, and the hard copy of the original check placed in the Voided Check file.

If an assistance participant states they did not receive their check in the mail and the bank verifies the check has not been cashed, a new check may be issued on/after the 15th of the month. The participant must pick up the check in person and sign a document understanding a stop payment will be placed on the original and agreeing not to cash the original check if received and return it to Township. The Finance Director will confirm the original check still has not been cashed then place a stop payment on the check. The check will be voided in Quickbooks and recorded in the Voided Checks log.

If a vendor states they did not receive their check in the mail and the bank verifies the check has not been cashed, the Finance Director will notify the vendor that a stop payment will be placed on the check and if the original check eventually arrives, they should return the check to the Township. Stop payment will be placed on the check, the check will be voided in Quickbooks and recorded in the Voided Checks log, and a replacement check will be issued.

If under any circumstance, a participant or vendor is compensated twice during the check replacement process, the participant/vendor shall be notified immediately and required to pay back the township office. As per general assistance rules, unauthorized GA checks may be paid back using the overpayment process.

Outstanding checks are reviewed at a minimum monthly, with bank reconciliations, both by the Finance Director and Supervisor. For any checks older than 60 days, if possible, the recipient is contacted and asked to deposit the check immediately or request replacement if the original was lost or not received. Checks outstanding for more than 90 days are reviewed with appropriate staff to determine if they should be voided. If determined to be voided, appropriate general journal entry will be made by the Finance Director.

In order to provide accurate financial statements, in the event a check is voided but the amount is still due the recipient, (According to Illinois state law on unclaimed property) a general journal entry will be posted depositing the funds into Cunningham Township's unclaimed liability account.

Once a year, in September, Cunningham Township's Finance Director and Supervisor will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent (checks dated three years or older) to the State of Illinois, Unclaimed Property Division, per State Statute.

RESOLUTION NO. T-2023-10-009R

A RESOLUTION AUTHORIZING THE SUPERVISOR TO SIGN AN MOU AND SUBRECIPIENT GRANT AGREEMENT WITH CHAMPAIGN COUNTY HEALTH CARE CONSUMERS FOR HEALTH CARE ASSISTANCE AND NAVIGATION SERVICES

WHEREAS, Cunningham Township Supervisor's Office (CTSO) requires General Assistance and Emergency Housing program participants to seek all available benefits such as Medicaid, Medicare, Supplemental Nutrition Assistance, SSI/SSDI and Temporary Aid for Needy Families; and

WHEREAS, CTSO participants are regularly in need of support with health care and public benefits navigation; and

WHEREAS, Cunningham Township is the recipient of an IDHS Emergency Housing/Transitional Housing grant for FY 24 funding Bridge to Home which includes emergency housing for medial fragile residents who are homeless and seeks subrecipients to provide housing and supportive services in their areas of expertise; and

WHEREAS, for the past 46 years Champaign County Health Care Consumers (CCHCC) has been supporting local residents in navigating health care systems, accessing benefits, and organizing for community health with its hotline and advocacy programs, and is currently building HOPE Village as permanent housing for medically fragile homeless residents and seeks support for homeless residents as this project is built; and

WHEREAS, the Township Board of the Town of Cunningham approved the Town budget for fiscal year 2024, including \$20,000 in funding in "Other Grants" set side for contracting with outside agencies to extend the services of CTSO; and

NOW THEREFORE BE IT RESOLVED by the Township Board of the Town of Cunningham authorizes the Township Supervisor to sign the attached Memorandum of Understanding with Champaign County Health Care Consumers to provide to for Cunningham Township residents Health Care and Benefit Navigation Services at the cost of \$12,000, and sign the attached Memorandum of Understanding and Subrecipient Grant Agreement for Emergency/Transitional Housing along with Housing Navigation and Supportive Services for Bridge to Home participants as a subrecipient of \$47,500.

Approved this October 16, 2023 by the Township Board of the Town of Cunningham,
Champaign County, State of Illinois.

Phyllis Clark, Town Clerk

Diane Wolfe Marlin, Chair



Cunningham Township

Danielle Chynoweth, Supervisor

205 WEST GREEN ST • URBANA, IL 61801

(217) 384-4144 • FAX: (217) 367-7063

WWW.CUNNINGHAMTOWNSHIP.ORG

Please affirm the following information:

1. Subgrantee name: **Champaign County Health Care Consumers (CCHCC)**
2. The amount of funding subgranted: **\$47,500.**
3. The term of the subcontract: **September 1, 2023 to June 30, 2024**
4. Anticipated #of persons served: **4**
5. Type of services:
Emergency/Transitional Housing along with Housing Navigation and Supportive Services
6. Referral process:
Referrals will exclusively come from CTSO which shall maintain a waitlist for units operated by CTSO and its subgrantees.
7. Follow up actions:
CCHCC shall submit an invoice, receipts, and reports in a template provided by CTSO on a monthly basis
8. The expected outcomes: **CCHCC will assist homeless residents referred by CTSO as a coordinated entry point, providing case management and supportive services to achieve housing stability with dignity. The goal is to lessen the amount of time spent in level 1 or 4 homelessness so that clients can seek new employment, retrain, develop stability, and regain self-sufficiency.**
9. The social service provider receiving the subgrant, CCHCC, will comply with all IDHS contractual obligations, rules, regulations, and policies.
10. Cunningham Township, the Applicant, will have on file all of the subgrantees applicable attachments.
11. The subcontract must be signed and dated by an authorized agent of the applicant agency and the provider that received the subgranted funds:

SUBRECIPIENT (Provider):

By: _____

Name and title

Attest: _____

Date: _____

CUNNINGHAM TOWNSHIP (applicant agency)

By: _____

Name and title

Attest: _____

Date: _____

**MEMORANDUM OF UNDERSTANDING BETWEEN CUNNINGHAM TOWNSHIP SUPERVISOR'S
OFFICE AND CHAMPAIGN COUNTY HEALTH CARE CONSUMERS FOR HEALTH CARE, DISABILITY,
AND HOUSING ASSISTANCE**

This Memorandum of Understanding (the **"MOU"**) is entered as of September 1, 2023 and ending June 30, 2024, by and between Champaign County Health Care Consumers (CCHCC), with an address of 44 E Main St #208, 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 for providing

- "Emergency/Transitional Housing along with Housing Navigation and Supportive Services" as a subrecipient of an IDHS grant totalling up to \$47,500
- "Health Care and Benefit Navigation" totalling \$12,000.

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:

- a. Emergency Housing and Supportive Services
 - i. Two units of emergency housing in hotels or equivalent
 - ii. Housing navigation and supportive services
 - iii. Participant supplies
- b. Medical & Benefit Navigation including:
 - i. Health Insurance Navigation (Medicaid, Marketplace, Medicare)
 - ii. Other IDHS navigation (SNAP, TANF, etc)
 - iii. Hospital Financial Assistance
 - iv. Medical Care navigation assistance (primary, specialist, dental, eye)
 - v. Social Security benefit application support and navigation
- c. Referrals to CTSO
- d. Staff training and coordination

2. **Roles and Responsibilities of CCHCC**

- a. **Programmatic Services**

- i. Emergency Housing and Supportive Services

1. As a subrecipient of a State of Illinois grant to CTSO, CCHCC will operate and case manage 2 units of emergency housing in hotels for medically fragile residents and provide supportive services in alignment with IDHS contractual obligations, rules, regulations, and policies.

2. CCHCC shall maintain a direct relationship with hotel providers of its choice with the target of \$55 per day on average.
3. Referrals will exclusively come from CTSO which shall maintain a waitlist for units operated by CTSO and its subgrantees.
4. CCHCC shall communicate to CTSO when a hotel unit is available and request a referral within 3 business days of vacancy.
5. CCHCC shall enter emergency housing participants served under this agreement in HMIS.
6. CCHCC will pay for (and get reimbursed for) supplies such as prescriptions, medical equipment, toiletries, transportation, or other needs of its consumers where receipts are provided. CTSO will not reimburse pre-paid VISA cards..

ii. Health Care & Benefit Navigation Services:

CCHCC will to Cunningham Township residents who qualify for CCHCC services:

1. Health Insurance Navigation (Medicaid, Marketplace, Medicare)
 - a. Support in applying for, navigating, and updating health insurance.
2. Other IDHS Navigation (SNAP, TANF, etc)
 - a. Support applying for SNAP, TANF and other entitlements and navigating issues with these.
3. Hospital Financial Assistance
 - a. Support applying for Carle Patient Financial Services and other options for past due or future bills.
4. Medical Navigation assistance
 - a. Support establishing a Primary Care Physician, and accessing specialists, eye, and dental care.
5. Social Security Disability Benefit application support and navigation.

iii. Referrals to CTSO

1. Urbana residents who contact CCHCC first for support will be screened for CTSO services and referred to CTSO by emailing their name and contact information to: info@cunninghamtownship.org.

iv. Staff training and coordination

1. At least once per year, CCHCC and CTSO staff representatives will meet to train on changes in medical care, review services and coordinate systems of care.

v. Reporting:

1. CCHCC shall submit an invoice, receipts, and reports in a template provided by CTSO on a monthly basis no later than the 15th of each month for the preceding month so that CTSO may include this information in its monthly reporting with the state.
2. Upon acceptance of MOU, CCHCC shall provide an up-to-date, signed W-9.

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

a. Emergency Housing and Supportive Services

- i. CTSO shall provide training and support to CCHCC in managing and supporting 2 emergency housing units in hotels in compliance with its State of Illinois grant.
- ii. CTSO shall maintain a waitlist of homeless residents and shall be the sole referring source to CCHCC units funded by CTSO.
- iii. CTSO shall provide air fryers, which shall be owned by the participant, and arrange for food deliveries to the two units covered under this agreement.

b. Health Care and Benefit Navigation Referrals:

- i. Referrals from CTSO will be provided directly from a CTSO staffer to CCHCC by emailing the cchcc@cchcc-il.org address, or emailing certain specific CCHCC staff members directly, ccing the participant if they have an email, providing a phone number, and a short overview of the need. CCHCC 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.
- ii. CTSO will ensure participant consent prior to making a referral.

c. Financial Support:

- i. Cunningham Township shall pay CCHCC on monthly invoices at the following rates:
 1. Emergency Housing and Supportive Services:
Up to \$47,500 based on hotel and supplies receipts and payroll reporting. CTSO cannot reimburse for purchase of gift cards.
 2. Health care and benefit navigation services:
Up to \$12,000 in the grant period based on reporting requirements provided by CTSO.

4. Administrative and Financial Disclosure

- a. CCHCC agrees to cooperate with site visits with Cunningham Township, as

requested, for Township staff to tour and review programs in progress.

- b. CCHCC will use fiscal, accounting, and audit procedures that conform to accepted accounting practices and applicable statutes.
 - c. CCHCC will provide to the Township, upon reasonable notice, access to and the right to examine such books and records of CCHCC, and CCHCC 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.
 - d. 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.
 - e. CCHCC will comply with all applicable statutes, ordinances and regulations. CCHCC will not use any of these funds for lobbying purposes. CCHCC 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 CCHCC will reimburse the Township any amount that is determined to have been spent in violation of the Agreement and/or grant.
5. **Term.** This Agreement shall commence September 1, 2023 and end June 30, 2024.
6. **Supersession.** This MOU supersedes any prior agreements.
7. **Termination.** The MOU may be terminated by Township or CCHCC upon a 60 day notice in writing to the other party. The notice shall include the reason for termination.
8. **Amendments.** This Agreement may be amended only by an agreement of the parties executed in the same manner in which this Agreement is executed.
9. **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.
10. **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.

11. **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.
12. **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.
13. **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.
14. **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.
15. **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.
16. **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:

CCHCC

Signed: _____

By: _____

Date: _____

Cunningham Township Supervisor's Office



Signed:

By: Danielle Chynoweth

Date:

Resolution No. T-2023-10-010R

A Resolution Authorizing the Supervisor to Sign a Memorandum of Understanding and Subrecipient Grant Agreement with the Channing Murray Foundation for Food Delivery

WHEREAS, Cunningham Township has set a goal to end food insecurity for Urbana residents; and

WHEREAS, to that end, Cunningham Township operates a Food Access program where any Urbana resident can receive advocacy support to sign up for food stamps, access local food pantries, grow food, and/or receive a food delivery; and

WHEREAS, the Bucket Brigade Food Assistance is a program co-designed and produced by Cunningham Township and the Channing Murray Foundation at the beginning of the COVID-19 pandemic to provide food pantry delivery service to low income residents who need it; and

WHEREAS, since the Bucket Brigade Food Assistance has significantly addressed food insecurity in Urbana with over 3000 deliveries since March of 2020; and

WHEREAS, the these programs require a level of program coordination, food handling, storage, and delivery that is beyond the capacity and space of Cunningham Township; and

WHEREAS, Cunningham Township is the recipient of an IDHS Emergency Housing/Transitional Housing grant for FY 24 which requires food provision and access to participants of this program; and

WHEREAS, the Supervisor proposes the attached Memorandum of Understanding and Subrecipient Grant Agreement with the Channing Murray Foundation is the best approach to enshrine shared commitments between the parties;

NOW THEREFORE BE IT RESOLVED by the Township Board of the Town of Cunningham that the Resolution authorizing the Township Supervisor to sign the attached Memorandum of Understanding and subrecipient grant agreement with the Channing Murray Foundation for Bucket Brigade Food Delivery and the Board authorizes the Supervisor of the Town of Cunningham to sign said agreements.

Approved this October 16, 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 THE CHANNING MURRAY FOUNDATION FOR FOOD ASSISTANCE

This Memorandum of Understanding (the “**MOU**”) is entered as of September 15, 2022, by and between Channing-Murray Foundation (CMF), with an address of 1209 W. Oregon St. Urbana, IL 61801 and The Cunningham Township Supervisor's Office (CTSO), with an address of 503 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 collaborating to **provide food assistance to homeless households staying in CTSOs Bridge to Home emergency housing in hotels hereby named “Bucket Brigade.”**

NOW THEREFORE the Parties agree as follows:

1. Roles and Responsibilities of Channing-Murray Foundation (CMF)

a. Program

i. Food Assistance

1. CMF will prepare food buckets on a weekly basis for up to 11 households staying in CTSO's Bridge to Home emergency housing in hotels.
2. CMF will source food from food banks and pantries, grocery stores (via purchase), and Solidarity Gardens, for which CMF will act as a drop off site.
3. Food selection shall be nutritious guided by the participant's dietary needs and preferences as screened by a CTSO case manager upon intake via a food request form.
4. Quantity shall be sufficient for at least one meal per day – so one week's bucket would have a minimum of 7 meals.
5. Food shall be shelf stable or able to be stored in a hotel mini fridge and cooked using a microwave or air fryer.
6. Any produce or perishables will be kept in accordance with standards acceptable to the Champaign Urbana Public Health District.
7. If requested, CMF will add to food distributions additional CTSO-purchased items such as toiletries and cleaning supplies.
8. Food buckets shall be clearly labeled by participants and ready for pick up weekly on Wednesdays (or a mutually agreed upon time)
9. Deliveries shall be done by CTSO Case Managers unless otherwise arranged.
10. CMF Bucket Brigade lead will communicate monthly with CTSO's Food

Assistance Case Manager to monitor and improve the program including recommendations for any cooking/eating supply needs.

ii. Deadlines:

1. CTSO will notify CMF of any changes in participant needs in advance when possible but no later than 2 business days after the change.

iii. Data Processing and Data Security:

1. CMF will limit access to recipient's contact information to a small number of staff and volunteers necessary for implementing delivery.
2. CMF staff and volunteers shall sign and adhere to the CTSO confidentiality agreement.

iv. Branding:

1. Bucket Brigade will be branded as a shared project of Cunningham Township and Channing Murray Foundation.

v. Reporting & Invoicing:

1. CMF shall report on the number of households served and any issues, along with invoices with receipts for actual costs – both food and staffing – on a monthly basis by the 15th of the month.

b. General

- i. CMF will comply with all IDHS contractual obligations, rules, regulations, and policies.
- ii. CMF agrees to cooperate with site visits with Cunningham Township, as requested, for Township staff to tour and review programs in progress.
- iii. CMF will use fiscal, accounting, and audit procedures that conform to accepted accounting practices and applicable statutes.
- iv. CMF will provide to the Township, upon reasonable notice, access to and the right to examine such books and records of the CMF, the CMF 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.
- v. 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.
- vi. CMF will comply with all applicable statutes, ordinances and regulations. The CMF will not use any of these funds for lobbying purposes or any

other purpose not stipulated in the agreement. 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 CMF will reimburse the Township any amount that is determined to have been spent in violation of the Agreement and/or grant.

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

a. Program

- i. CTSO Case Managers will screen participants for their dietary needs and preferences via a food request form and provide these to CMF to guide purchasing and food selection.
- ii. CTSO will notify CMF of any non-food supplies needed to be added in the food buckets, purchase these items, and have them delivered to CMF.
- iii. CTSO will provide any flyers to be included in the food buckets.
- iv. CTSO Case Managers will pick up ready food buckets for all clients on Wednesdays, or another agreed upon time.
- v. CTSO's Food Assistance Case Manager will communicate monthly with CMF's Bucket Brigade lead to monitor and improve the program.
- vi. CTSO agrees to distribute via email, social media, or other means, any calls for Bucket Brigade volunteers prepared by CMF.
- vii. CTSO will reimburse CMF on a per bucket basis as follows:
 1. \$65 per bucket based on actual staff and food costs.

1. **Term.** The term of this agreement is September 1, 2023 to June 30, 2024. It may be renewed annually, if agreed to in writing by both parties.
2. **Supercession.** This MOU supersedes any prior oral or written agreements.
3. **Termination.** The MOU will be in effect through June 30, 2024. It may be terminated by Township upon a thirty-day notice in writing only after efforts to resolve concerns.
4. **Amendments.** This Agreement may be amended only by an agreement of the parties executed in the same manner in which this Agreement is executed.
5. **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.
6. **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.

7. **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.
8. **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.
9. **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.
10. **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.
11. **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.
12. **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:

Channing-Murray Foundation

Signed: _____

By: _____

Date: _____

Cunningham Township Supervisor's Office

Signed:

By: Danielle Chynoweth, Cunningham Township Supervisor

Date:

**Resolution T-2023-10-011R: A Resolution Authorizing the Supervisor to Sign and
Intergovernmental Agreement with Champaign County for Bridge to Home, Filling Gaps in Local
Homeless and Housing Services (ARPA Funds)**

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

WHEREAS, Champaign County is in receipt of funds pursuant to the American Rescue Plan Act (ARPA Funds); and

WHEREAS, The County of Champaign and Cunningham Township desire to assist emergency and transitional housing in Champaign County in response to the COVID-19 pandemic; and

WHEREAS, an intergovernmental agreement between the County of Champaign and Cunningham Township has been prepared and outlines the responsibilities of each party;

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 and execute Intergovernmental Agreement with Champaign County for \$350,000 to support Bridge to Home, Filling Gaps in Local Homeless and Housing Services.

Approved this October 16, 2023 by the Township Board of the Town of Cunningham,
Champaign County, State of Illinois.

Phyllis Clark, Town Clerk

Diane Wolfe Marlin, Chair

**INTERGOVERNMENTAL AGREEMENT FOR HOUSING ASSISTANCE BETWEEN
THE COUNTY OF CHAMPAIGN AND CUNNINGHAM TOWNSHIP**

THIS AGREEMENT is made and entered by and among the County of Champaign, Illinois (“County”) and Cunningham Township (“Township”) (herein after collectively referred to as “the Parties”), effective on the last date signed by a Party hereto.

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

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

WHEREAS, the County is authorized by Section 603 of the Social Security Act and the United States Department of Treasury Interim and Final Rule 31 CFR Part 35 to transfer ARPA Funds to respond to the pandemic public health emergency or its negative economic impacts, including services or programs that support housing assistance; and

WHEREAS, the Township is a municipal corporation in Champaign County; and

WHEREAS, the Parties desire to enter into this Agreement to recognize the roles and responsibilities for each Party in providing housing assistance.

NOW, THEREFORE, the Parties agree as follows:

Section 1. Purpose and Scope: The purpose of this Agreement is for the County to provide ARPA Funds to the Township for assistance with operational costs of emergency and transitional housing units in Champaign County.

Section 2. Funding Amount: The County, subject to the terms and conditions of this Agreement, hereby agrees to provide ARPA Funds in amount of up to \$350,000.00 to the Township for operational costs of emergency and transitional housing units.

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

- A. The Township will operate emergency and transitional housing units, as detailed in Attachment 1.
- B. The costs must occur between March 3, 2021 and December 31, 2024.
- C. The maximum amount of assistance from this Agreement shall be \$350,000.
- D. The Township must provide reporting information to the County as required in Section 4.
- E. The County will transfer ARPA Funds to the Township in an amount up to \$350,000 in support of this assistance. The transferred funds shall be provided to the Township based on invoice(s) for related project costs. A Risk Assessment Form, copy of the invoice and documentation of related project costs, and Reporting Form shall be submitted by the Township to the County prior to the first payment. If multiple payments are needed, the Township shall submit a copy of invoice and related documentation, along with submission of a Reporting Form to the County for each payment thereafter, with a maximum amount of \$350,000. The County shall provide the Risk Assessment Form and Reporting Form templates to the Township.

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

- A. The Township will adhere to the ARPA Funds fiscal, accounting, and audit procedures that conform to the Generally Accepted Accounting Principles (GAAP) and the requirements of Federal Uniform Guidance (2 CFR Part 200).
- B. The Township will adhere to all applicable state and federal requirements regarding labor standards for the project(s), including 2 CFR 200, Appendix II; 40 U.S.C. 3702 and 3704; and 29 CFR Part 5.

- C. The Township will operate emergency and transitional housing units in Champaign County with ARPA Funds in accordance with Section 3.
- D. The Township will submit reporting information to the County as required by the Department of Treasury, upon request of the County. Information will include but is not limited to: Unique Entity ID (UEI) Number, location of project; number of individuals/households served by the project; population categories served by the project; project funding sources and amounts; project expenditure details; project scope and purpose; details regarding how the project responds to public health related or negative economic impacts of the pandemic; project timeline and status; Davis Bacon and Labor Reporting for capital expenditures over \$10 million.
- E. The Township will provide to the County, upon reasonable notice, access to and the right to examine such books and records of the Township. The Township will make reports to the County as the County may reasonably require so that the County may determine whether there has been compliance with this Agreement.
- F. No person shall be excluded from participation in programs the County is funding, be denied the benefits of such program, or be subjected to discrimination under any program or activity funded in whole or in part with the funds provided under this Agreement on the ground of race, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or on any other ground upon which such discrimination is prohibited by law. The Township understands that Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, applies to the use of ARPA Funds.
- G. The Township will comply with all applicable statutes, ordinances, and regulations. The Township will not use any of these ARPA Funds for lobbying purposes. If it is determined by the County that any expenditure made with ARPA Funds provided under this Agreement is prohibited by law, the Township will reimburse the County any amount that is determined to have been spent in violation.

Section 5. Roles and Responsibilities of the County:

- A. The County shall provide ARPA Funds to the Township in an amount up to \$350,000 in support of this assistance. The transferred funds shall be provided to the Township

based on project invoices and documentation. A Risk Assessment Form, Reporting Form, and project documentation shall be submitted by the Township to the County prior to the first payment; followed by documentation and Reporting Form for remaining payment(s). The County shall provide the Risk Assessment Form and Reporting Form templates to the Township.

- B. The County shall provide oversight as described in this Agreement for the purpose of ensuring that ARPA Funds are spent in compliance with Federal law, and in compliance with the intended purpose of the funds as set forth in this Agreement.

Section 6. Term and Termination: This Agreement shall commence upon its execution between the Parties. This Agreement may be terminated by either party upon a thirty-day notice in writing to the other party. Upon termination, the Township shall provide to the County an accounting of the ARPA Funds and shall remit unspent ARPA Funds to the County. Additionally, if the Township does not spend the ARPA Funds in accordance with the regulations and requirements specified in this Agreement, the Township will be required to repay the County in the amount of ARPA funds that were utilized incorrectly.


Section 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.

Section 8. 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.

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

**THE COUNTY OF CHAMPAIGN,
ILLINOIS**

CUNNINGHAM TOWNSHIP

By: 

By: _____

Date: September 22, 2023

Date: _____

ATTEST: 

ATTEST: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:



ATTACHMENT 1

	Detail	TOTALS
6260 · General Insurance		\$1,500
6411 · Equipment Purchase		\$33,520
	208 Washer/dryer in units + install	
	206 1 & 2 Washer/dryer + washer	
	Furnishings	
	Airfryers for 30 hh in hotels	
	Computer and monitors	
6421 · Bldg Repairs/Maintenance		\$122,500
	206 & 208 Window replacement	
	206 & 208 Lighting	
	Patio door single pane	
	Repairs/maintenance	
	PM	
6429 · Property Acquistion/Rent		\$0
6739 · Program Utilities		\$5,000
6733 · Move-in Assistance		\$90,000
	Move in	
	Rental arrears	
6736 · Street Outreach Supplies		\$22,000
6738 · Food Assistance		\$8,000
6795 · Intern/Volunteer Program		\$30,000
6350 · Printing/Publishing		\$6,780
6520 · Outreach Vehicle Exp		\$3,000

6735 · Emergency Housing Hotels		\$16,700
6797 · Event Expenses		\$6,000
6737 · Program Supplies - Other		\$5,000
TOTAL		\$350,000



Cunningham Township

Danielle Chynoweth, Supervisor

205 WEST GREEN ST • URBANA, IL 61801

(217) 384-4144 • FAX: (217) 367-7063

WWW.CUNNINGHAMTOWNSHIP.ORG

Proposal to Champaign County for American Rescue Plan Act (ARPA) Funding for Cunningham Township's Bridge to Home Program

April 15, 2023

The Cunningham Township Supervisor's Office (CTSO) seeks \$882,000 in support from Champaign County's ARPA funds to grow the capacity of its Bridge to Home program, which provides a continuum of housing and services for Champaign County residents experiencing homelessness and housing insecurity so they may access and maintain permanent housing.

Funds will be focused on increasing support for homeless families with children and residents with disabilities by adding Emergency/Transitional Housing units and supportive services. A key goal is to provide housing stability for children and young adults – improving their health and safety, preventing community violence, and supporting them in realizing their educational, professional and personal potential.

About Cunningham Township

CTSO is a public agency supporting local low-income residents with housing, income, education, disability, transportation, utilities, food, clothing, communication, and other needs. A key role of township is to fill gaps in the local, state and federal safety net. **In 2022, CTSO served over 10,000 residents throughout Champaign County** through programs funded by municipal, state, and private dollars. Our long term vision is to end homelessness and hunger in Urbana.

The Need

Champaign County residents face significant housing challenges as nearly 6 out of ten renters are rent burdened, higher than the national average. The root cause is clear: Income has not kept up with rents, leading to rent burden, evictions, and risk of homelessness. A full time worker must make at least \$16.69 per hour to avoid housing burden in Champaign County. To afford \$686 monthly rent, a person must work 60 hours

a week at minimum wage in Champaign County (National Low Income Housing Coalition). And yet, only 1 in 5 households who need a housing voucher can access them. For those that do have vouchers, it is difficult to find housing. The ~100 Housing Choice Voucher holders circling looking for a place to live often face a lack of affordable options, credit and other barriers to access, and discrimination. (Housing Authority of Champaign County). As a result, about 40% of all calls for help to 211 are related to housing insecurity.

As other programs grow to fill gaps in services for homeless individuals and connect them with employment, **CTSO seeks to fill remaining gaps for some of the most vulnerable homeless residents: families with children, residents with disabilities, and LGBTQ+ residents with risk factors staying in congregate shelter.**

Nation wide, women and families represent the fastest increasing segment of the homeless population in the United States. Locally, we have family homelessness steadily rise: the number of homeless children in the county rose from 583 in FY 18 to 657 in FY 20 (Regional Office of Education).

Homelessness amongst women and children is largely invisible and yet they face particular risks when homeless or housing insecure. **Women and children often become homeless due to physical and/or sexual assault, and homelessness puts them at risk of further physical and sexual assault.** This spiral of trauma affects their ability to have a safe home, stay healthy, protect their children, earn income, and control their bodies.

Nationally, intimate partner violence is the leading cause of women's homelessness. Of homeless women, 92% have experienced severe physical and/or sexual violence in their lifetimes (Browne & Bassuk, 1997). Of homeless girls, 61% report sexual abuse as their reason for leaving home (Estes & Weiner, 2001).

Locally, CTSO undertook a review of 62 mothers with children experiencing homelessness in our program. The results were stark: **42% of mothers conceived a child or children as a teenager, and 11% conceived a child under the age of consent (17 years) in Illinois.** Of the sample, 10% conceived a child while they were 15 years old or younger; the youngest was sexually assaulted and conceived a child at 12 years old. By comparison, Champaign County's rate of childbirth under the age of consent is consistently less than one tenth of one percent. These facts are alarming and require us to intervene by ensuring all families with children have access to safe housing.

Residents with disabilities or medical fragility who are homeless are also at particular risk as many can not be accommodated in local shelters as they need wheelchair access or specific

medical equipment. They may remain street homeless and are at a much higher risk of mortality due to their disability and lack of shelter. Nationally about 40% of homelessness residents have a disability (National Law Center on Homelessness & Poverty). Locally, the number of local residents with disabilities is on the rise as total SSI participants in Champaign county increased by 21.2% between 2008 and 2018 (SSA.gov) To avoid rent burden, a resident on SSI needs to pay no more than \$304 in rent. The lowest available rents in the county are about twice this amount, resulting in extreme housing insecurity for disabled residents who do not have a housing subsidy.

The Opportunity

After five years of intensive research and service provision by CTSO this is clear: **Our community has access to the resources and skills to house all literally homeless individuals and families in our community.** Ending homelessness means that instances of homelessness are rare, brief and one time, and a continuum of coordinated services exists to help homeless residents move into permanent housing and then support them in staying housed.

We created Bridge to Home in 2020 after three years of research, community conversations, and several pilot projects in providing homeless services. Guided by best practices in homeless service provision, Bridge to Home threads together Street and School Outreach, Emergency and Transitional Housing, Rapid Rehousing/Rental assistance, while providing Supportive Case Management throughout from literal homelessness to stabilization in permanent housing.

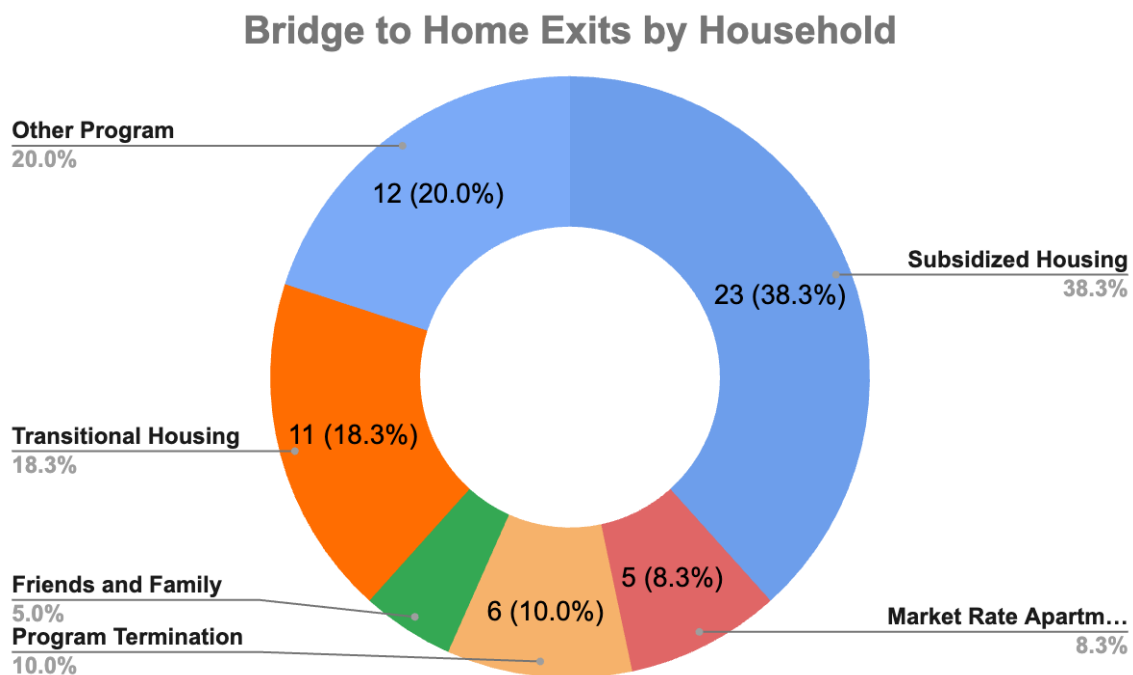
In just a few years, **CTSO has dramatically changed the landscape of services to homeless residents in Champaign County, preventing or addressing homelessness for 1,260 households** through Bridge to Home's various components. So far, our success story looks like this:

- **School outreach** has supported **63** families including 170 children (April 2022 to present).
- **Street outreach** has supported **96** individuals who are street homeless (September 2021 to present).
- **Emergency Housing for Individuals with Disabilities** has supported **41** literally homeless individuals with disabilities or medical fragility (September 2021 to present).
- **Emergency Housing for Families** has supported **66** families including **124** children from July 2020 to present. 90% of families have exited to more stable housing.
- **Rapid Rehousing** has supported **10** households (March 2021 to present).
- **Subsidized Housing Advocacy** has supported **454** residents representing 271 households with 127 households successfully moving into subsidized housing with 62 households receiving housewarming gifts (July 2020 to present).
- **Rental Assistance** has supported **527** households (January 2018 to present).

Spotlight on Emergency Housing for Families

CTSO's Emergency Housing for Families provides 8 apartments of housing in downtown Urbana close to groceries, transportation, and Urbana schools. Households are referred from USD 116 staff or Crisis Nursery to our Housing Case Manager who is physically present in every school every week to connect with families. If a family is housing or food insecure, the case manager works on rental and/or food assistance for them. If the family is literally homeless, the family is referred to CTSO's Emergency Housing.

Once in the program, families receive intensive case management setting weekly goals and receiving support to access all available income and housing options. Although families are allowed to stay for up to one year as long as they are meeting their goals, the average stay is three months. In this program, we have supported **66** families including **124** children from July 2020 to present. 90% of families have exited to more stable housing.



29-year-old Destoni, mother of six, lost her job due to the pandemic and became homeless in December 2020. A staff member at the Housing Authority saw Destoni's family sleeping in their car and referred her to Township. After two months in Bridge to Home Emergency Housing, Destoni had a job at a local hospital and moved into her own home in West Champaign with a housing voucher.



"We were at the state of homelessness. I had six little ones behind me, and I used to think that if I give up, who will take care of them? So I prayed. Township made everything easier. Honestly, without their help, I don't know if I would be in my home today."
- Destoni, Bridge to Home Graduate



Proposal to Build the Capacity of Bridge to Home

Collaborative local work to end homelessness, spurred on by the pandemic, has reduced gaps in homeless and housing services. But significant pieces remain to eliminate homelessness and ensure affordable housing for all. The Cunningham Township Supervisor presented on Gaps in local Homeless Services to the Cunningham Town Board on October 10, 2022 (See Attachment D). A clear gap identified was that, even with the expansion of shelter, **key vulnerable populations still lack the emergency and transitional housing they need to be safe and supported to move to stable housing.**

Although the growth in shelter is greatly needed, there are particular populations underserved by the current continuum of services namely:

1. **Individuals unable to stay in congregate shelter due to a disability;**

2. **Homeless families with children, generally;**
3. **Homeless families with children with a disabled head of household;**
4. **Homeless families with children seeking refugee or other immigration status;**
5. **LGBTQ+ residents experiencing homelessness who are at high risk of violence in the shelter system.**

CTSO is leveraging 8 different funding sources and 17 partnerships to expand the capacity of Bridge to Home to better serve these target populations. Please see Attachment A: Bridge to Home Program description for details on the Bridge to Home program - components, staffing, performance metrics, and funding sources – as well as Attachment B: Bridge to Home Partner Organizations.

Since 2021, the following pieces of Bridge to Home have been secured through internal or external funds:

1. 8 units of Emergency/Transitional Family Housing - CTSO secured in 2021 and is upgrading for safety, accessibility, and energy efficiency with Urbana ARPA funds.
2. School Outreach staff member - USD 116 funds as a pass through from IBSE.
3. Emergency Housing Staff - funded by State of Illinois (ESG), Urbana HOME ARPA, USD 116, and CTSO
4. Outreach Vehicle - funded by City of Champaign
5. Rental Assistance - funded by CSTO with a 2.5 year expansion to prevent evictions and house precariously housed families with Urbana ARPA funds
6. School and street outreach supplies - funded by USD 116, State of Illinois (ESG), & CTSO

Funding Request & Justification

CTSO requests funding from Champaign County, adding to the supports listed above, to finish building out the capacity of Bridge to Home. For the period of March 2023 and December 2024 (or December 2026 in the case of property acquisition/renovation), CTSO seeks the following:

1. **\$530,00 Acquisition/Renovation of Emergency/Transitional Housing Units**
~6 units for a total of 14 bricks and mortar units and necessary renovations for safety, accessibility, and energy efficiency.

CTSO currently owns and operates 8 units of emergency/transitional housing in downtown Urbana, put into service in 2021. In addition, we operate 4 hotel units. We seek to replace these hotel units with bricks and mortar units owned by CTSO and expand by 2 units. This would allow us to provide emergency/transitional housing at a fraction of the \$1500 per month currently spent on hotel rooms. For acquisition we are

requesting \$530,000 is based on actual costs of 6 unit apartments plus \$10,000 per unit in anticipated renovation costs including:

1. Making units accessible
2. Installing security and remote access systems
3. Installing hardscape flooring
4. Energy efficiency improvements (leveraging Ameren incentives)
5. Other renovations required upon purchase.

2. \$96,000 for Property Management & Utilities

Including first time setup, maintenance, utilities, cleaning.

Based on actual expenses from CTSO's purchase of 206 and 208 E. California Ave, Urbana, we expect to spend \$8,000 per unit per year (\$667 per month) including utilities, maintenance, insurance, and cleaning. This would cover up to 8 units for 18 months. The other 6 units are supported through other funding sources.

3. \$126,000 for Supportive Services Staff

CTSO is requesting support for ~1.5 FTE staff to case manage emergency/transitional housing for 18 months. CTSO plans to maintain these staff positions with a mixture of reallocation of tax levy along with new grant-funded revenue that will take 12-18 months to cultivate.

4. \$40,000 in Supportive services through partner agencies

CTSO is requesting this support to partner with other agencies to provide specific supportive services to Bridge to Home participants that CTSO is not in a position to provide. This may include Medicare/Medicaid and health insurance navigation, mental health support, language translation, child care and other supports needed for employment, mentoring for homeless children, disability services, support with domestic violence or sexual assault, etc.

5. \$90,000 Direct Assistance

CTSO seeks funding to provide direct assistance such as utility arrears, rent, food, clothing, mental health, health care/prescriptions, transportation, basic phone access, home furnishings (for homeless move-ins), and other assistance needed.

CTSO supports residents who have shut off utilities (power or water) or an imminent shut off who do not qualify for other programs such as LIHEAP. Last year, CTSO paid \$56,000 in utility assistance, entirely through private donations. With the tripling of electricity costs with the end of Urbana's electricity purchase agreement in 2023, CTSO is already seeing a rise in the need for support to keep the power and water on in

households with very low incomes. Of the \$90,000, \$75,000 is expected for utility assistance to fill this direly felt gap in our community. The other \$15,000 is for street and school outreach supplies: coats and warm winter gear, help paying for birth certificates or IDs, food, backpacks, back to school supplies. These have been paid for by COVID related grant funding which we expect to be reduced in the next fiscal year.

TOTAL Request: \$882,000

Sustainability of Operations

CTSO has a plan to fund ongoing operations of Bridge to Home sustainably. Key to ongoing operations of Bridge to Home is the restoration and increase in township's tax levy which passed overwhelmingly in November of 2020, adding about \$600,000 annually to our assistance budget. Also key is our development of annual grant funds primarily from state and federal sources. CTSO has developed a grants management team and secured ESG (Emergency Solutions Grant) funding from the State of Illinois for the past three years, and intends to seek renewal grants. ESG funding amounts depend on recommendations from the Continuum of Service Providers to the Homeless. CTSO's grant in the current fiscal year is \$103,000. ESG grants have a 100% match requirement which may be supported by ARPA and other grant funds listed below.

Sources of ongoing Bridge to Home operational funds are:

1. Cunningham Township Tax Levy (increased secured)
2. Illinois DHS Emergency Solutions Grants (secured, will seek renewal)
3. Urbana School District 116 ISBE funds (secured, will seek renewal)
4. Cunningham Township Angel Donor Funds (secured)
5. Champaign County Housing Authority (secured voucher referral)
6. HUD funds to the Continuum of Service Providers to the Homeless (due Aug 2023)
7. Illinois Criminal Justice Information Authority (ICJIA) R3 funds (not submitted)

In addition, CTSO is exploring forming a 501c3 not for profit to prospect funds that are not available to government entities.

Attachments:

- A. Bridge to Home Partner Organizations
- B. CTSO Staff Credentials
- C. Bridge to Home Plan FY 24

Attachment B: Bridge to Home Partner Organizations

CTSO's Bridge to Home engages the following 17 partners. [See letters of support \(LOS\) & MOUs here.](#)

1. **County Health Care Consumers**
Provides Medicaid, TANF, SNAP navigation via a contract with CTSO. (See CCHCC MOU)
2. **Urbana School District**
Provides referrals, office space at the schools, and funding. CTSO provides a Housing Case Manager in the schools (See USD 116 MOU & LOS USD 116)
3. **Housing Authority of Champaign County**
Provides Emergency Housing vouchers via referrals from CSPH. CTSO provides supportive case management for residents at Pinewood. (See LOS HACC)
4. **Champaign Urbana Public Health District**
Provides support for emergency winter shelter and resource table at CTSO outreach events (See CUPHD MOU & LOS CUPHD)
5. **Crisis Nursery**
Provides referrals, crisis child care, and support applying for child care. (See MOU CN)
6. **City of Urbana**
Provided fiscal sponsorship for ESG funding for Bridge to Home from 2020-2022, providing HOME ARPA funds for 2023-2024.
7. **City of Champaign**
Providing ARPA funds for homeless street outreach vehicle.
8. **Continuum of Service Providers to the Homeless**
Provides a convening and coordinating body, funding recommendations, and referrals for services. (CTSO's Supervisor serves on the CSPH Executive Committee)
9. **CU at Home**
Provides space for CTSO Outreach staff to connect with participants, homeless certifications, and support accessing IDs. (See LOS CU at Home)
10. **Illinois DHS**
Emergency Solutions Grant provider.
11. **Champaign County Regional Planning Commission**
Provides and receives referrals for emergency housing and rapid rehousing.
12. **City of Champaign Township**
Coordinates in providing emergency housing, referring residents who can not stay in congregate shelter (See LOS COCT)
13. **Channing Murray Foundation**
Provides emergency items for CTSO's Bucket Brigade food delivery services. (See CMF MOU)
14. **Hope Center**
Provides food pantry items for CTSO's Bucket Brigade food delivery service.
15. **CU Trauma and Resiliency Initiative**
Supports families impacted by community violence via contract with CTSO. (See MOU CU TRI)
16. **YMCA - New American Welcome Center**
Provides language, legal, and logistical support for immigrant participants. (See LOS YMCA)
17. **The Refugee Center**
Provides language, legal, and logistical support for refugee participants. (See LOS TRC)

Attachment C: Cunningham Township Supervisor's Office Staff Credentials

CTSO's leadership team has significant grants and program development experience. Supervisor Danielle Chynoweth has over 25 years experience securing and administering grants including from: Ford Foundation, Google, Surdna, McCormick, National Endowment of the Arts, Illinois Arts Council, Illinois Department of Commerce and Economic Opportunity, Illinois Department of Human Services, and Media Democracy Fund). She has overseen CTSO's grants for 5.5 years. Finance and Operations Director Nicole Philyaw has 4 years experience managing numerous grants at the Eastern Illinois Food Bank, Land Connection, and now CTSO. Program Director Jazmine Hernandez has 2 years experience managing CTSO's ESG grant through DHS as well as CUPHD grants. CTSO has received and successfully managed a number of grants including: DHS Emergency Solutions Grant, City of Urbana pass through ESG grant, CURE COVID funds, Heartland Alliance, and Champaign Urbana Public Health District. CTSO has also administered dozens of grants as a funder. In total, CTSO currently employs 14 staff (12.5 FTE) and 2 full time Social Work interns with the following relevant certifications and trainings:

1. Licensed Social Workers/MA in Social Work (2)
2. MA in Counseling (1)
3. MA in Political Science (1)
4. AA/BA in Social Work (2)
5. De-escalation training - UI Police Training Institute & other sources (14)
6. Trauma informed Care Training Series - by CU Trauma and Resiliency Initiative (14)
7. Opiate Overdose Response Training by CUPHD (14)
8. LGBTQIA+ Cultural Competency Training by the UP Center (14)
9. Domestic Violence 40-hour training (3)
10. Domestic Violence 3 hour training (14)
11. Rape Advocacy, Counseling, & Educational Training 40-hour training (4)
12. Trauma and Resiliency/Building a Trauma-Informed Community 40-hour training (1)
13. Therapeutic Crisis Intervention Training, 40-hour training (1)
14. Social Security Insurance/Social Security Disability Outreach, Access, and Recovery (SOAR) course (2)
15. Crisis Prevention Institute's nonviolent crisis intervention training (1)
16. Divorce, Victim/Offender, Family, and School Mediation Training (1)
17. Township Assistance Administration Training (6)
18. Wrap-Around Care Training (1)
19. Mental Health First Aid training (1)
20. Management Center Training (4)
21. SOUL Advanced Facilitation Training 20 hours (1)
22. Digital Organizing School by Wellstone Action (1)
23. Executive Training - Ford Foundation (1)

CTSO Bridge to Home Program Plan

FY 2023-2024

Cunningham Township

The Cunningham Township Supervisor's Office (CTSO) is a public agency that supports local low-income residents with housing, income, education, disability, transportation, utilities, food, clothing, and communication needs. In 2022, CTSO served over 10,000 residents. CTSO cultivates strong, trusted partnerships with other local governments, non profits, and funders to meet its goal of ending homelessness and hunger in Urbana. Unique to Cunningham Township is its mission to fill local gaps in the local, state and federal safety net, and its ability to move nimbly to do so. The Supervisor serves on the Executive Committee of Continuum of Service Providers to the Homeless and as Field Instructor for the University of Illinois School of Social Work.

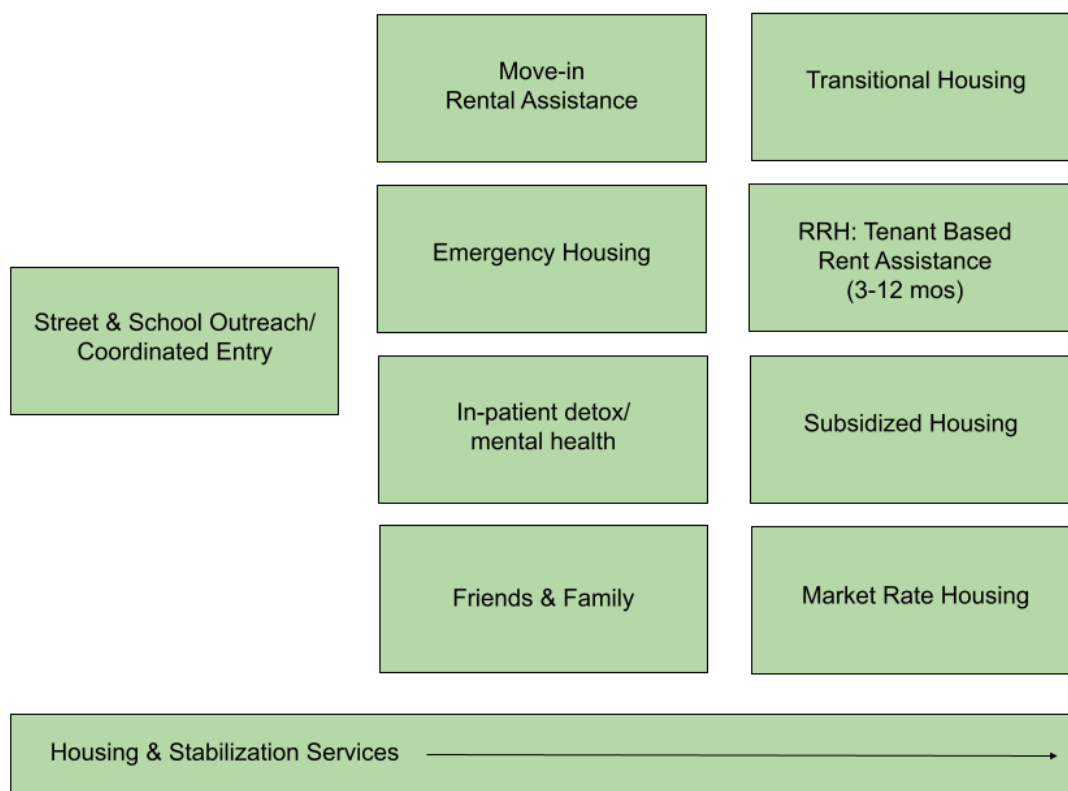
Overview

The purpose of Bridge to Home is to provide a continuum of housing and supportive services for local residents experiencing homelessness and housing insecurity so they may access and maintain permanent housing. Bridge to Home threads together Street and School Outreach, Emergency and Transitional Housing, Rapid Rehousing/Rental assistance, while providing Case Management including Housing Navigation and Supportive Services throughout from literal homelessness to stabilization in permanent housing.

History

After three years of working with and funding partners to fill gaps in homeless services, CTSO launched Bridge to Home in 2020 during the COVID-19 pandemic with Emergency Housing for those who could not stay in congregate shelter (families, individuals with disabilities, COVID positive or medically fragile residents) and Rapid Rehousing for literally homeless residents. In 2020, voters overwhelmingly approved a referendum to increase Township's tax levy, making long term sustenance possible. In 2021, with shifts in residents served in shelter and the availability of vouchers for homeless residents, CTSO expanded Bridge to Home to include Street Outreach and greater Housing Services. These programs were funded by a mix of private, state (ESG) and township funds. In 2021, CTSO acquired 8 units downtown for Emergency Housing for Families. In 2022, with support from Urbana School District 116, Bridge to Home expanded to include School Outreach – with a Housing Case Manager in Urbana Schools.

Movement Towards Housing



Program Components

Street Outreach

CTSO locates and supports actively unsheltered residents – through contact with concerned residents, health care professionals, emergency responders, school staff, and community businesses and organizations, including visits to areas where unsheltered residents often dwell.

- **# STAFF:** .5 FTE
- **SERVICES:** Street Outreach participants are supported with Immediate Needs: food, blankets, clothing, phones, toiletries; emergency shelter access support; Transportation Help: MTD, bus to family, transport to detox/mental health/medical facility; Housing Services: Link willing residents to go through coordinated entry; Links to Township Emergency Housing, General Assistance, or Move-in Rental Assistance, and/or referrals to other agencies.
- **FUNDING:** CTSO tax levy (secured), IDHS ESG, Private donations.
- **GOALS:** 30/yr served.

School Outreach

CTSO places a Housing Case Manager in Urbana Schools to support families with children who are facing homelessness and housing insecurity.

- **# STAFF:** 1 FTE
- **SERVICES:** receive referrals, make assessments, create plans, process rental assistance, secure food needs, and support families in attaining more stable housing and meeting other material needs.
- **FUNDING:** FY24 Renewal ISBE COVID grant through USD. As this is COVID funding, we are working to ID long term funding sources.
- **GOALS:**
 - 90 Households with ~225 children/yr expected

Emergency Housing (1-3 months)

CTSO offers short term emergency housing, if no other shelter option exists, as long as the resident is meeting with a case manager, pursuing goals, and seeking permanent housing.

- **# STAFF:** 1.5 FTE + intern
- **# UNITS:** 8
- **SERVICES:** Emergency Housing participants receive 1-3 months of housing, case management, food support through Bucket Brigade delivery, transportation support, support applying for General Assistance or Rental Assistance, support applying for and locating permanent housing options, support requesting vital documents, connection to substance abuse, rape crisis, or mental health counseling, referrals to other support such as Medicaid, SNAP and TANF.
- **FUNDING:** CTSO tax levy (secured), HHI (secured), DHS ESG (applying for renewal), Urbana ARPA (secured), County ARPA (applied), Vouchers from HACC (secured).
- **GOALS:**
 - 4 individuals plus 32 families/yr served
 - >80% of all Emergency Housing participants will move into a more stable housing situation at the end of the program term.

Transitional Housing (4-12 months)

PROPOSED PROGRAM

Emergency Shelter participants (individuals or families) who need more time to access independent housing will be considered for transitional housing as long as the resident is meeting with a case manager, pursuing goals, saving towards future housing expenses, and seeking permanent housing.

- **# STAFF:** 1 FTE + intern
- **# UNITS:** 6
- **SERVICES:** Transitional Housing participants receive 4-12 of housing, case management, support applying for and locating permanent housing options, connection to substance abuse recovery services, rape crisis services, or mental health counseling, referrals to other support.

- **FUNDING:** CTSO tax levy (secured), County ARPA (applied). Vouchers from HACC (secured).
- **GOALS:**
 - 6-8 households/yr served
 - >85% of Transitional Housing participants will move into a more stable housing situation at the end of the program term.

Rapid Rehousing (3-12 months)

Rapid Rehousing moves residents from literal homelessness into independent housing with up to 12 months of support with rent, utilities, income enhancement, and supportive services. Household must prepare a plan with their case manager to have sufficient income to live independently within 12 months. Tenant based rental assistance tapers off over time to move participants towards independence at the end of the program.

- **# STAFF:** .5 FTE
- **# UNITS:** 4 privately owned
- **SERVICES:** Housing identification, support paying for rental application fees and security deposit, landlord incentives, TBRA for 3-12 months, utility assistance, support obtaining landlord mediation and credit repair services, case management and referrals to other
- **FUNDING:** DHS ESG (secured FY 22, applying for renewal)
- **GOALS:**
 - 4 households/yr served
 - >80% of households who complete the program move into independent housing and remain in housing one year after support as evidenced by phone surveys at 12 months.

Homeless Prevention Through Rental Assistance (1-4 months)

EXPANDED PROGRAM

Move-In Rental Assistance to stabilize and support households who are homeless, at risk of homelessness, or unstably housed (McKinney Vento definition). It is meant to divert from Emergency Housing households with income (including new employment) who need more support up front for success. This program may be combined with Housing Navigation and Supportive Services, as needed (see below).

- **# STAFF:** 1.5 FTE
- **SERVICES:** 1-4 months of deposit/rental assistance.
- **FUNDING:** CTSO tax levy (secured), Urbana ARPA (secured)
- **GOALS:**
 - 100 households/yr served
 - >80% of participants will remain in housing one year after support as evidenced by phone surveys at 12 months.

Housing Navigation and Supportive Services EXPANDED PROGRAM

Expanded support with housing navigation while homelessness, and supportive services 3-12 months after placement in permanent housing.

- **# STAFF:** 2 FTE
- **SERVICES:** Help gathering documents, applying for housing subsidies, seeking housing options, Housewarming gifts as Salt and Light store credit to purchase housewares, moving in, regular check-ins, support remaining employed or getting help with SSI applications, support with budgeting and staying up to date with rent and utilities, medical navigation, and other supports as needed.
- **FUNDING:** CTSO tax levy (secured), HHI (secured)
- **GOALS:**
 - 68 households/yr served
 - >80% of voucher holders who participate in Housing Navigation services locate and move into housing.
 - >85% of the Supportive Services Program participants remain in housing one year from program start.

Contracted Support

To support housing case managers, CTSO will contract with agencies to layer specific services to support CTSO Bridge to Home participants – such as immigrant legal aid, language translation, disability services, trauma informed wrap around care, and health care navigation services.

- **FUNDING:** CTSO tax levy (secured), HHI (secured), County ARPA (proposed)

Ordinance No. T-2023-10-005
An Ordinance Levying Taxes for All Town Purposes for the Town of Cunningham,
Champaign County, Illinois for the Tax Year 2023, Collectible in 2024

BE IT ORDAINED by the Township Board of the Town of Cunningham, Champaign County, Illinois, as follows:

SECTION 1: That, pursuant to the authority granted by the Township Code, Illinois Compiled Statutes, Chapter 60, Article 235, and such other statutes as are applicable, the sum two million, three hundred thousand and no cents (\$2,570,000) is hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with the law, for such purposes as:

General Town Fund, \$1,000,000
General Assistance Fund \$1,570,000

for the tax year 2023, collectible in 2024.

SECTION 2: That the amount levied for each object and purpose shall be as follows:

GENERAL TOWN FUND		Amount Levied
ADMINISTRATION		
	Personnel	\$200,000
	Contractual Services	\$50,000
	IMRF	\$10,000
	Commodities	\$25,000
	Capital Outlay	\$50,000
TOTAL ADMINISTRATION		\$335,000
ASSESSOR		
	Personnel	\$335,000
	IMRF	\$10,000
	Contractual Services	\$50,000
	Commodities	\$8,000
	Capital Outlay	\$12,000
TOTAL ASSESSOR		\$415,000

GRANTS (SOCIAL SERVICE)		
	Health and Human Service	\$250,000
TOTAL GRANTS		
<u>TOTAL GENERAL TOWN FUND</u>		\$1,000,000
<u>GENERAL ASSISTANCE FUND</u>		
ADMINISTRATION		
	Personnel	\$265,000
	IMRF	\$10,000
	Contractual Services	\$30,000
	Commodities	\$30,000
	Capital Outlay	\$50,000
TOTAL ADMINISTRATION		\$385,000
HOME RELIEF		
	Medical Care	\$15,000
	Personal Allowances	\$470,000
	Emergency Assistance	\$700,000
TOTAL HOME RELIEF		\$1,185,000
<u>TOTAL GENERAL ASSISTANCE FUND</u>		\$1,570,000
TAX LEVY SUMMARY		
General Town Fund Tax		\$1,000,000
General Assistance Fund Tax		\$1,570,000
<u>TOTAL TAXES LEVIED</u>		\$2,570,000

SECTION 3: That the Town Clerk shall make and file with the County Clerk of said County of Champaign, on or before Tuesday, December 26, 2023 a duly certified copy of this

ordinance.

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid, or to be unconstitutional, such finding shall not affect the validity of the remaining portion of this ordinance.

SECTION 5: That this ordinance shall be in full force and effect after its adoption, as provided by law.

ADOPTED this 13th day of November, 2023, pursuant to a roll call vote by the Township Board of the Town of Cunningham, Champaign County, Illinois.

AYES:

NAYS:

ABSTENTIONS:

Town Clerk

Chair