

**CUNNINGHAM TOWNSHIP  
BOARD**

Tuesday, November 12, 2024  
6:30 p.m.  
400 S. Vine Street, Urbana, IL 61801

**AGENDA**

1. **ROLL CALL**
2. **APPROVAL OF MINUTES**
  - a. **September 16, 2024 Public Hearing**
  - b. **September 16, 2024 Meeting**
3. **ADDITIONS TO THE AGENDA**
4. **PRESENTATIONS AND PUBLIC PARTICIPATION**
5. **COMMITTEE TO VERIFY BILLS**
  - a. **Town Fund**
  - b. **General Assistance Fund**
6. **REPORTS OF OFFICERS**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
  - a. **Resolution No. T-2024-10-006R:** A Resolution Setting Compensation of Cunningham Township Officials for the Four-Year Term Beginning May 19, 2024 (Cunningham Township Supervisor, Cunningham Township Clerk and Cunningham Township Board), and Beginning January 1, 2025 (Cunningham Township -Assessor)
  - b. **Resolution No. T-2024-11-007R:** A Resolution Authorizing the Supervisor to Sign a Contract and Intergovernmental Agreement with the City of Champaign (Metropolitan Mayors Caucus Grant FY 25)
  - c. **Resolution No. T-2024-11-008R:** A Resolution Authorizing the Supervisor to Sign an Agreement for Window Replacement with Renewal by Anderson of Central Illinois and Quad Cities (ARPA Funds)
  - d. **Ordinance No. T-2024-11-005:** An Ordinance Levying Taxes for All Town Purposed for the Town of Cunningham, Champaign County, Illinois for the Tax year 2024, Collectible in 2025
  - e. **Closed session: Pursuant to 5 ILCS 120/2(c)(5), Purchase or Lease of Real Property**
9. **ADJOURNMENT**

## Cunningham Township Income and Expenses by Division

October 3 through November 2, 2024

	Supervisor Unres... (Town Fund)	Assessor Unrestr... (Town Fund)	Total Town Fund	GA Fund	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4009 · TAXES</b>					
4012 · PPRT - Personal Property Tax	3,633.63	0.00	3,633.63	3,633.64	7,267.27
<b>Total 4009 · TAXES</b>	3,633.63	0.00	3,633.63	3,633.64	7,267.27
<b>4020 · GRANTS</b>	0.00	0.00	0.00	64,993.88	64,993.88
<b>4030 · SSI Reimbursements</b>	0.00	0.00	0.00	8,384.84	8,384.84
<b>4035 · DONATIONS AND GIFTS</b>					
4039 · Angel Donor - Cash and Checks	0.00	0.00	0.00	1,100.00	1,100.00
<b>Total 4035 · DONATIONS AND GIFTS</b>	0.00	0.00	0.00	1,100.00	1,100.00
<b>Total Income</b>	3,633.63	0.00	3,633.63	78,112.36	81,745.99
<b>Gross Profit</b>	3,633.63	0.00	3,633.63	78,112.36	81,745.99
<b>Expense</b>					
<b>6000 · SALARIES</b>	14,010.03	16,518.64	30,528.67	44,109.73	74,638.40
<b>6030 · PERSONNEL OTHER EXPENSES</b>	5,390.52	2,835.86	8,226.38	19,240.20	27,466.58
<b>6100 · ADMINISTRATION</b>					
6110 · Training / Travel	19.83	0.00	19.83	1,085.31	1,105.14
6210 · Legal	0.00	0.00	0.00	330.00	330.00
6215 · Admin Services	8,021.33	0.00	8,021.33	794.54	8,815.87
6220 · Audit Services	7,820.00	0.00	7,820.00	0.00	7,820.00
6240 · Computer Service/Software	378.81	128.20	507.01	534.80	1,041.81
6270 · Appraisals	0.00	2,875.00	2,875.00	0.00	2,875.00
6283 · Janitorial	350.00	300.00	650.00	350.00	1,000.00
6310 · Supplies	75.81	0.00	75.81	578.81	654.62
6340 · Postage	0.00	0.00	0.00	376.33	376.33
6350 · Printing / Publishing	56.74	0.00	56.74	56.75	113.49
6411 · Equipment Purchase	96.47	0.00	96.47	614.35	710.82
6420 · Bldg Repairs/Maintenance	50.00	0.00	50.00	1,075.00	1,125.00
6430 · Utilities	631.49	396.77	1,028.26	820.28	1,848.54
6520 · Vehicle Maintenance	36.00	0.00	36.00	116.00	152.00
6522 · Misc Expenses	37.64	0.00	37.64	44.70	82.34
<b>Total 6100 · ADMINISTRATION</b>	17,574.12	3,699.97	21,274.09	6,776.87	28,050.96
<b>6700 · PROGRAMS</b>					
6720 · General Assistance	0.00	0.00	0.00	39,910.43	39,910.43
6730 · Housing Assistance	0.00	0.00	0.00	50,284.26	50,284.26
6799 · Other Assistance					
6728 · Outside Services	0.00	0.00	0.00	6,033.06	6,033.06
6729 · Transportation Assistance	0.00	0.00	0.00	807.57	807.57
6736 · Homeless Supplies	0.00	0.00	0.00	1,985.56	1,985.56
6737 · Program Supplies - Other	0.00	0.00	0.00	2,841.27	2,841.27
6738 · Food Assistance	0.00	0.00	0.00	8,027.36	8,027.36
6739 · Program Utilities	0.00	0.00	0.00	2,919.79	2,919.79
6770 · Angel Donor Expenses	0.00	0.00	0.00	2,792.12	2,792.12
6777 · Levy Utility Assistance	0.00	0.00	0.00	3,965.94	3,965.94
6778 · Solidarity Gardens	0.00	0.00	0.00	158.94	158.94
6795 · Intern/Volunteer Program	0.00	0.00	0.00	470.82	470.82
6797 · Event Expenses	394.66	0.00	394.66	1,710.12	2,104.78
6798 · Other Grants	506.01	0.00	506.01	0.00	506.01
<b>Total 6799 · Other Assistance</b>	900.67	0.00	900.67	31,712.55	32,613.22
<b>Total 6700 · PROGRAMS</b>	900.67	0.00	900.67	121,907.24	122,807.91
<b>Total Expense</b>	37,875.34	23,054.47	60,929.81	192,034.04	252,963.85
<b>Net Ordinary Income</b>	-34,241.71	-23,054.47	-57,296.18	-113,921.68	-171,217.86
<b>Net Income</b>	-34,241.71	-23,054.47	-57,296.18	-113,921.68	-171,217.86

**Cunningham Township**  
**Bills and Payroll**  
 October 3 through November 2, 2024

Date	Name	Memo	Paid Amount
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4009 · TAXES</b>			
<b>4012 · PPRT - Personal Property Tax</b>			
10/11/2024	STATE OF ILLINOIS	Personal Property Tax October	3,633.64
10/11/2024	STATE OF ILLINOIS	Personal Property Tax October	3,633.63
Total 4012 · PPRT - Personal Property Tax			7,267.27
Total 4009 · TAXES			7,267.27
<b>4020 · GRANTS</b>			
10/11/2024	CHAMPAIGN COUNTY	Champaign Co ARPA Housing Asst #2 Jan - Jun	49,993.88
10/23/2024	CHAMPAIGN COUNTY	CH Co ARPA add'l RA thru RPC (6732 Arrears)	15,000.00
Total 4020 · GRANTS			64,993.88
<b>4030 · SSI Reimbursements</b>			
10/07/2024	STATE OF ILLINOIS	SSI Reimbursement WVS	4,080.00
10/07/2024	STATE OF ILLINOIS	SSI Reimbursement LW	891.13
10/28/2024	STATE OF ILLINOIS	SSI Reimbursement CB	3,413.71
Total 4030 · SSI Reimbursements			8,384.84
<b>4035 · DONATIONS AND GIFTS</b>			
<b>4039 · Angel Donor - Cash and Checks</b>			
10/07/2024	Lucas Scharf	Angel Donation	50.00
10/28/2024	Carol Lichtensteiger	Angel Fund Donation	1,000.00
10/31/2024	Lucas Scharf	Angel Fund Donation	50.00
Total 4039 · Angel Donor - Cash and Checks			1,100.00
Total 4035 · DONATIONS AND GIFTS			1,100.00
Total Income			81,745.99
Gross Profit			81,745.99
<b>Expense</b>			
<b>6000 · SALARIES</b>			
<b>6010 · SUPERVISOR'S SALARY</b>			
10/11/2024	DANIELLE L. CHYNOWETH	Direct Deposit	2,735.00
10/25/2024	DANIELLE L. CHYNOWETH	Direct Deposit	2,735.00
Total 6010 · SUPERVISOR'S SALARY			5,470.00
<b>6011 · ASSESSOR'S SALARY</b>			
10/11/2024	Ivana Owona	Direct Deposit	2,735.00
10/25/2024	Ivana Owona	Direct Deposit	2,735.00
Total 6011 · ASSESSOR'S SALARY			5,470.00
<b>6012 · CLERK'S SALARY</b>			
10/11/2024	DARCY SANDEFUR	Direct Deposit	144.46
10/25/2024	DARCY SANDEFUR	Direct Deposit	144.46
Total 6012 · CLERK'S SALARY			288.92
<b>6013 · SALARIES - OTHERS</b>			
10/11/2024	Susan Davis	Direct Deposit	1,513.40
10/11/2024	Susan Davis	Direct Deposit	164.50
10/11/2024	Nicole Philyaw	Direct Deposit	2,450.00
10/11/2024	Jada Harris	Direct Deposit	82.08
10/11/2024	TANMAYSINGH R RAJPUT	Direct Deposit	2,100.00
10/11/2024	WAYNE T WILLIAMS	Direct Deposit	2,000.00
10/11/2024	William Harris	Direct Deposit	1,300.00
10/11/2024	JEN STRAUB	Direct Deposit	214.50
10/11/2024	JEN STRAUB	Direct Deposit	600.00
10/11/2024	Destiny Coffey	Direct Deposit	851.78
10/11/2024	Destiny Coffey	Direct Deposit	32.39
10/11/2024	Ryan Donaldson	Direct Deposit	1,581.60

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Date	Name	Memo	Paid Amount
10/11/2024	Ryan Donaldson	Direct Deposit	108.00
10/11/2024	LILYA GARCIA	Direct Deposit	2,119.50
10/11/2024	LILYA GARCIA	Direct Deposit	6.89
10/11/2024	Kerrie Gill	Direct Deposit	1,246.80
10/11/2024	Jenny Goodwine	Direct Deposit	1,605.86
10/11/2024	Jenny Goodwine	Direct Deposit	4.60
10/11/2024	Sophie Kish	Direct Deposit	1,440.74
10/11/2024	MARTEL MILLER	Direct Deposit	1,810.75
10/11/2024	Queennette Odudu	Direct Deposit	1,711.20
10/11/2024	ELIZABETH PERRACHIONE	Direct Deposit	1,637.52
10/11/2024	ELIZABETH PERRACHIONE	Direct Deposit	48.00
10/11/2024	Ioline Regibeau	Direct Deposit	1,510.41
10/11/2024	Ioline Regibeau	Direct Deposit	155.25
10/11/2024	Eukasha Sanders	Direct Deposit	1,600.50
10/11/2024	Brittany Tuten	Direct Deposit	1,753.68
10/25/2024	JEN STRAUB	Direct Deposit	589.25
10/25/2024	JEN STRAUB	Direct Deposit	210.00
10/25/2024	JEN STRAUB	Direct Deposit	209.50
10/25/2024	Destiny Coffey	Direct Deposit	962.89
10/25/2024	Destiny Coffey	Direct Deposit	128.13
10/25/2024	Destiny Coffey	Direct Deposit	153.75
10/25/2024	Ryan Donaldson	Direct Deposit	1,671.60
10/25/2024	Ryan Donaldson	Direct Deposit	24.00
10/25/2024	LILYA GARCIA	Direct Deposit	1,875.15
10/25/2024	LILYA GARCIA	Direct Deposit	189.00
10/25/2024	Kerrie Gill	Direct Deposit	1,402.32
10/25/2024	Kerrie Gill	Direct Deposit	20.88
10/25/2024	Kerrie Gill	Direct Deposit	160.32
10/25/2024	Kerrie Gill	Direct Deposit	96.00
10/25/2024	Jenny Goodwine	Direct Deposit	1,339.29
10/25/2024	Jenny Goodwine	Direct Deposit	126.50
10/25/2024	Jenny Goodwine	Direct Deposit	161.00
10/25/2024	Sophie Kish	Direct Deposit	1,452.43
10/25/2024	MARTEL MILLER	Direct Deposit	1,823.25
10/25/2024	Queennette Odudu	Direct Deposit	1,753.29
10/25/2024	ELIZABETH PERRACHIONE	Direct Deposit	1,044.48
10/25/2024	ELIZABETH PERRACHIONE	Direct Deposit	625.68
10/25/2024	ELIZABETH PERRACHIONE	Direct Deposit	10.08
10/25/2024	Ioline Regibeau	Direct Deposit	1,619.89
10/25/2024	Ioline Regibeau	Direct Deposit	23.00
10/25/2024	Eukasha Sanders	Direct Deposit	953.70
10/25/2024	Eukasha Sanders	Direct Deposit	177.54
10/25/2024	Eukasha Sanders	Direct Deposit	264.00
10/25/2024	Eukasha Sanders	Direct Deposit	144.76
10/25/2024	Brittany Tuten	Direct Deposit	1,637.28
10/25/2024	Brittany Tuten	Direct Deposit	36.00
10/25/2024	Brittany Tuten	Direct Deposit	24.72
10/25/2024	Susan Davis	Direct Deposit	1,284.75
10/25/2024	Susan Davis	Direct Deposit	388.46
10/25/2024	Nicole Philyaw	Direct Deposit	2,450.00
10/25/2024	Jada Harris	Direct Deposit	166.56
10/25/2024	TANMAYSINGH R RAJPUT	Direct Deposit	2,100.00
10/25/2024	WAYNE T WILLIAMS	Direct Deposit	2,000.00
10/25/2024	William Harris	Direct Deposit	1,300.00
10/29/2024	ELIZABETH PERRACHIONE	Direct Deposit	73.68
10/29/2024	ELIZABETH PERRACHIONE	Direct Deposit	1,406.40
10/29/2024	ELIZABETH PERRACHIONE	Direct Deposit	1,680.00
Total 6013 · SALARIES - OTHERS			63,409.48
Total 6000 · SALARIES			74,638.40
<b>6030 · PERSONNEL OTHER EXPENSES</b>			
<b>6009 · PAYROLL EXPENSES</b>			
10/10/2024	QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00
10/10/2024	QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$4.00 each	20.00
10/10/2024	QuickBooks Payroll Service	Fee for 14 direct deposit(s) at \$4.00 each	56.00
10/10/2024	QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each	1.75
10/24/2024	QuickBooks Payroll Service	Fee for 13 direct deposit(s) at \$4.00 each	52.00

**Cunningham Township**  
**Bills and Payroll**  
**October 3 through November 2, 2024**

Date	Name	Memo	Paid Amount
10/24/2024	QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00
10/24/2024	QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$4.00 each	20.00
10/24/2024	QuickBooks Payroll Service	Fee for 1 direct deposit(s) at \$1.75 each	1.75
10/25/2024	MARTEL MILLER	Direct Deposit	87.50
Total 6009 · PAYROLL EXPENSES			271.00
<b>6040 · HEALTH INSURANCE</b>			
10/11/2024	DANIELLE L. CHYNOWETH	Direct Deposit	600.41
10/11/2024	DANIELLE L. CHYNOWETH	Direct Deposit	246.28
10/11/2024	Susan Davis	Direct Deposit	687.33
10/11/2024	Nicole Philyaw	Direct Deposit	657.70
10/11/2024	Ivana Owona	Direct Deposit	323.69
10/11/2024	TANMAYSINGH R RAJPUT	Direct Deposit	365.93
10/11/2024	Destiny Coffey	Direct Deposit	300.96
10/11/2024	Ryan Donaldson	Direct Deposit	395.98
10/11/2024	LILYIA GARCIA	Direct Deposit	329.66
10/11/2024	Kerrie Gill	Direct Deposit	785.69
10/11/2024	Jenny Goodwine	Direct Deposit	390.83
10/11/2024	Sophie Kish	Direct Deposit	323.69
10/11/2024	MARTEL MILLER	Direct Deposit	926.26
10/11/2024	Queennette Odudu	Direct Deposit	381.40
10/11/2024	ELIZABETH PERRACHIONE	Direct Deposit	784.56
10/11/2024	ELIZABETH PERRACHIONE	Direct Deposit	926.26
10/11/2024	ELIZABETH PERRACHIONE	Direct Deposit	268.56
10/11/2024	Ioline Regibeau	Direct Deposit	329.66
10/11/2024	Euksha Sanders	Direct Deposit	527.13
10/11/2024	Brittany Tuten	Direct Deposit	322.40
10/25/2024	Flexible Benefit Service	Health Insurance Admin Fees	13.33
10/25/2024	Flexible Benefit Service	Health Insurance Admin Fees	13.33
10/25/2024	Flexible Benefit Service	Health Insurance Admin Fees	13.34
10/25/2024	Destiny Coffey	Direct Deposit	300.95
10/25/2024	Ryan Donaldson	Direct Deposit	395.98
10/25/2024	LILYIA GARCIA	Direct Deposit	329.66
10/25/2024	Kerrie Gill	Direct Deposit	785.69
10/25/2024	Jenny Goodwine	Direct Deposit	390.83
10/25/2024	Sophie Kish	Direct Deposit	323.69
10/25/2024	MARTEL MILLER	Direct Deposit	926.25
10/25/2024	Queennette Odudu	Direct Deposit	381.40
10/25/2024	ELIZABETH PERRACHIONE	Direct Deposit	784.56
10/25/2024	ELIZABETH PERRACHIONE	Direct Deposit	926.26
10/25/2024	ELIZABETH PERRACHIONE	Direct Deposit	268.56
10/25/2024	Ioline Regibeau	Direct Deposit	329.66
10/25/2024	Euksha Sanders	Direct Deposit	527.12
10/25/2024	Brittany Tuten	Direct Deposit	322.40
10/25/2024	DANIELLE L. CHYNOWETH	Direct Deposit	354.13
10/25/2024	Susan Davis	Direct Deposit	687.33
10/25/2024	Nicole Philyaw	Direct Deposit	657.69
10/25/2024	Ivana Owona	Direct Deposit	323.69
10/25/2024	TANMAYSINGH R RAJPUT	Direct Deposit	365.92
Total 6040 · HEALTH INSURANCE			19,296.15
<b>6050 · IMRF</b>			
10/11/2024	DANIELLE L. CHYNOWETH	Direct Deposit	46.50
10/11/2024	Susan Davis	Direct Deposit	28.52
10/11/2024	Nicole Philyaw	Direct Deposit	41.65
10/11/2024	Ivana Owona	Direct Deposit	46.50
10/11/2024	Jada Harris	Direct Deposit	1.40
10/11/2024	TANMAYSINGH R RAJPUT	Direct Deposit	35.70
10/11/2024	JEN STRAUB	Direct Deposit	13.85
10/11/2024	Destiny Coffey	Direct Deposit	15.03
10/11/2024	Ryan Donaldson	Direct Deposit	28.72
10/11/2024	LILYIA GARCIA	Direct Deposit	36.15
10/11/2024	Kerrie Gill	Direct Deposit	21.20
10/11/2024	Jenny Goodwine	Direct Deposit	27.38
10/11/2024	Sophie Kish	Direct Deposit	24.49
10/11/2024	MARTEL MILLER	Direct Deposit	30.78
10/11/2024	Queennette Odudu	Direct Deposit	29.09

**Cunningham Township**  
**Bills and Payroll**  
 October 3 through November 2, 2024

Date	Name	Memo	Paid Amount
10/11/2024	ELIZABETH PERRACHIONE	Direct Deposit	28.65
10/11/2024	Ioline Regibeau	Direct Deposit	28.32
10/11/2024	Eukeshia Sanders	Direct Deposit	27.21
10/11/2024	Brittany Tuten	Direct Deposit	29.81
10/25/2024	JEN STRAUB	Direct Deposit	17.15
10/25/2024	Destiny Coffey	Direct Deposit	21.16
10/25/2024	Ryan Donaldson	Direct Deposit	28.83
10/25/2024	LILYIA GARCIA	Direct Deposit	35.09
10/25/2024	Kerrie Gill	Direct Deposit	28.55
10/25/2024	Jenny Goodwine	Direct Deposit	27.66
10/25/2024	Sophie Kish	Direct Deposit	24.69
10/25/2024	MARTEL MILLER	Direct Deposit	32.48
10/25/2024	Queennette Odudu	Direct Deposit	29.81
10/25/2024	ELIZABETH PERRACHIONE	Direct Deposit	28.56
10/25/2024	Ioline Regibeau	Direct Deposit	27.93
10/25/2024	Eukeshia Sanders	Direct Deposit	26.18
10/25/2024	Brittany Tuten	Direct Deposit	28.87
10/25/2024	DANIELLE L. CHYNOWETH	Direct Deposit	46.50
10/25/2024	Susan Davis	Direct Deposit	28.44
10/25/2024	Nicole Philyaw	Direct Deposit	41.65
10/25/2024	Ivana Owona	Direct Deposit	46.50
10/25/2024	Jada Harris	Direct Deposit	2.83
10/25/2024	TANMAYSINGH R RAJPUT	Direct Deposit	35.70
10/29/2024	ELIZABETH PERRACHIONE	Direct Deposit	53.72
Total 6050 · IMRF			1,153.25
<b>6060 · FICA</b>			
10/11/2024	DANIELLE L. CHYNOWETH	Direct Deposit	161.76
10/11/2024	DANIELLE L. CHYNOWETH	Direct Deposit	37.83
10/11/2024	DARCY SANDEFUR	Direct Deposit	8.96
10/11/2024	DARCY SANDEFUR	Direct Deposit	2.10
10/11/2024	Susan Davis	Direct Deposit	107.69
10/11/2024	Susan Davis	Direct Deposit	25.18
10/11/2024	Nicole Philyaw	Direct Deposit	148.15
10/11/2024	Nicole Philyaw	Direct Deposit	34.65
10/11/2024	Ivana Owona	Direct Deposit	168.41
10/11/2024	Ivana Owona	Direct Deposit	39.38
10/11/2024	Jada Harris	Direct Deposit	3.93
10/11/2024	Jada Harris	Direct Deposit	0.92
10/11/2024	TANMAYSINGH R RAJPUT	Direct Deposit	130.20
10/11/2024	TANMAYSINGH R RAJPUT	Direct Deposit	30.45
10/11/2024	WAYNE T WILLIAMS	Direct Deposit	114.57
10/11/2024	WAYNE T WILLIAMS	Direct Deposit	26.79
10/11/2024	William Harris	Direct Deposit	80.60
10/11/2024	William Harris	Direct Deposit	18.85
10/11/2024	JEN STRAUB	Direct Deposit	61.70
10/11/2024	JEN STRAUB	Direct Deposit	14.42
10/11/2024	Destiny Coffey	Direct Deposit	59.00
10/11/2024	Destiny Coffey	Direct Deposit	13.79
10/11/2024	Ryan Donaldson	Direct Deposit	103.59
10/11/2024	Ryan Donaldson	Direct Deposit	24.23
10/11/2024	LILYIA GARCIA	Direct Deposit	138.83
10/11/2024	LILYIA GARCIA	Direct Deposit	32.47
10/11/2024	Kerrie Gill	Direct Deposit	76.46
10/11/2024	Kerrie Gill	Direct Deposit	17.88
10/11/2024	Jenny Goodwine	Direct Deposit	103.66
10/11/2024	Jenny Goodwine	Direct Deposit	24.24
10/11/2024	Sophie Kish	Direct Deposit	91.98
10/11/2024	Sophie Kish	Direct Deposit	21.51
10/11/2024	MARTEL MILLER	Direct Deposit	109.17
10/11/2024	MARTEL MILLER	Direct Deposit	25.53
10/11/2024	Queennette Odudu	Direct Deposit	102.93
10/11/2024	Queennette Odudu	Direct Deposit	24.07
10/11/2024	ELIZABETH PERRACHIONE	Direct Deposit	79.61
10/11/2024	ELIZABETH PERRACHIONE	Direct Deposit	18.62
10/11/2024	Ioline Regibeau	Direct Deposit	101.12
10/11/2024	Ioline Regibeau	Direct Deposit	23.65
10/11/2024	Eukeshia Sanders	Direct Deposit	99.23

**Cunningham Township**  
**Bills and Payroll**  
 October 3 through November 2, 2024

Date	Name	Memo	Paid Amount
10/11/2024	Euksha Sanders	Direct Deposit	23.21
10/11/2024	Brittany Tuten	Direct Deposit	115.74
10/11/2024	Brittany Tuten	Direct Deposit	27.07
10/11/2024	Haley Kedzierski	Direct Deposit	29.19
10/11/2024	Haley Kedzierski	Direct Deposit	6.82
10/25/2024	JEN STRAUB	Direct Deposit	62.54
10/25/2024	JEN STRAUB	Direct Deposit	14.63
10/25/2024	Destiny Coffey	Direct Deposit	73.30
10/25/2024	Destiny Coffey	Direct Deposit	17.15
10/25/2024	Ryan Donaldson	Direct Deposit	103.97
10/25/2024	Ryan Donaldson	Direct Deposit	24.31
10/25/2024	LILYIA GARCIA	Direct Deposit	125.59
10/25/2024	LILYIA GARCIA	Direct Deposit	29.37
10/25/2024	Kerrie Gill	Direct Deposit	103.29
10/25/2024	Kerrie Gill	Direct Deposit	24.16
10/25/2024	Jenny Goodwine	Direct Deposit	100.02
10/25/2024	Jenny Goodwine	Direct Deposit	23.40
10/25/2024	Sophie Kish	Direct Deposit	85.08
10/25/2024	Sophie Kish	Direct Deposit	19.89
10/25/2024	MARTEL MILLER	Direct Deposit	115.36
10/25/2024	MARTEL MILLER	Direct Deposit	26.98
10/25/2024	Queennette Odudu	Direct Deposit	105.54
10/25/2024	Queennette Odudu	Direct Deposit	24.69
10/25/2024	ELIZABETH PERRACHIONE	Direct Deposit	79.27
10/25/2024	ELIZABETH PERRACHIONE	Direct Deposit	18.54
10/25/2024	Ioline Regibeau	Direct Deposit	95.98
10/25/2024	Ioline Regibeau	Direct Deposit	22.44
10/25/2024	Euksha Sanders	Direct Deposit	95.48
10/25/2024	Euksha Sanders	Direct Deposit	22.33
10/25/2024	Brittany Tuten	Direct Deposit	104.43
10/25/2024	Brittany Tuten	Direct Deposit	24.42
10/25/2024	DANIELLE L. CHYNOWETH	Direct Deposit	161.75
10/25/2024	DANIELLE L. CHYNOWETH	Direct Deposit	37.83
10/25/2024	DARCY SANDEFUR	Direct Deposit	8.95
10/25/2024	DARCY SANDEFUR	Direct Deposit	2.09
10/25/2024	Susan Davis	Direct Deposit	96.30
10/25/2024	Susan Davis	Direct Deposit	22.52
10/25/2024	Nicole Philyaw	Direct Deposit	148.15
10/25/2024	Nicole Philyaw	Direct Deposit	34.65
10/25/2024	Ivana Owona	Direct Deposit	168.41
10/25/2024	Ivana Owona	Direct Deposit	39.39
10/25/2024	Jada Harris	Direct Deposit	9.16
10/25/2024	Jada Harris	Direct Deposit	2.14
10/25/2024	TANMAYSINGH R RAJPUT	Direct Deposit	130.20
10/25/2024	TANMAYSINGH R RAJPUT	Direct Deposit	30.45
10/25/2024	WAYNE T WILLIAMS	Direct Deposit	114.57
10/25/2024	WAYNE T WILLIAMS	Direct Deposit	26.80
10/25/2024	William Harris	Direct Deposit	80.60
10/25/2024	William Harris	Direct Deposit	18.85
10/29/2024	ELIZABETH PERRACHIONE	Direct Deposit	195.93
10/29/2024	ELIZABETH PERRACHIONE	Direct Deposit	45.82
Total 6060 · FICA			5,626.86
<b>6070 · UNEMPLOYMENT COMP INS</b>			
10/11/2024	Kerrie Gill	Direct Deposit	11.71
10/11/2024	Queennette Odudu	Direct Deposit	15.77
10/11/2024	Euksha Sanders	Direct Deposit	15.21
10/11/2024	Haley Kedzierski	Direct Deposit	4.48
10/25/2024	Kerrie Gill	Direct Deposit	15.83
10/25/2024	Queennette Odudu	Direct Deposit	16.17
10/25/2024	Euksha Sanders	Direct Deposit	14.63
Total 6070 · UNEMPLOYMENT COMP INS			93.80
<b>6080 · EMPLOYEE WELLNESS FUND</b>			
10/11/2024	Susan Davis	Direct Deposit	179.00
10/11/2024	JEN STRAUB	Direct Deposit	180.57
10/11/2024	Destiny Coffey	Direct Deposit	130.00

**Cunningham Township**  
**Bills and Payroll**  
**October 3 through November 2, 2024**

Date	Name	Memo	Paid Amount
10/11/2024	LILYA GARCIA	Direct Deposit	151.35
10/11/2024	Jenny Goodwine	Direct Deposit	75.00
10/11/2024	Sophie Kish	Direct Deposit	123.00
10/11/2024	Ioline Regibeau	Direct Deposit	60.00
10/11/2024	Brittany Tuten	Direct Deposit	126.60
Total 6080 · EMPLOYEE WELLNESS FUND			1,025.52
Total 6030 · PERSONNEL OTHER EXPENSES			27,466.58
<b>6100 · ADMINISTRATION</b>			
<b>6110 · Training / Travel</b>			
10/03/2024	DESTINY COFFEY.	Reimburse Mileage	17.55
10/03/2024	SUSAN DAVIS.	Reimburse Mileage	19.83
10/03/2024	Housing Action Illinois	2023 Housing Matters Conference DC	335.00
10/16/2024	JENNY GOODWINE.	Mileage Reimbursement	2.04
10/21/2024	EASTLAND SUITES - BLOOMINGT...	Accommodation for 2024 Housing Matters Conf	166.88
10/24/2024	EASTLAND SUITES - BLOOMINGT...	Accommodation for 2024 Housing Matters Conf	166.88
10/28/2024	QUEENETTE ODUDU.	Reimburse Travel	102.00
10/28/2024	KERRIE GILL.	Reimburse Travel	294.96
Total 6110 · Training / Travel			1,105.14
<b>6210 · Legal</b>			
10/16/2024	RUTH WYMAN LAW OFFICE	Legal services	330.00
Total 6210 · Legal			330.00
<b>6215 · Admin Services</b>			
10/09/2024	Idealist	Job listing	125.00
10/09/2024	Idealist	Job listing	125.00
10/10/2024	Dropbox Sign - hellosign	signature software	20.00
10/11/2024	MAYA BAUER	Special Projects Consultant	1,458.80
10/16/2024	CHYNOWETH, DANIELLE	Reimbursement for Job Listing	399.00
10/16/2024	CLIFTON LARSON ALLEN LLP	Accounting Services Sep 2024	4,574.99
10/16/2024	INDEED	Job listing	250.54
10/16/2024	INDEED	Job listing	250.54
10/25/2024	MAYA BAUER	Special Projects Consultant	1,612.00
Total 6215 · Admin Services			8,815.87
<b>6220 · Audit Services</b>			
11/01/2024	Lauterbach & Amen, LLP	FY24 Audit	7,820.00
Total 6220 · Audit Services			7,820.00
<b>6240 · Computer Service/Software</b>			
10/03/2024	INTUIT	Quickbooks Time	20.00
10/03/2024	INTUIT	Quickbooks Time	176.00
10/07/2024	Built for Teams	Time-keeping software	40.00
10/11/2024	Champaign County Recorder	Laredo Access	84.00
10/11/2024	FIDLAR TECHNOLOGIES	CCR Credit Card Usage Fee	4.20
10/21/2024	Microsoft	MSFT 365	40.88
10/21/2024	Microsoft	MSFT 365	40.88
10/21/2024	Microsoft	MSFT 365	74.91
10/21/2024	Microsoft	MSFT 365	74.90
10/24/2024	Mailchimp	Email Platform Subscription	33.05
10/24/2024	Mailchimp	Email Platform Subscription	33.04
10/28/2024	MICRO SYSTEMS INT	Monthly Support Sep & Oct	200.00
10/28/2024	MICRO SYSTEMS INT	Monthly Support Sep & Oct	200.00
10/30/2024	1PASSWORD	Password Management Software Monthly Fee	9.97
10/30/2024	1PASSWORD	Password Management Software Monthly Fee	9.98
Total 6240 · Computer Service/Software			1,041.81
<b>6270 · Appraisals</b>			
10/31/2024	INTEGRA REALTY RESOURCES - ...	Appraisal	2,875.00
Total 6270 · Appraisals			2,875.00
<b>6283 · Janitorial</b>			



**Cunningham Township**  
**Bills and Payroll**  
 October 3 through November 2, 2024

Date	Name	Memo	Paid Amount
10/16/2024	JJB Cleaning LLC	Office Cleaning	350.00
10/16/2024	JJB Cleaning LLC	Office Cleaning	350.00
10/16/2024	JJB Cleaning LLC	Office Cleaning	300.00
Total 6283 · Janitorial			1,000.00
<b>6310 · Supplies</b>			
10/15/2024	Aldi	Equipment Supplies	14.16
10/17/2024	Aldi	Equipment Supplies	20.97
10/23/2024	Amazon	Office Supplies	75.90
10/27/2024	Amazon	Office Supplies	20.65
10/28/2024	SAMS CLUB #8197	Supplies	231.14
10/30/2024	SAMS CLUB #8197	Supplies	143.76
10/31/2024	WALMART	Office Supplies	66.68
11/01/2024	SAMS CLUB #8197	Supplies	40.68
11/01/2024	SAMS CLUB #8197	Supplies	40.68
Total 6310 · Supplies			654.62
<b>6340 · Postage</b>			
10/24/2024	USPS	Stamps	376.33
Total 6340 · Postage			376.33
<b>6350 · Printing / Publishing</b>			
10/03/2024	Watts Copy Systems	Printing charges	54.27
10/03/2024	Watts Copy Systems	Printing charges	54.27
10/03/2024	Watts Copy Systems	Printing charges	2.48
10/03/2024	Watts Copy Systems	Printing charges	2.47
Total 6350 · Printing / Publishing			113.49
<b>6411 · Equipment Purchase</b>			
10/03/2024	Watts Copy Systems	Copier lease	43.73
10/03/2024	Watts Copy Systems	Copier lease	43.72
10/03/2024	Watts Copy Systems	Copier lease	52.76
10/03/2024	Watts Copy Systems	Copier lease	52.75
10/30/2024	Amazon	ETH Supplies for client	517.86
Total 6411 · Equipment Purchase			710.82
<b>6420 · Bldg Repairs/Maintenance</b>			
<b>6421 · Bldg Repairs / Maint</b>			
10/16/2024	ALEX LANDSCAPING	Lawn Care - EH	100.00
10/16/2024	ALEX LANDSCAPING	Lawn Care - CTSO	50.00
10/16/2024	ALEX LANDSCAPING	Lawn Care - CTSO	50.00
10/16/2024	ALEX LANDSCAPING	Lawn Care - Wood St	100.00
10/16/2024	ALEX LANDSCAPING	Garbage Pick-up	100.00
10/16/2024	JJB Cleaning LLC	ETH Apartment Cleaning	370.00
10/16/2024	AMERICAN PEST CONTROL INC.	Termite Control 206 California	265.00
10/28/2024	AMERICAN PEST CONTROL INC.	Pest Control Service Inside Oct	45.00
10/28/2024	AMERICAN PEST CONTROL INC.	Pest Control Service Inside Oct	45.00
Total 6421 · Bldg Repairs / Maint			1,125.00
Total 6420 · Bldg Repairs/Maintenance			1,125.00
<b>6430 · Utilities</b>			
10/03/2024	OOMA INC	Phone Service	152.90
10/03/2024	OOMA INC	Phone Service	152.90
10/03/2024	OOMA INC	Phone Service	152.90
10/13/2024	I3 Broadband	Internet	82.47
10/13/2024	I3 Broadband	Internet	82.47
10/15/2024	IL AMERICAN WATER CO	CTSO Water	23.30
10/15/2024	IL AMERICAN WATER CO	CTSO Water	23.29
10/16/2024	U-C SANITARY DISTRICT	205 W Green 6605078	21.45
10/16/2024	U-C SANITARY DISTRICT	205 W Green 6605078	21.44
10/21/2024	AMEREN ILLINOIS	205 W Green	276.39
10/21/2024	AMEREN ILLINOIS	205 W Green	276.39
10/28/2024	DALE LEVITT DISPOSAL	Trash service Nov - Jan	75.00
10/28/2024	DALE LEVITT DISPOSAL	Trash service Nov - Jan	75.00

**Cunningham Township**  
**Bills and Payroll**  
 October 3 through November 2, 2024

Date	Name	Memo	Paid Amount
10/28/2024	The New Lincoln Square LLC	Utilities Assessor's office Oct - Sep	183.92
10/31/2024	Mint Mobile	Case manager phone - replacement SIM card	10.84
11/01/2024	VOLO	Internet	59.95
11/01/2024	VOLO	Internet	159.94
11/01/2024	Fax.Plus	Fax Service	17.99
Total 6430 · Utilities			1,848.54
<b>6520 · Vehicle Maintenance</b>			
10/04/2024	4 big tires and service	Fix Flat Tire	25.00
10/15/2024	CIRCLE K	Fuel for Street Outreach Car	36.00
10/16/2024	Murphy USA	Fuel for Street Outreach Van	48.00
10/30/2024	QUICKTRIP	Fuel for Street Outreach Van	43.00
Total 6520 · Vehicle Maintenance			152.00
<b>6522 · Misc Expenses</b>			
10/12/2024	Hinckley Springs	Water Cooler	37.64
10/12/2024	Hinckley Springs	Water Cooler	37.64
10/31/2024	IMRF	IMRF Fees	7.06
Total 6522 · Misc Expenses			82.34
Total 6100 · ADMINISTRATION			28,050.96
<b>6700 · PROGRAMS</b>			
<b>6799 · Other Assistance</b>			
<b>6795 · Intern/Volunteer Program</b>			
10/11/2024	Haley Kedzierski	Direct Deposit	470.82
Total 6795 · Intern/Volunteer Program			470.82
<b>6797 · Event Expenses</b>			
10/16/2024	Dixon Graphics	Staff / Volunteer Appreciation Gifts	368.68
10/16/2024	MADJAMBA DISSIRAMA KADJAKA	Event Expense - Interpreter	75.00
10/16/2024	MADJAMBA DISSIRAMA KADJAKA	Event Expense - Interpreter	45.00
10/16/2024	JENNY GOODWINE.	Reimbursement for Even Supplies	25.12
10/16/2024	PIATO CAFE, INC	Event Expense - Food	600.00
10/24/2024	Costco	Event Supplies	25.98
10/31/2024	PASTAMANIA CORPORATION	Event Food - Deposit for Harvest Event Catering	700.00
11/01/2024	Independent Media Center	Space Rental for Healing Harvest Event	265.00
Total 6797 · Event Expenses			2,104.78
<b>6798 · Other Grants</b>			
10/16/2024	SOLA GRATIA FARMS	Reimburse Munro & Barkley Wages Apr	506.01
Total 6798 · Other Grants			506.01
Total 6799 · Other Assistance			3,081.61
Total 6700 · PROGRAMS			3,081.61
Total Expense			133,237.55
Net Ordinary Income			-51,491.56
<b>Net Income</b>			<b>-51,491.56</b>

**Cunningham Township**  
**General Assistance Personal Allowances**  
 October 3 through November 2, 2024

Date	Memo	Paid Amount
<b>Ordinary Income/Expense</b>		
<b>Expense</b>		
<b>6700 · PROGRAMS</b>		
<b>6720 · General Assistance</b>		
<b>6725 · GA Checks   Disability</b>		
10/16/2024	Interim GA 10/8/24-10/31/24	329.03
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA-Week 1	106.25
11/01/2024	11/1/24-11/30/24 GA-Week 2	106.25
11/01/2024	11/1/24-11/30/24 GA-Week 3	106.25
11/01/2024	11/1/24-11/30/24 GA-Week 4	106.25
11/01/2024	11/1/24-11/30/24 GA	275.00
11/01/2024	11/1/24-11/30/24 GA	326.00
11/01/2024	11/1/24-11/30/24 GA	336.00
11/01/2024	11/1/24-11/30/24 GA	376.00
11/01/2024	11/1/24-11/30/24 GA	275.00
11/01/2024	11/1/24-11/30/24 GA	275.00
11/01/2024	11/1/24-11/30/24 GA	213.94
11/01/2024	11/1/24-11/30/24 GA	319.00
11/01/2024	11/1/24-11/30/24 GA	275.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA	326.00
11/01/2024	11/1/24-11/30/24 GA	425.00
11/01/2024	11/1/24-11/31/24 GA	425.00
11/01/2024	11/1/24-11/30/24 GA-Week 1	106.25
11/01/2024	11/1/24-11/30/24 GA-Week 2	106.25
11/01/2024	11/1/24-11/30/24 GA-Week 3	106.25
11/01/2024	11/1/24-11/30/24 GA-Week 4	106.25
11/01/2024	11/1/24-11/30/24 GA	275.00
Total 6725 · GA Checks   Disability		19,325.97
<b>6726 · Housing Allow. (GA) Vendor Pay</b>		
10/22/2024	Housing First VA Nov	150.00
10/22/2024	Housing First MB Nov	99.00
10/22/2024	Housing First TB Nov	89.00
10/22/2024	Housing First BC Nov	49.00



**Cunningham Township**  
**General Assistance Personal Allowances**  
October 3 through November 2, 2024

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<u>Date</u>	<u>Memo</u>	<u>Paid Amount</u>
	Total Expense	39,910.43
	Net Ordinary Income	-39,910.43
	<b>Net Income</b>	<b>-39,910.43</b>

**Cunningham Township**  
**Additional Assistance**  
 October 3 through November 2, 2024

Date	Name	Memo	Paid Amount
<b>Ordinary Income/Expense</b>			
<b>Expense</b>			
<b>6700 · PROGRAMS</b>			
<b>6730 · Housing Assistance</b>			
<b>6732 · RA   Homeless Prevention</b>			
10/07/2024	ASPEN COURT	RA Arrears TT	525.00
10/07/2024	FLOOR TO ROOF ENT...	RA Arrears NJ	525.00
10/11/2024	CRYSTAL VIEW TOW...	RA Arrears RM	1,205.00
10/11/2024	TOWN & COUNTRY A...	RA Arrears MH	863.73
10/11/2024	TOWN & COUNTRY A...	RA Arrears NA	752.00
10/11/2024	CRYSTAL VIEW TOW...	RA Arrears DP	785.00
10/11/2024	TOWN & COUNTRY A...	RA Arrears AX	850.00
10/11/2024	TOWN & COUNTRY A...	RA Arrears QH	1,211.00
10/11/2024	Community Property M...	RA Arrears DH	725.00
10/11/2024	HAIJUN YAO & YU GUO	RA Arrears TH	740.00
10/11/2024	CITY OF URBANA SO...	RA Arrears AM	500.00
10/11/2024	GREEN STREET REA...	RA Arrears MB	913.18
10/11/2024	TOWN & COUNTRY A...	RA Arrears KA	596.15
10/11/2024	HAVENSTONE MANA...	RA Arrears DM	840.00
10/11/2024	TOWN & COUNTRY A...	RA Arrears KA	322.60
10/22/2024	FLORIDA HOUSE APA...	RA Arrears SS	321.00
10/28/2024	RENT CHAMPAIGN	RA Arrears BC	1,000.36
10/28/2024	ASPEN COURT	RA Arrears CJ	587.00
10/28/2024	CITY OF URBANA SO...	RA Arrears CBG	500.00
10/28/2024	JONES PROPERTY M...	RA Arrears PJ	283.00
10/29/2024	URBANA ESTATES	RA Arrears SH	942.10
10/30/2024	CRESTVIEW APARTM...	RA Arrears CW	1,038.66
11/01/2024	ASPEN COURT	RA Arrears LE	809.00
11/01/2024	THE UNIVERSITY GR...	RA Arrears RK	1,040.86
11/01/2024	LAUREL RENTALS, LLC	RA Arrears ZT	469.00
Total 6732 · RA   Homeless Prevention			18,344.64
<b>6733 · RA   Move-in Assistance</b>			
10/10/2024	FLORIDA HOUSE APA...	RA Move-In Security Deposit AJ	387.00
10/10/2024	FLORIDA HOUSE APA...	RA Move-In Rent AJ	291.00
10/11/2024	SUNNYCREST MANO...	RA Move-In Rent CC	793.00
10/11/2024	SUNNYCREST MANO...	RA Move-In Security Deposit CC	879.00
10/16/2024	Noah Ruggieri, C-MNG...	RA Move-In Rent CM	975.00
10/16/2024	CRESTVIEW APARTM...	RA Move-In Rent JW	1,160.00
10/22/2024	SUNNYCREST MANO...	RA Move-In Rent MG	469.00
10/22/2024	SUNNYCREST MANO...	RA Move-In Security Deposit MG	555.00
10/28/2024	PRAIRIE GREEN I	RA Move-In Rent HC	107.00
10/28/2024	PRAIRIE GREEN I	RA Move-In Security Deposit HC	800.00
10/30/2024	PRAIRIE GREEN III	RA Move-In Rent TD	142.00
10/30/2024	PRAIRIE GREEN III	RA Move-In Security Deposit TD	752.00
11/01/2024	FLORIDA HOUSE APA...	RA Move-In Rent AE	292.00
11/01/2024	FLORIDA HOUSE APA...	RA Move-In Security Deposit AE	388.00
Total 6733 · RA   Move-in Assistance			7,990.00
<b>6734 · Tenant Based Rent Assist</b>			
10/17/2024	RAMSHAW REAL EST...	RRH Move-In Rent DC	396.67
10/17/2024	RAMSHAW REAL EST...	RRH Move-In Security Deposit DC	875.00
10/22/2024	EVOB PROPERTY MA...	RRH Rent L Family Nov	600.00
10/22/2024	FLOOR TO ROOF ENT...	RRH Rent D Lewis Nov	600.00
10/22/2024	EVOB PROPERTY MA...	RRH D Crockett Nov	875.00
10/23/2024	LEMONADE	RRH Participant Renters Insurance	139.00
11/01/2024	RAMSHAW REAL EST...	RRH D Crockett Nov	875.00
Total 6734 · Tenant Based Rent Assist			4,360.67
<b>6735 · Emergency Housing   Hotels</b>			
10/04/2024	MOTEL 6 - URBANA	Emergency hotel housing SS 10/1-10/7	315.00
10/07/2024	MOTEL 6 - URBANA	Emergency hotel housing RH 10/3-1...	315.00
10/07/2024	MOTEL 6 - URBANA	Emergency hotel housing MJ 10/3-10...	315.00
10/07/2024	MOTEL 6 - URBANA	Emergency hotel housing AB 10/3-10...	315.00
10/07/2024	MOTEL 6 - URBANA	Emergency hotel housing RS 10/3-1...	315.00
10/07/2024	MOTEL 6 - URBANA	Emergency hotel housing DC 10/5-1...	315.00

**Cunningham Township**  
**Additional Assistance**  
**October 3 through November 2, 2024**

Date	Name	Memo	Paid Amount
10/10/2024	MOTEL 6 - URBANA	Emergency hotel housing SS 10/8-10...	315.00
10/11/2024	MOTEL 6 - URBANA	Emergency hotel housing MD 10/9-1...	699.30
10/15/2024	MOTEL 6 - URBANA	Emergency hotel housing DC 10/12-...	315.00
10/15/2024	MOTEL 6 - URBANA	Emergency hotel housing RH 10/11-...	315.00
10/15/2024	MOTEL 6 - URBANA	Emergency hotel housing MJ 10/11-1...	315.00
10/15/2024	MOTEL 6 - URBANA	Emergency hotel housing AB 10/11-1...	315.00
10/15/2024	MOTEL 6 - URBANA	Emergency hotel housing RS 10/11-...	315.00
10/16/2024	MOTEL 6 - URBANA	Emergency hotel housing SS 10/15-1...	315.00
10/21/2024	MOTEL 6 - URBANA	Emergency hotel housing RS10/18-1...	315.00
10/21/2024	MOTEL 6 - URBANA	Emergency hotel housing AB 10/18-1...	315.00
10/21/2024	MOTEL 6 - URBANA	Emergency hotel housing MJ 10/18-1...	315.00
10/21/2024	MOTEL 6 - URBANA	Emergency hotel housing RH 10/18-...	315.00
10/21/2024	MOTEL 6 - URBANA	Emergency hotel housing DC 10/18-...	135.00
10/24/2024	MOTEL 6 - URBANA	Emergency hotel housing SS 10/22-1...	315.00
10/28/2024	RODEWAY INN	Emergency hotel housing KJ 9/12-10...	1,350.00
10/28/2024	RODEWAY INN	Emergency hotel housing DP 9/22-9/...	360.00
10/28/2024	RODEWAY INN	Emergency hotel housing 9/30-10/6	315.00
10/28/2024	RODEWAY INN	Emergency hotel housing 10/7-10/13	225.00
10/28/2024	RODEWAY INN	Emergency hotel housing DC 9/12-9/...	765.00
10/28/2024	RODEWAY INN	Emergency hotel housing 9/29-9/30	90.00
10/28/2024	RODEWAY INN	Emergency hotel housing GG 10/1-1...	495.00
10/28/2024	RODEWAY INN	Emergency hotel housing SS 9/5-9/23	540.00
10/28/2024	RODEWAY INN	Emergency hotel housing DT 9/12-10/3	990.00
10/28/2024	RODEWAY INN	Emergency hotel housing 10/4-10/7	180.00
10/28/2024	RODEWAY INN	Emergency hotel housing TM 10/8-1...	180.00
10/28/2024	RODEWAY INN	Emergency hotel housing NE 9/12-1...	1,350.00
10/28/2024	RODEWAY INN	Emergency hotel housing JS 9/12-10...	1,350.00
10/28/2024	RODEWAY INN	Emergency hotel housing AK 9/12-10...	1,350.00
10/28/2024	RODEWAY INN	Emergency hotel housing 9/12-10/13	180.00
10/28/2024	RODEWAY INN	Emergency hotel housing 9/24-9/29	270.00
10/28/2024	MOTEL 6 - URBANA	Emergency hotel housing RH 10/25-...	315.00
10/28/2024	MOTEL 6 - URBANA	Emergency hotel housing AB 10/25-1...	315.00
10/28/2024	MOTEL 6 - URBANA	Emergency hotel housing RS 10/25-...	315.00
10/28/2024	MOTEL 6 - URBANA	Emergency hotel housing MJ 10/25-1...	315.00
10/28/2024	MOTEL 6 - URBANA	Emergency hotel housing MD 10/24-...	349.65
11/01/2024	RODEWAY INN	Emergency hotel housing JM 9/12-10...	1,170.00
11/01/2024	MOTEL 6 - URBANA	Emergency hotel housing SS 10/29-1...	315.00
Total 6735 · Emergency Housing   Hotels			19,588.95
Total 6730 · Housing Assistance			50,284.26
<b>6799 · Other Assistance</b>			
<b>6728 · Outside Services</b>			
10/09/2024	MARCO PRICE	* Front Desk	1,897.50
10/16/2024	Elliott Counseling Group	Counseling Services for ETH partipa...	200.00
10/16/2024	PROPRIO LS, LLC	Translation Services	98.53
10/16/2024	CHAMPAIGN COUNTY...	Reimbursement ETH Hotels for Parti...	1,800.00
10/16/2024	CHAMPAIGN COUNTY...	Reimbursement ETH Supplies for Pa...	45.63
10/23/2024	MARCO PRICE	* Front Desk	1,991.40
Total 6728 · Outside Services			6,033.06
<b>6729 · Transportation Assistance</b>			
10/03/2024	MTD	Annual Bus Pass for Clients	60.00
10/03/2024	MTD	Annual Bus Pass for Clients	120.00
10/03/2024	MTD	Monthly Bus Pass for Clients	20.00
10/03/2024	MTD	Annual Bus Pass for Clients	60.00
10/03/2024	Amtrak	RT Ticket for participant to Carbondale	-22.50
10/15/2024	WALMART	ETH Supplies for Hotel Participant	6.96
10/15/2024	ILLINOIS SECRETARY...	License Plate & Sticker for participant	323.11
10/28/2024	MTD	Annual Bus Pass for Clients	60.00
10/28/2024	MTD	Annual Bus Pass for Clients	60.00
10/28/2024	MTD	Annual Bus Pass for Clients	60.00
Total 6729 · Transportation Assistance			807.57
<b>6736 · Homeless Supplies</b>			

**Cunningham Township**  
**Additional Assistance**  
 October 3 through November 2, 2024

Date	Name	Memo	Paid Amount
10/04/2024	WALMART	Street Outreach Supplies	59.64
10/04/2024	WALMART	Street Outreach Supplies	68.56
10/08/2024	WALMART	Street Outreach Supplies	418.05
10/15/2024	WALMART	Street Outreach Supplies	74.85
10/15/2024	WALMART	Street Outreach Supplies	64.91
10/17/2024	WALMART	Street Outreach Supplies	136.29
10/17/2024	JCPENNEY	Street Outreach Supplies	100.00
10/17/2024	Rural King	Street Outreach Supplies	23.98
10/21/2024	WALMART	Street Outreach Supplies	250.60
10/21/2024	SAMS CLUB #8197	Street Outreach Supplies	250.60
10/24/2024	Dollar General	Street Outreach Supplies	13.08
10/24/2024	Target	Street Outreach Supplies	175.00
10/30/2024	Target	Street Outreach Supplies	350.00
Total 6736 · Homeless Supplies			1,985.56
<b>6737 · Program Supplies - Other</b>			
10/03/2024	NEVES GROUP	Rental App Fee Hotel Participant	50.00
10/07/2024	ROYSE & BRINKMEYER	Rental App Fee Hotel Participant	35.00
10/09/2024	WALMART	Family Housing Supplies	102.34
10/10/2024	WALMART	Family Housing Supplies	60.66
10/10/2024	Salt and Light	Client Assistance - Housewarming pr...	210.93
10/11/2024	CHAMPAIGN COUNTY...	Rental App Fee Hotel Participant	40.00
10/14/2024	Amazon	Program Supplies for RRH client	64.94
10/15/2024	JSJ Property Managem...	Rental App Fee for Participant	40.00
10/16/2024	DEEMS, MELANIE	Reimbursement for Rental App Fee f...	45.00
10/16/2024	ZINDARS PROPERTY ...	App Fee for client	35.00
10/23/2024	RAMSHAW REAL EST...	App Fee for client	25.00
10/24/2024	CASH	Quarters for laundry for ETH particip...	500.00
10/24/2024	NEVES GROUP	App Fee for client	50.00
10/25/2024	Zillow	App Fee for client	35.00
10/28/2024	Target	Family Housing Supplies	85.83
10/28/2024	Salt and Light	Client Assistance - Housewarming pr...	217.86
10/28/2024	Salt and Light	Client Assistance - Housewarming pr...	227.15
10/29/2024	WINDCREST APARTM...	App Fee for client	30.00
10/29/2024	Zillow	App Fee for client	35.00
10/30/2024	WALMART	Family Housing Supplies	265.82
10/30/2024	DOLLAR TREE	Family Housing Supplies	290.00
10/31/2024	WALMART	RRH Participant Supplies	79.98
10/31/2024	Salt and Light	Client Assistance - Housewarming pr...	248.76
11/01/2024	VitalChek	Vital Document for Participant	39.00
11/01/2024	OFFICIAL RECORDS ...	Program Supplies Birth Certificate KO	7.50
11/01/2024	LIVINGSTON COUNTY	Program Supplies Birth Certificate KO	20.50
Total 6737 · Program Supplies - Other			2,841.27
<b>6738 · Food Assistance</b>			
10/11/2024	WALMART	Family Housing Supplies - Move In F...	198.27
10/19/2024	VANILLA	Food Vouchers	7,210.95
10/21/2024	WALMART	Family Housing Supplies - Move In F...	195.36
10/29/2024	WALMART	ETH Food Supplies	31.58
10/30/2024	WALMART	ETH Food Supplies	391.20
Total 6738 · Food Assistance			8,027.36
<b>6739 · Program Utilities</b>			
10/16/2024	U-C SANITARY DISTRI...	208 E California 6607370	156.34
10/16/2024	U-C SANITARY DISTRI...	206 E California 6607369	263.83
10/18/2024	AMEREN ILLINOIS	Utility payment for RRH client L family	185.00
10/22/2024	AMEREN ILLINOIS	206 E California #1	114.81
10/22/2024	AMEREN ILLINOIS	206 E California #2	95.45
10/22/2024	AMEREN ILLINOIS	206 E California #3	211.47
10/22/2024	AMEREN ILLINOIS	206 E California #4	301.18
10/22/2024	AMEREN ILLINOIS	208 E California #2	271.33
10/22/2024	AMEREN ILLINOIS	208 E California #4	103.41
10/22/2024	GFL Environmental	Trash service California properties	125.27
10/23/2024	AMEREN ILLINOIS	Utility payment for RRH client DC	247.70
10/28/2024	AMEREN ILLINOIS	208 E California #1	239.85
10/28/2024	AMEREN ILLINOIS	208 E California #3	79.67



**Cunningham Township**  
**Additional Assistance**  
 October 3 through November 2, 2024

Date	Name	Memo	Paid Amount
10/28/2024	IL AMERICAN WATER ...	206 E California #1	27.61
10/28/2024	IL AMERICAN WATER ...	206 E California #2	66.23
10/28/2024	IL AMERICAN WATER ...	206 E California #3	109.58
10/28/2024	IL AMERICAN WATER ...	206 E California #4	115.90
10/28/2024	IL AMERICAN WATER ...	208 E California #1	62.31
10/28/2024	IL AMERICAN WATER ...	208 E California #2	50.28
10/28/2024	IL AMERICAN WATER ...	208 E California #3	46.52
10/28/2024	IL AMERICAN WATER ...	208 E California #4	46.05
Total 6739 · Program Utilities			2,919.79
<b>6770 · Angel Donor Expenses</b>			
10/04/2024	EDEN SUPPORTIVE LI...	Application Fee	45.00
10/15/2024	WALMART	Street Outreach Supplies	29.97
10/15/2024	IMPACT RECEIVABLE...	Credit Repair for client	1,402.00
10/16/2024	Urbana Free Library	Copies/Notary/Fax Jul - Sep 2024	91.40
10/16/2024	TOWN & COUNTRY A...	RA Arrears GJ	142.00
10/16/2024	NATIONAL CREDIT SY...	Credit Repair for client	498.95
10/28/2024	Uniting Pride of Champ...	Reimbursement of Hotel	248.60
10/28/2024	WEATHERLY, TANYA	Reimbursement for UHaul Storage	334.20
Total 6770 · Angel Donor Expenses			2,792.12
<b>6797 · Event Expenses</b>			
10/16/2024	Dixon Graphics	Staff / Volunteer Appreciation Gifts	368.68
10/16/2024	MADJAMBA DISSIRA...	Event Expense - Interpreter	75.00
10/16/2024	MADJAMBA DISSIRA...	Event Expense - Interpreter	45.00
10/16/2024	JENNY GOODWINE.	Reimbursement for Event Supplies	25.12
10/16/2024	PIATO CAFE, INC	Event Expense - Food	600.00
10/24/2024	Costco	Event Supplies	25.98
10/31/2024	PASTAMANIA CORPO...	Event Food - Deposit for Harvest Eve...	700.00
11/01/2024	Independent Media Cen...	Space Rental for Healing Harvest Ev...	265.00
Total 6797 · Event Expenses			2,104.78
<b>6798 · Other Grants</b>			
10/16/2024	SOLA GRATIA FARMS	Reimburse Munro & Barkley Wages ...	506.01
Total 6798 · Other Grants			506.01
Total 6799 · Other Assistance			28,017.52
Total 6700 · PROGRAMS			78,301.78
Total Expense			78,301.78
Net Ordinary Income			-78,301.78
<b>Net Income</b>			<b>-78,301.78</b>



**Cunningham Township**  
Danielle Chynoweth, Supervisor  
205 WEST GREEN ST • URBANA, IL 61801  
(217) 384-4144 • FAX: (217) 367-7063  
WWW.CUNNINGHAMTOWNSHIP.ORG

## Cunningham Township Supervisor's Memo Nov. 11, 2024

### Town Bills Report

- Town Fund: \$60,929.81
- General Assistance Fund: \$192,034.04
- TOTAL expenditures: \$252,963.85

## INCOME SUPPORT

### General Assistance

*A monthly grant for Urbana residents who are disabled or out of work – with supportive services to stabilize housing & health, seek & train for work, apply for disability or TANF.*

- **General Assistance cases past month:**
  - 34 new applications were submitted during October (up from 26)
  - 101 active (decrease of 2 from last month)
    - 54 on Disability (SSI/SSDI) track
    - 14 on Education and Employment track
    - 7 on TANF track
    - 24 are temporarily exempt from work requirements
    - 2 on Housing First track
  - Demographics
    - 26 homeless.
    - 53 identify as cis-male, 44 as cis-female, 2 transgender male/female, and 2 non-binary
  - 9 cases closed for November 2024
- **Social Security Support**
  - 8 assisted with SSA navigation this fiscal year, 1 is close to submission, and 1 is being screened.
  - 8 awarded SSI/SSDI last FY, 5 awarded this FY

- **Housing First Payments**

- 2 former GA participants had their rent paid to keep them housed.
- 12 current GA participants had their rent paid from their GA check directly to their landlord.

## HOUSING SUPPORT

### Rental Assistance

***Rental assistance for Urbana households behind on rent or homeless moving into housing.***

- 65 applications were received and processed in October (up from 36 in September)
- In October we spent \$23,36 on rental assistance to help 29 households - down from \$36,734 (30 households) in August.
- Due to budget constraints, Rental Assistance rules have changed to cap support for households at or below 200% of poverty level (down from 225%) and providing 1 month of assistance rather than 2 months.
- Our SMASS grant will support rental assistance with \$56,000 of grant funded dollars.

### Bridge to Home

***A continuum of services for homeless residents in Champaign County.***

#### Street Outreach

***Services include food, transportation to services, weather appropriate clothing and engagement events. Members of the public are encouraged to call CTSO for wellness checks during office hours on residents who may be homeless.***

- To date served: 175 households representing 267 residents (since program start 9/2021)
- Last month served: 49 households representing 65 residents actively sleeping outdoors.
  - The Street Outreach teams and contacts from local agencies are organising to maximize the number of homeless individuals who are able to be provided indoor shelter in the winter months, and to move as many residents into permanent or transitional housing as possible beforehand.
- The Street Outreach task force of CSPH, led by our office and working closely with CUPHD, is working on a severe weather plan for homeless residents.

## School Outreach

***Housing Case Manager who takes referrals from USD 116 and Crisis Nursery and screens for services (rental assistance, emergency housing, income assistance, food and other needs).***

- To date served: 202 families referred from USD 116 including 510 children (since program start 4/21/22)
- 9 families including 25 children referred last month.
  - 4 families referred to Rental Assistance
  - 3 families were scheduled for and completed a Centralized Intake for the Homeless
  - 1 family was given an alternate referral including:
    - Court Based Rental Assistance
  - 1 family was referred to apply for General Assistance

## Housing Navigation & Supportive Services

**Our Housing Navigation Case Manager works with homeless participants to connect with all available housing opportunities and provides supportive services to help maintain housing.**

- With staff expansion, we are able to reallocate more time to Housing Navigation Case Management with a specific focus on supporting a) homeless families with children and b) residents with disabilities on our Emergency Housing waitlists.
- 5 families are receiving Housing Navigation currently - 4 families with children and one couple including a pregnant mother.

## Emergency Housing - Hotel

***If no other shelter option exists, short term emergency housing will be considered as long as the resident is meeting with a case manager, pursuing goals, and seeking permanent housing.***

- To date served: 86 households representing 113 residents (since program start 6/2020)
- Last month served: 17 households representing 21 residents were sheltered in a hotel.
- We had four participants from our hotel program move into permanent housing this October!
- Two of them are able to work, qualifying them to transfer into our Rapid Rehousing Program.
- Two others successfully found permanent housing with their Permanent Supportive Housing Vouchers from Regional Planning Commission.
- Due to housing four households, we were able to enter three new households into our hotel program this October.

## **Rapid Rehousing**

***CTSO provides housing stabilization and up to 12 months of rent for literally homeless individuals and families in Champaign County.***

- Currently serving 5 families:
  - An asylum-seeking family has secured housing and is working their way through the legal process of obtaining citizenship.
  - 4 households have been referred to our program.
- We are seeking 5 additional referrals.

## **Emergency Housing for Urbana families**

***Emergency Housing for families with children in Urbana schools of Crisis Nursery or residents with disabilities who are referred from CU at Home***

- To date served: 85 including 98 adults and 156 children served (since program start July 2020)
- Last month served: 8 families.
  - Intakes: 3
  - Exits: 0
  - Waitlist: 16
    - We maintain a priority list of homeless families from the referrals we receive.
    - We currently have 7 families reporting they are HUD homeless. 9 additional families are reporting McKinney Vento homelessness.
    - We have 3 families in our units with active vouchers searching for housing opportunities.
      - 2 Sponsor Based Vouchers
      - 1 Housing Choice Voucher
    - We have 3 families in our units who have been referred for housing vouchers awaiting notification of voucher briefing with HACC.
    - We have one family who has been approved for an SRN unit, and is awaiting a move-in date.

## **Housewarming Gifts**

- Housewarming gifts are funded by private donations which are used to provide vouchers to formerly homeless households to buy furniture and housewares at Salt and Light in Urbana.
- To date served: 121 homeless households (since program start 2/2021)
- Last month served: 4 homeless households

## UTILITY SUPPORT

### Utility Support

***Utility bill support for Urbana residents who face shut offs.***

- We continue to see high levels of demand for utility assistance especially with the heat.  
Households served this FY:
  - June: 63
  - July: 40
  - Aug: 51
  - Sept: 59
  - Oct: 24
  - Nov: 11
  - December: 8
  - January: 9
  - February: 4
  - March: 8
  - April: 38
  - May: 37
  - June: 51
  - July: 55
  - August: 61
  - September: 87
  - October: 12
- To date served: 815 households (since program start 11/2020)

## OTHER ASSISTANCE

### Transportation

***All CTSO participants are screened for transportation access and provided tokens, short term or long term bus passes or referred for DASH passes and/or paratransit.***

- To date served:
  - Annual: 243 total or \$14,580 (since MTD began to charge bus fare again 7/2021).
  - DASH: 87 passes, saving Township (\$5,220)

- Last month served:
  - Annual: 1 at \$60 each
  - DASH pass: 1 last month at \$0 each

## Angel Donor Funds

***Township facilitates Neighbors Helping Neighbors through tax deductible [charitable donations](#) made to our Angel Donor Fund program. 100% of all donated funds support the unmet needs of local residents and go directly to secure food, clothing, housing, power, transportation or other tangible needs on behalf of residents.***

- Over the last several months, in addition to utility and transportation support, we were able to use Angel Donor funds to purchase copies of birth certificates, mattresses, housewarmings, grocery carts, walking canes, diapers, planners, coats, work clothes, food, a wheelchair rental and a space heater for our neighbors in need.
- Total Angel Donor funds received through October since December 21, 2018: \$342,254
- Total Angel Donor funds received so far in FY 25: \$28,949
- Total Angel Donor funds received through October designated as LGBTQ: \$5,268

## FOOD SUPPORT

### Sharing Table Food Delivery Service

***With the Hope Center, Wesley Food Pantry, & United Way we provide a free food pantry delivery service to low-income residents in Urbana unable to access walk-in food pantries.***

- **In October 2024, we served 90 households (a 58% increase from the previous month)**
  - Food delivery is meant to be a temporary service to residents while CTSO works with residents to address underlying causes of food insecurity.
  - CTSO Food Guide copies are provided to every participant receiving food assistance, as well as directions to utilizing our CTSO Come and Eat garden and how to get a meal in an emergency from the CTSO food closet.
- In total during August, we served 220 individuals:
  - 153 adults
  - 67 children
- 82 households served by Hope Center and Wesley through RIDE United
- In addition to food delivery, we assisted 20 individuals at our door experiencing

immediate food need, and continue to see high need for food assistance from our township closet pantry, as this offers immediately edible and easily transportable food.

- Received 7 referrals from PACE

## Solidarity Gardens

*A collaboration with the Urbana Park District, Champaign Park District, Sola Gratia, the Channing Murray Foundation, and area community gardens to reduce local food insecurity by supporting existing and new gardens to produce and distribute produce to those in need.*

- We have 16 Affiliate Gardens registered this year through Solidarity Gardens
  - We have gardens both in Urbana and Champaign
    - 13 Affiliate Gardens in Urbana
    - 3 Affiliate Gardens in Champaign
    - 4 of these are new to Solidarity Gardens, and 12 of the gardens have continued to be Affiliate Gardens from last year
  - Each Affiliate Garden is expected to have at least one garden leader who volunteers time managing the garden space and is the main point of contact for the garden.
    - Two of our Affiliate Gardens are looking for new garden leaders: Meadowbrook Community Learning Garden and Douglas Park Community Garden
- Our Free Plot Program offers free gardening spaces to immigrant and low-income residents of Urbana and Champaign
  - Last year we had only 10 plots at Meadowbrook Park Gardens
  - This year we have 53 plots at five locations:
    - 14 plots at **Meadowbrook Park Gardens** in Urbana
    - 4 plots at **Victory Park Gardens** in Urbana
    - 16 plots at **Orchard Downs Gardens** in Urbana
    - 2 plots at **Wood Street Gardens** in Urbana
    - and 17 plots at **Human Kinetics Park Gardens** in Champaign
  - There have been 51 applicants to the Free Plot Program
    - 9 returning participants from last year
    - 7 participants whose primary language is Spanish
    - 7 participants whose primary language is French
    - Our locations at Meadowbrook, Victory Park, and Wood Street are completely full
    - Only one plot is left at Orchard Downs, and Human Kinetics Park continues to have a few plots left open for new applicants

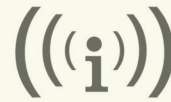


- Our Free Plot Program season has concluded, including three event work days at our three largest locations.

## EVENTS

### Free Plot Program - End of Season Events

- For Solidarity Gardens' trilingual Free Plot Program, we held three events for participants to join in the necessary plot clean-up, share feedback about the season, partake in snacks and light potluck foods, receive a selection of seeds to grow for next season, and connect again with each other and the gardening community at the end of the season.
  - We provided interpretation in Spanish and French, volunteer support, technical support and assistance in removing fencing per location regulations and cleaning plots, handwashing, drinks, snacks and fruit, trilingual translated feedback forms, and a large selection of vegetable, fruit, and flower seeds for participants and volunteers to pick from, with the intention to inspire and encourage our gardeners to return to the program next year with high engagement.
- Events:
  - Work day and Potluck - Meadowbrook Park
    - October 25th - 4:30pm to 7:30pm
  - Work day with Volunteer Help - Orchard Downs
    - October 29th - 4:30pm to 6pm
  - Work day and Potluck - Human Kinetics Park
    - November 1st - 4:30pm to 7:30pm



Cunningham Township Presents,

# Healing Harvest



AT THE INDEPENDENT MEDIA CENTER  
202 S BROADWAY AVE, URBANA

**SATURDAY, 9<sup>th</sup> OF NOVEMBER  
1-4PM**



Free Hot Lunch by Pastamania!



Live Music by Afro D!



Kids Activities by UrVana!

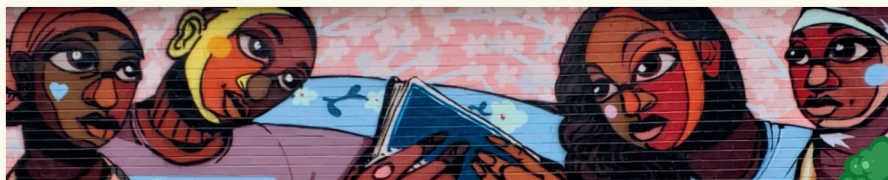


Fresh Produce Exchange and Giveaway by  
Sola Gratia Farm and Solidarity Gardens!



If you would like to support Solidarity Gardens which grows food for our neighbors in need, please visit

[www.solidarity-gardens-cu.org](http://www.solidarity-gardens-cu.org)



Contact:

**217.384.4144**

**info@ctso.org**



Each township board is charged with setting the compensation for each elected township office for the upcoming term, beginning May 19, 2025 and ending the third Monday in May 2029. According to state law, compensation for the elected township officials shall be set by the township board at least 180 days prior to the beginning of the term of office. Compensation must be set by the board no later than November 20, 2024 and must be done in an open meeting with a public vote by the board. Illinois state law prohibits an elected official's compensation from being increased or diminished during the official's term of office.

To support the town board in the process, CTSO has created the following chart to show the growth in the Supervisor's office – with a five fold increase in staff size and a 6.15 fold increase in General Assistance Budget over 7.5 years.

<b>Cunningham Township Supervisor's Office Growth 2015-2025</b>				
<b>Year</b>	<b>Staff Size</b>	<b>Budget Total</b>	<b>Budget GA</b>	<b>Supervisor Salary</b>
2017	4	\$1,319,124	\$524,168	\$61,454
2021	6	\$2,318,843	\$967,511	\$68,009
2025	20	\$4,708,351	\$3,224,438	\$92,000
Factor Increase	5	3.57	6.15	1.50

CTSO has grown in complexity from one to seven programs and zero to six grants; it operates twenty nine formal community partnerships. To ensure CTSO can attract leadership that can effectively sustain current programming, staff and scope, it would be prudent to ensure the Supervisor's salary is at minimum competitive with executive director roles of similarly sized non profits as well as department heads of local government agencies.

Town Board requested comparisons to other townships so Normal Township (2 staff, 2 programs, and \$2M budget) has been added, and we updated Bloomington Township (5 staff, \$2.5M budget) to compare with Cunningham Township (20 staff, 7 programs, \$4.7M overall township budget).

<b>2023-2024 Local Public and Non Profit Salary Comparables</b>			
<b>Date</b>	<b>Employer</b>	<b>Title</b>	<b>Salary</b>
Jan 2024	Champaign County	Coroner	\$71,656
Oct 2024	Cunningham Township	Supervisor	\$72,176
current	City of Champaign Township	Supervisor	\$73,365

June 2023	CU at Home	Executive Director	\$74,454
Proposed	City/Township	City & Township Clerk (combined)	\$74,756
Jul 2024	CU Public Health District	Program Coordinator	\$80,612
May 2024	Normal Township	Supervisor	\$83,000
<b>Proposed 2025</b>	<b>Cunningham Township</b>	<b>Supervisor</b>	<b>\$92,000</b>
Voted on 2025	City of Urbana	Mayor	\$92,000
June 2024	City of Urbana	Grants Division Manager	\$96,321
Voted on 2025	Bloomington Township	Supervisor	\$96,350
Oct 2024	Rape Crisis Services	Executive Director	\$97,000
Jan 2024	Champaign County	Director of Administration	\$97,500
Jan 2024	Champaign County	Clerk of the Circuit Court	\$97,569
2024	CCRPC	Workforce Development Director	\$101,849
June 2024	City of Urbana	Human Rights & Equity Officer	\$102,657
Jul 2024	CU Public Health District	Director of Planning & Research	\$105,581
2022 990	Courage Connections	Chief Executive Officer	\$109,671
Jul 2024	CU Public Health District	Director of Environmental Health	\$109,803
Jul 2024	CU Public Health District	Director of Wellness & Health Promotion	\$109,803
Jan 2024	Champaign County	County Clerk & Recorder	\$110,000
2024	Mental Health Board	Executive Director	\$110,745
June 2024	City of Champaign	Community Relations Manager	\$111,239
2024	CCRPC	Community Services Director	\$114,251
Jul 2024	CU Public Health District	Director of Finance	\$128,606
June 2024	City of Urbana	Police Sergeant	\$130,226
Oct 2024	Waukeegan Township (w shelter)	Supervisor	\$136,071
Jul 2024	CU Public Health District	Director of Maternal & Child Health	\$139,693
Jul 2024	CU Public Health District	Director of Teen & Adult Services	\$139,693

As seen in this comparison of public and non-profit salary comparables, the proposed salary is on the lower end of the spectrum, balancing fiscal responsibility with the need to attract an experienced leader who can maintain the current – and needed – level of programming.

Maya Bauer, Special Projects Coordinator  
Danielle Chynoweth, Cunningham Township Supervisor

**Resolution No. T-2024-10-006R:**

**A Resolution Setting Compensation of Cunningham Township Officials for the Four-Year Term Beginning May 19, 2024 (Cunningham Township Supervisor, Cunningham Township Clerk and Cunningham Township Board), and Beginning January 1, 2025 (Cunningham Township - Assessor)**

WHEREAS, according to 60 ILCS 1/65-20, the compensation of township officers shall be set by the township board at least 180 days before the beginning of the terms of office; and

WHEREAS, according to 35 ILCS 200/2-70, the compensation of the township assessor shall be set by the township board at the same time the board sets the compensation of its township supervisor;

NOW, therefore, be it resolved by the Township Board of the Town of Cunningham that the compensation of the township officials by the Township for the four year term beginning May 19, 2025 and ending May 20, 2029 for the Township Supervisor, Township Clerk and Township Board, and beginning January 1, 2026 and ending December 31, 2029 for the Township Assessor, shall be as follows:

SECTION 1: The annualized salaries for township officials shall be as follows:

Township Supervisor: Effective for each of the following years:

May 19, 2025 - Dec 31, 2025	\$92,000
January 01 , 2026 - December 31 , 2026	\$94,760
January 01 , 2027 - December 31 , 2027	\$97,600
January 01 , 2028 - December 31 , 2028	\$100,530
January 01 , 2029 - May 20, 2029	\$100,530

Township Assessor: Effective for each of the following years:

January 01 , 2026 - December 31 , 2026	\$87,000
January 01 , 2027 - December 31 , 2027	\$89,000
January 01 , 2028 - December 31 , 2028	\$92,298
January 01 , 2029 - December 31 , 2029	\$95,067

Township Clerk: Effective for each of the following years:

May 17, 2025 - May 16, 2029	\$3,756 annually paid quarterly
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Township Board: Effective for each of the following years:

May 19, 2025 - May 20, 2029	\$800 annually paid quarterly
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SECTION 2: In addition to the compensation stated above, the Supervisor and Assessor of the Township shall be provided Health Insurance, Employee Wellness Benefit, and IMRF on the same terms and conditions provided heretofore, namely such insurance as is provided to employees of the Township Supervisor and Assessor, under the Cunningham Township insurance program, with the premium for individual coverage paid for 100% by the Township and if selected, family coverage is provided at reasonable cost to be equal to what employees of the each Office of the Township pays.

Adopted November 11, 2024, by the Township Board of the Town of Cunningham, in the County of Champaign, State of Illinois.

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Chair

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Town Clerk

**Resolution No. T-2024-11-007R:**

**A Resolution Authorizing the Supervisor to Sign a Contract and Intergovernmental Agreement  
with the City of Champaign (Metropolitan Mayors Caucus Grant FY 25)**

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

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

**WHEREAS**, Cunningham Township supports residents regardless of immigration status to the extent allowed by law; and

**WHEREAS**, Cunningham Township partnered with the City of Champaign to successful submit a Grant Supporting Municipalities for Asylum Seeker Services (SMASS) which will provide housing, food and other supports for homeless residents including but not limited to those seeking asylum status; and

**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 agreements with the City of Champaign.

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

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Darcy Sandefur, Town Clerk

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Diane Wolfe Marlin, Chair

**SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF CHAMPAIGN AND  
CUNNINGHAM TOWNSHIP SUPERVISOR’S OFFICE: SMASS III AGREEMENT**

THIS AGREEMENT, entered this day of November 19, 2024 and between the **City of Champaign** (herein called the “Grantee”) and **Cunningham Township Supervisors Office** (herein called the “Subrecipient”).

WHEREAS, the Grantee has applied for and received funds from the Metropolitan Mayors Caucus; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing such funds.

NOW, THEREFORE, it is agreed between the parties hereto that:

**I. SCOPE OF SERVICE**

A. Activities

~~B.~~ The Subrecipient will be responsible for administering SMASS III funds for the program (s) in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds.

**1. Program Detail**

Cunningham Township Supervisors Office (CTSO), a public agency serving Champaign County residents, provides a continuum of homeless services. In FY24, services included housing, food, and supply assistance. For FY25, CTSO identifies increased needs for legal support, basic needs support, rental assistance, and emergency winter shelter.

To address these needs, CTSO proposes:

- Offering legal services to 70 new arrivals for Temporary Protective Status applications and supporting 400 new arrivals with Illinois State IDs and Driver’s Licenses.
- Distributing 1020 units of food and supplies to new arrivals.
- Providing rental assistance to 15 families for up to 3 months of rent, with a focus on new arrivals.
- Providing shelter for 20 individuals for six months, including housing navigation and supportive services.

CTSO has extensive experience in serving homeless individuals and has served over 5,000 residents in FY23. The agency aims to provide vital support to new arrivals and individuals experiencing homelessness through legal services, rental assistance, and emergency shelter. CTSO ensures accessibility for individuals whose primary language is not English through multilingual staff, on-site translation services, and partnerships with language interpreters. The agency also prioritizes serving individuals with specific needs based on age, ability, ethnicity, or other identities.

**2. Program Delivery**

The Subrecipient will ensure that the number, background and qualifications of the Subrecipient’s staff providing services are always appropriate for the enrolled participants. The Subrecipient will maintain program and financial



Attachment A

records documenting the eligibility, attendance, provision of services, and expenses relative to the participants receiving assistance from the program(s).

3. Budget and Method of Compensation

At a minimum of once per month, the Subrecipient shall provide the Grantee expense information for the services described in Section A. of this Agreement.

**II. TIME OF PERFORMANCE**

Services of the Subrecipient shall include expenses rendered on first day of July 1, 2024, and end on June 30, 2025 unless otherwise extended in written modification to this contract executed by the Grantee and the Subrecipient. The term of this Agreement and the provisions herein shall be extended to cover any additional period during which the Subrecipient remains in control of funds or other assets, including program income.

**III. BUDGET**

	<b>Shelter/ Housing</b>	<b>Food</b>	<b>Wrap-around Services</b>	<b>Legal Supports</b>	<b>Total Budget</b>
<b>Supplies</b>	\$6,512	\$73,200			<b>\$79,712.00</b>
<b>Consultant</b>	\$60,000		\$9,960	\$4,000	<b>\$73,960.00</b>
<b>Construction</b>					<b>\$0.00</b>
<b>Occupancy (rent and utilities)</b>	\$108,000				<b>\$108,000.00</b>
<b>Other- Rental Assistance</b>	\$51,440				<b>\$51,440.00</b>
<b>Other- TPS Application Fee</b>				\$9,450	<b>\$9,450.00</b>
<b>Other- Work Authorization Application Fees (Employment Authorization Document (EAD))</b>				\$20,500	<b>\$20,500.00</b>
<b>Other- Driver's License, State ID, and Vehicle Registration Registration Fees</b>			\$17,550		<b>\$17,550.00</b>
<b>TOTAL BUDGET</b>	<b>\$225,952</b>	<b>\$73,200</b>	<b>\$27,510</b>	<b>\$33,950</b>	<b>\$360,612.00</b>

Any funds expended by the Subrecipient for rental assistance shall be used to directly fund rental costs (i.e., other moving-related costs such as security deposits are not eligible expenses). If, after the execution of this Subrecipient Agreement, the Grantee receives further guidance from the Metropolitan Mayors Caucus regarding what moving-related expenses are deemed ineligible, then the Grantee shall provide notice of such guidance to the Subrecipient in accordance with Section V, below. The Subrecipient agrees that is shall abide by any such guidance from the Metropolitan Mayors Caucus from the time of receipt of the written notice until June 30, 2025. The Grantee may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the Grantee. Any amendments to the budget must be approved in writing by both the Grantee and the Subrecipient.

**IV. PAYMENT**

## Attachment A

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed 360,612 and 0/100 (\$). Drawdowns for the payment of eligible expenses shall be made against the line-item budgets specified in Paragraph III herein and in accordance with performance. Expenses for general administration shall also be paid against the line-item budgets specified in Paragraph III and in accordance with performance.

### V. NOTICES

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

<u>Grantee</u>	<u>Subrecipient</u>
Janel Gomez, Community Relations Manager	Danielle Chynoweth, Township Supervisor
City of Champaign	Cunningham Township Supervisor's Office
205 West Park Avenue, Suite 200	205 W Green St,
Champaign, IL, 61820	Urbana, IL 61801
217.403.8830	217.381.3444

**CONTRACT FOR PROFESSIONAL OR CONSULTING SERVICES**

Services Requested: <b>SMASS III Asylum Seeker Services</b>	
Date of Contract:	
CITY:	SERVICE PROVIDER:
BY: _____ City Manager	Danielle Chynoweth, Township Supervisor Cunningham Township Supervisor's Office 205 W Green St Urbana, IL 61801
ATTEST: _____ City Clerk	BY: _____ Printed Name: Danielle Chynoweth Print Title: Township Supervisor
COUNCIL BILL #: _____ DATE APPROVED BY COUNCIL: _____	ATTEST: _____ Title:
Department: <b>Equity and Engagment</b>	Contact: <b>Janel Gomez</b>
APPROVED AS TO FORM:	

**CONDITIONS**

1. **Scope of Services.** The Service Provider shall perform the work described in Exhibit "A", attached hereto and incorporated herein, which is a Proposal dated November 19, 2024.
  
2. **Contract Documents.** In addition to this document, the "Contract" shall include:
  - A. The Invitation to Bid or Request for Proposals, Quotes, or Qualifications and any addenda;
  - B. Specifications and any addenda;
  - C. Disclosure Affidavit;
  - D. Dual Representation Affidavit; **APPLICABLE TO THIS CONTRACT**
  - E. Affirmative Action Certificate or Certificate from the Equity and Engagement Department, (217-403-8830); **APPLICABLE TO THIS CONTRACT**
  - F. CDAP Utilization/Good Faith Efforts Form; **APPLICABLE TO THIS CONTRACT**
  - G. Completed Bid or Proposal Form;
  - H. Insurance forms (See Section 6);
  - I. Vendor's bid, proposal, scope of work, or quote to the extent not inconsistent with all other Contract Documents;
  - J. Validly executed change orders.

In case of conflict, the more specific shall control over the more general.
  
3. **Payment.** The Service Provider shall be compensated at the rate(s) **\$360,612.00** with a total not-to-exceed amount of **Three Hundred Sixty Thousd and Six Hundred Twelve Dollars (\$360,612.00)**. Payment shall be due in the manner checked below:

A. Single Payment. Payment for services rendered shall be due to the Service Provider only after receipt by the City of an itemized statement at the end of performance by the Service Provider. Such statement shall describe the services rendered and shall reference the date of such services, person performing the service and fee for each time service is rendered and each type of service rendered under this Agreement. The amount of such statement shall not exceed the not-to-exceed amount set forth above. The City shall render payment within thirty (30) days following receipt of a statement of itemization of the services actually, timely and satisfactorily performed. The Service Provider waives, to the extent allowed by law, the provisions of the Local Government Prompt Payment Act.

B. Periodic Payments. Payment for the portion of services rendered shall be due to the Service Provider upon the completion of each phase as described in Exhibit "A" and tender of an itemized statement by the Service Provider to the City. The City shall render payment within forty-five (45) days following receipt and approval of the itemized statement for services actually, timely and satisfactorily performed. Such statement shall describe the services rendered and shall reference the date of such services, person performing the service and fee for each time service is rendered and each type of service rendered under this Agreement. The total amount charged shall not exceed the not-to-exceed amount set forth above. The Service Provider waives to the extent allowed by law, the provisions of the Local Government Prompt Payment Act.

4. Personal Services. The parties, as the basis of this Agreement, agree that **Danielle Chynoweth**, as representative of the Service Provider, shall personally perform or directly supervise the Service Provider's performance hereunder.
5. Time of Performance. The Service Provider shall devote such time, personnel and resources to the completion of the services provided for herein so as to complete the work **by June 30, 2025**. Time is of the essence of this Agreement.
6. Insurance. During the term of this Agreement, at its own cost and expense, the Service Provider shall maintain in full force and effect insurance policies as enumerated herein. All policies, except policies for professional liability, shall be written on an occurrence basis. All policies will be written with insurance carriers qualified to do business in the State of Illinois rated A- VIII or better

in the latest Best's Key Rating Guide. All policies shall be written on the most current Insurance Service Office (ISO) or National Council on Compensation Insurance (NCCI) form or a manuscript form if coverage is broader than the ISO or NCCI form. **The City of Champaign and its officers and employees shall be named as an additional insured party on the general liability policy and any umbrella policies if applicable and included as an additional insured on the automobile liability policy. The City's interest as an additional insured party shall be on a primary and non-contributory basis on all policies and noted as such on the insurance certificates.** Professional liability shall be written on a form satisfactory to the City. Prior to execution of this Agreement, the Service Provider shall provide the City with a copy of the Professional Liability policy for approval, said approval shall not unreasonably be withheld. In addition, the Service Provider shall provide the City with certificates of insurance showing evidence the insurance policies noted below are in full force and effect and giving the City at least thirty (30) days written notice prior to any change, cancellation, or non-renewal except in the case of cancellation for non-payment of premium, in which case notice shall be ten (10) days. Any renewal certificates of insurance shall be automatically provided to the City at least thirty (30) days prior to policy expiration.

- A. **Workers' Compensation:**  
Coverage A: Statutory Limits  
Coverage B: \$100,000 per accident or disease, per employee
- B. **General Liability:** Combined single limits of at least One Million Dollars (\$1,000,000) per occurrence. General Liability Insurance shall include:
  - 1. Products and completed operations coverage.
  - 2. Contractor's Protective coverage.
  - 3. Personal Injury Liability coverage.
- C. **Automobile Liability:** Combined single limits of at least One Million Dollars (\$1,000,000) per occurrence. Auto liability shall include hired and non-owned autos.
- D. **Professional Liability:** A professional liability errors and omissions policy with limits of at least One Million Dollars (\$1,000,000) per claim. If said policy is written on a claims made basis, the retroactive date of the policy must predate the date of this Agreement. In addition, the policy term must extend one year beyond completion date of this Agreement.
- E. **Errors and Omissions:** If the Service Provider provides services to the City that are of a nature that professional liability insurance is not commercially available, s/he shall provide evidence of errors and omissions insurance with limits of at least One Million Dollars (\$1,000,000) per claim. If said policy is written on a claims made basis, the retroactive date of the policy must predate the date of this Agreement. In addition, the policy term must extend one year beyond completion date of this Agreement.
- F. **Umbrella Liability** policies may be used to satisfy the limits named above.

If a **self-insured** retention or deductible is maintained on any of the policies, the amount of the self-insured retention or deductible shall be approved by the City. Such approval shall not be unreasonably withheld.

This provision shall not be construed to be a limitation of liability for the Service Provider.

7. Indemnity/Hold Harmless. To the fullest extent allowed by law, Service Provider shall indemnify and save harmless the City against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the City, and shall defend, indemnify and save harmless the City from any and all claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims, and including the cost of defending same including costs and attorneys fees, of or by anyone whomsoever, in any way resulting from or arising out of the operations of the Service Provider or the Service Provider's employees or subcontractors and acts or omissions of employees or agents of Service Provider or subcontractors, unless caused solely by the City, its officers or employees. The City shall have the right to estimate the amount of such claims, demands, suits, actions or proceedings for damage or injuries and pay the same, and any amounts so paid shall be deducted from the money due the Service Provider under this Agreement, and the whole or so much of the money due or to become due the Service Provider under this Agreement, as may be considered necessary by the City, shall be retained by the City until such claims, demands, suits, actions, or proceedings shall have been settled or otherwise disposed of, and satisfactory evidence to that effect furnished to the City.

Insurance coverage specified in these General Conditions shall in no way lessen or limit the liability of Service Provider under the terms of the Agreement. Service Provider shall procure and maintain at the Service Provider's own cost and expense, any additional kinds and amounts of insurance that, in the Service Provider's own judgment, may be necessary for the Service Provider's property protection in the prosecution of the work.

8. Disputes.  
Any disputes concerning a question of fact arising under this Contract that are not disposed of by agreement between the Vendor and the City Representative shall be decided by the City

Manager. The decision of the City Manager or the City Manager's duly authorized representative for the determination of such decisions shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any proceeding under this clause, the Vendor shall be afforded an opportunity to be heard and to offer evidence in support of its position. Pending final decision of a dispute hereunder, the Vendor shall proceed diligently with the performance of the Contract and in accordance with the decision of the City Representative or City Manager, whichever was last issued.

9. Termination and Suspension.

A. This Agreement shall continue in full force and effect until completion of the Project unless it is terminated at an earlier date by either party, as outlined below.

B. The City may terminate this Agreement with or without cause by giving no less than fourteen (14) calendar days' written notice of the intent to terminate this Agreement. Notice shall be considered given when deposited in the United States Mail, postage prepaid, and addressed to Service Provider. The Contract shall cease and terminate on the 15<sup>th</sup> day after the date of Notice.

C. In the event that any of the provisions of this Agreement are violated by the Service Provider or the City, the aggrieved party may serve written notice upon the other of the intention to terminate this Agreement, such notice to contain the reasons for such intention. Unless within five (5) calendar days after the serving of such notice upon such party, the violations shall cease and satisfactory arrangements for correction be made, the Contract shall upon expiration of said five (5) calendar days cease and terminate.

D. In the event of termination, the Service Provider shall be paid by the City for all services performed to the satisfaction of the City which were actually, timely and faithfully rendered up to the receipt of the notice of termination, and thereafter, upon the express written direction of the City, until the date of termination. The Service Provider will provide all work documents

developed up to the date of termination prior to the City rendering final payment for service, which documents become the property of the City.

E. The Service Provider shall be responsible for all costs incurred by the City to enforce any provision of this Contract and/or to remedy any Vendor default or breach of this Agreement, including all court costs and reasonable attorneys' fees.

10. Documents. All documents generated by the Service Provider as the result of this Project, whether produced on paper or electronically and whether stored in paper form, electronically or by any other method, shall become the property of the City upon completion or termination of the Project. The Service Provider shall be liable to the City for the cost of replacement for loss or damage of any documents belonging to the City while in the possession or control of the Service Provider.
11. Confidentiality. The Service Provider shall hold confidential the business and technical information obtained or generated in performance of services under this Agreement, and as identified in writing by the City as confidential.
12. Nature of Service Provider's Relationship with City. The Service Provider will be acting as an independent contractor and not as an employee of the City. This is a personal service contract, and the work shall be performed to the satisfaction of the City, as it shall in its sole discretion determine.
13. Copyright. The Service Provider assigns to the City any and all of Service Provider's rights under copyright laws for work prepared by the Service Provider, its employees, subcontractors or agents in connection with this Agreement, including any and all rights to register said copyright, renewal rights, determination rights and import rights. The Service Provider agrees to execute any additional documents the City may request to effectuate the assignment of said copyright.
14. Successors and Assigns. The City and Service Provider each bind the other and their respective successors and assigns, in all respects, to all of the terms, conditions, covenants and provisions of this Agreement, and any assignment or transfer by the Service Provider of its interest in this Agreement without the written consent of the City shall be void.



15. Compliance with Law. The Service Provider shall comply with any and all applicable Federal, State and local laws as the same exist and may be amended from time to time. This Agreement shall be governed by the laws of the State of Illinois. In compliance, in part with this requirement, Service Provider agrees to complete and maintain on file with the City a current Disclosure Affidavit, attached to this Contract.
16. Dual Representation Affidavit. If applicable, the Service Provider agrees to comply with the City's Dual Representation Policies and fill out the attached affidavit, attached to this Agreement.
17. Judicial Order to Terminate. Should any court of competent jurisdiction find that this Contract is invalid, this agreement shall terminate, and the Service Provider shall seek no damages from the City for the same.
18. Use of City's Name. The Service Provider may, after the completion of the Agreement, publish the fact and nature of this engagement without further permission of the City. The Service Provider may not use the City's name in any advertisements without prior written permission from the City Manager.
19. Notices. Notice given hereunder shall be given to:

<u>The City</u> City Manager City of Champaign 102 North Neil Street Champaign, IL 61820	<u>Service Provider</u> Danielle Chynoweth, Township Supervisor Cunningham Township Supervisor's Office 205 W Green Street Urbana, IL 61801
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and

Janel Gomez, Community Relations Manager  
City of Champaign  
205 W Park Ave, Suite 200  
Champaign, IL 61820
20. Amendments. This Agreement may be amended only by written agreement signed by both the Service Provider and the City.
21. Survival of Provisions. Any terms of this Agreement that by their nature extend after the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.
22. Human Rights Guarantee Provision and Good Faith Efforts to Achieve Diversity.
  - A. For the purposes of this provision, 'contracting entity' means the legal entity that has signed a Contract to provide services or perform work or to provide personal property or

a combination thereof to or on behalf of the City. The words used herein and the requirements shall be interpreted or have the meaning ascribed to them in the City's Equal Opportunity in Purchasing Ordinance. (See Article IV of Chapter 12.5 of the Champaign Municipal Code, 1985, as amended.)

- (1) Non-Discrimination Pledge. The contracting entity shall not discriminate against any employee during the course of employment or applicant for employment because of race, color, religion, creed, class, national origin, sex, age, marital status, physical or mental handicap, sexual orientation, gender identity, family responsibilities, matriculation, political affiliations, prior arrest record or source of income. The contracting entity shall take good faith affirmative action in accordance with its affirmative action plan which has been submitted to and approved by the City, if a plan is required.
- (2) Notices. The contracting entity shall post notices regarding non-discrimination in conspicuous places available to employees and applicants for employment. The notices shall be provided by the City, setting forth the provisions of the Non-Discrimination Pledge; however, the contracting entity may post other notices of similar character supplied by another governmental agency in lieu of the City's notice.
- (3) Solicitation and Ads for Employment. The contracting entity shall, in all solicitations and advertisements for employees placed by or on behalf of the contracting entity, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, creed, class, national origin, sex, age, marital status, physical or mental handicap, sexual orientation, gender identity, family responsibilities, matriculation, political affiliations, prior arrest record or source of income. An advertisement in a publication may state 'This is an Equal Opportunity Employer', which statement shall meet the requirements of this Section.
- (4) Employment Relations. The contracting entity shall have sent within six (6) months prior to entering into a City contract or shall send prior to the effective date of the contract to each labor union, employment service agency, or representative of workers with which the contracting entity has a collective bargaining agreement or other contract or understanding, a notice as set forth in Section 2 advising the labor union, worker representative, employment service agency of the contracting entity's commitment under the Non-Discrimination Pledge.
- (5) Access to Books. The contracting entity shall permit access to all books, records and accounts pertaining to its employment practices by the City Manager or the City Manager's designee for purposes of investigation to ascertain compliance with this Provision.
- (6) Reports. The contracting entity shall, if requested, provide periodic compliance reports to the City Manager. Such reports shall be within the time and in the manner proscribed by the City and describe efforts made to comply with the provisions of this Provision entitled "Human Rights Guarantees".
- (7) Remedies. In the event that any contracting entity fails to comply with the Non-Discrimination Pledge, affirmative action provisions of the above subsections, or fails to comply with or make good faith efforts to comply with affirmative action plan or any provision of City, State or Federal law relating to human rights, after the City has provided written notice to the contracting entity with an opportunity to speak to the City Manager or the City Manager's designee relative to such failure to comply, then the City, at its option, may declare the contracting entity to be in default of this agreement and take, without election, any or all of the following actions:
  - (i) Cancel, terminate or suspend the contract in whole or in part;

- (ii) Declare the contracting entity ineligible for further contracts for a calendar year;
- (iii) Recover from the contracting entity by set-off against the unpaid portion of the Contract Price, or otherwise recover money due to the contracting entity pursuant to the contract, the sum of Fifty Dollars (\$50.00) per day, as liquidated damages and not as a penalty, for each day after the date of the notice that the contracting entity shall fail to comply with these provisions of the contract, as determined by the City Manager, the said sum being fixed and agreed upon by and between the contracting entity and the City because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages which the City would sustain in the event of such breach of contract, and said amount is agreed to be the amount of monetary damages which the City would sustain;
- (iv) Seek other sanctions as may be imposed by the Human Relations Commission or other governmental bodies pursuant to law.

B. In addition to the above requirements, all contracting entities performing City of Champaign contracts are required, in order to be considered a responsive bidder and throughout the duration of the contract, to demonstrate good faith efforts to meet utilization and workforce participation goals on City contracts. Utilization goals refer to the percentage of work performed by MBE ("Minority Business Enterprise") or WBE ("Woman Business Enterprise") subcontractors on the project. Workforce participation goals refer to the percentage of minority and female individuals employed on a project. Contractors will be required to show that they have met the utilization or workforce participation goals, or that they have made, or commit to making, good faith efforts to reach those goals. The City Manager or his or her designee will determine the sufficiency of a contracting entity's good faith efforts. Sufficiency of good faith efforts may vary depending on the type of contract, the type of products and/or services to be provided, and the duration of the contract.

- (1) The following are minimum requirements a contracting entity must meet to demonstrate good faith efforts:
  - (i) All contracting entities must submit an Affirmative Action plan as outlined above.
  - (ii) All contracting entities must make all reasonable efforts to contact, negotiate, and partner in good faith with qualified MBE and WBE firms listed in the City's current electronic workforce management database for potential subcontracting and/or joint venture opportunities and to employ female and minority employees.
  - (iii) All contracting entities must submit a utilization plan that outlines their planned use of MBE and WBE firms as subcontractors or as part of a joint venture, if applicable, and their employment of female and minority employees.
- (2) Other evidence of good faith efforts may include, but is not limited to:
  - (i) Providing job training or direct employment opportunities to increase the utilization of women and minorities on City projects.

(ii) Attendance at City-sponsored networking events to increase the utilization of MBEs, WBEs, and female and minority workers.

(iii) Providing evidence that the contracting entity has met or exceeded the goals established for City projects related to the utilization of MBE and WBE firms and minority and female workers. Evidence may include payroll records or other documents showing the percentage of minority or female workers employed on a project or the percentage of project hours completed by minority and female workers.

(iv) Monetary contributions to training and development funds, including the City's training and development fund, or organizations dedicated to encouraging MBE and WBE businesses and minority and female workers.

(v) Outreach and recruitment efforts of WBEs and MBEs and female and minority workers.

(vi) Packaging requirements, where feasible, into tasks and quantities that encourage maximum participation from MBEs, WBEs, and minority and female workers.

(vii) Providing interested and qualified MBEs and WBEs with adequate information about the bidding and request for proposal process, adequate time to respond, and assistance in responding to bid and proposal solicitation.

(viii) Assisting interested MBEs and WBEs in obtaining necessary equipment, supplies, and materials to successfully compete for City contracts and subcontracts.

(ix) Assisting interested MBEs and WBEs in obtaining bonding, lines of credit, or insurance.

(x) Seeking services from available female and minority community organizations, minority and female contractors' groups, minority and female business assistance offices, and other organizations as appropriate, to provide assistance in recruiting MBEs, WBEs, and minority and female workers.

(xi) If a contracting entity has rejected one or more MBEs or WBEs for a subcontracting or joint venture opportunity, providing supportable reasons for rejection based on a thorough investigation of the business and its qualifications.

(xii) All other evidence of good faith efforts that the City Manager or his or her designee deems sufficient to advance the City's goals to encourage minority and female participation in City contracts.

(3) Contracting entities are required to work cooperatively with the City of Champaign, including with the Equity and Engagement Department, to ensure ongoing compliance with the good faith effort requirement.

(4) Waiver.

(i) Contracting entities that are unable to achieve utilization and workforce participation goals established for City contracts after all reasonable good faith efforts have been exhausted may apply for a waiver.

(ii) Good faith effort requirements may be waived on certain City contracts due to the inability to appropriately apply the requirements in this section as a result of the nature of the contract or project.

(iii) A waiver may be granted at the initiation of a purchase, at the vendor selection phase, or at any time in the contract's term.

(iv) The determination to grant or deny a waiver and the duration of the waiver will be at the sole discretion of the City Manager or his or her designee.

(v) A contracting entity that demonstrates unwillingness to make good faith efforts, or that has demonstrated unwillingness to comply with good faith efforts in past City contracts, will not be eligible for a waiver.

(vi) In order to request a waiver, contracting entities must contact the Equity and Engagement Department, 205 W. Park Avenue, Champaign, IL, 61820, or by telephone at (217) 403-8830.

(5) Compliance During Term of Contract.

(i) If the City Manager or his or her designee determines that a contracting entity has not made recent and substantial good faith efforts during the term of a contract with the City, and the contracting entity does not have a valid waiver, the City Manager or his or her designee will notify the contracting entity of its non-compliance in writing. The notice will detail the non-compliance and will include information regarding the actions the contracting entity must take to cure the non-compliance.

(ii) The contracting entity will be given ten (10) business days to cure the non-compliance or to provide a response in writing to the City Manager or his or her designee making acceptable arrangements to cure the non-compliance. Acceptable arrangements may include a waiver where the City Manager or his or her designee deems appropriate.

(iii) If the contracting entity fails to cure the non-compliance or to make acceptable arrangements to cure the non-compliance within ten (10) business days, or if the City Manager or his or her designee finds the contracting entity's response insufficient, the City Manager or his or her designee may:

(a) Cancel, terminate, or suspend the contract in whole or in part;

(b) Declare the contracting entity ineligible for further contracts for up to one calendar year;

(c) Require the contracting entity to pay liquidated damages in the amount of fifty dollars (\$50.00) per day for each day the

contracting entity was in non-compliance beginning with the original date of the letter of non-compliance; and/or

(d) Pursue other contractual remedies or sanctions allowable by law.

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**Resolution No. T-2024-11-008R:**

**A Resolution Authorizing the Supervisor to Sign an Agreement for Window Replacement with  
Renewal by Anderson of Central Illinois and Quad Cities (ARPA Funds)**

**WHEREAS**, Cunningham Township operates homeless services for families in 8 units owned by the township; and

**WHEREAS**, the windows in these units are damaged, drafty, and repair would be more expensive than replacement; and

**WHEREAS**, Cunningham Township applied for and received ARPA funding for window replacement; and

**WHEREAS**, Cunningham Township has received three bids for window replacement and found the one submitted by Anderson to best meet the Township's needs;

**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 agreements with Anderson of Central Illinois and Quad Cities for window repair at the cost of \$48,090, and the Board authorizes the Supervisor of the Town of Cunningham to sign said agreement.

Approved this November 11, 2024 by the Township Board of the Town of Cunningham,  
Champaign County, State of Illinois.

---

Darcy Sandefur, Town Clerk

---

Diane Wolfe Marlin, Chair



**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**

Legal Name: Polar Block Sales, Inc  
3307 W Farmington Rd | Peoria, IL 61604  
Phone: 866-693-6707 | Fax: 309-676-3603 | ckennedy@rbaoci.com

**Cunningham Township & Danielle Chynoweth**  
208 E California Ave  
Urbana, IL 61801  
H: (217)384-4144

# Thank you for your order

Please find, enclosed for your convenience, the contents of your agreement with Polar Block Sales, Inc d/b/a Renewal By Andersen of Central Illinois and Quad Cities

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# Agreement Document and Payment Terms

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**Cunningham Township & Danielle Chynoweth**  
208 E California Ave  
Urbana , IL 61801  
H: (217)384-4144

Cunningham Township & Danielle Chynoweth

11/05/24

**BUYER(S) NAME**

**CONTRACT DATE**

208 E California Ave, Urbana , IL 61801

(217)384-4144

**BUYER(S) STREET ADDRESS**

**PRIMARY NUMBER**

**SECONDARY NUMBER**

admin@ctso.org

sue@ctso.org

**PRIMARY EMAIL**

**SECONDARY EMAIL**

**NOTES:**

Buyer(s) hereby jointly and severally agrees to purchase the products and/or services of Polar Block Sales, Inc d/b/a Renewal By Andersen of Central Illinois and Quad Cities("Contractor"), in accordance with the terms and conditions described in this Agreement Document and Payment Terms, any documents listed in the Table of Contents, and any other document attached to this Agreement Document, the terms of which are all agreed to by the parties and incorporated herein by reference (collectively, this "Agreement"). Buyer(s) hereby agrees to sign a completion certificate after Contractor has completed all work under this Agreement.

<b>TOTAL JOB AMOUNT:</b>	\$12,471	By signing this Agreement, you acknowledge that the Balance Due, and the Amount Financed must be made by personal check, bank check, credit card, or cash.	
<b>DEPOSIT RECEIVED:</b>	\$4,364		
<b>BALANCE DUE:</b>	\$8,107	Estimated Start: 12 to 16 weeks	Estimated Completion: 1 day
<b>AMOUNT FINANCED:</b>	\$0		
<b>METHOD OF PAYMENT:</b>	Check	We schedule installations based on the date of the signed contract and secondarily on the date in which we complete the technical measurements. The installation date that we are providing at this time is only an estimate. We will communicate an official date and time at a later date. Rain and extreme weather are the most common causes for delay.	

**NOTES:** Paid by check

Buyer(s) agrees and understands that this Agreement constitutes the entire understandings between the parties and that there are no verbal understandings changing or modifying any of the terms of this Agreement. No alterations to or deviations from this Agreement will be valid without the signed, written consent of both the Buyer(s) and Contractor. Buyer(s) hereby acknowledges that Buyer(s) 1) has read this Agreement, understands the terms of this Agreement, and has received a completed, signed, and dated copy of this Agreement, including the two attached Notices of Cancellation, on the date first written above and 2) was orally informed of Buyer's right to cancel this Agreement.

NOTICE TO BUYER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign.

**YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME NOT LATER THAN MIDNIGHT OF 11/08/2024 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.**

**SIGNATURE OF SALES PERSON**

**SIGNATURE**

**SIGNATURE**

George Garza

Cunningham Township

Danielle Chynoweth

**PRINT NAME OF SALES PERSON**

**PRINT NAME**

**PRINT NAME**



# Itemized Order Receipt

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**  
 Legal Name: Polar Block Sales, Inc  
 3307 W Farmington Rd | Peoria, IL 61604  
 Phone: 866-693-6707 | Fax: 309-676-3603 | ckennedy@rbaoci.com

**Cunningham Township & Danielle Chynoweth**  
 208 E California Ave  
 Urbana, IL 61801  
 H: (217)384-4144

ID#:	ROOM:	SIZE:	DETAILS:	PRICE:		
101	apt#1		<b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil			
102	apt#2		<b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil			
103	apt#3		<b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil			
104	apt#4		<b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil			
<b>WINDOWS: 4</b>	<b>PATIO DOORS: 0</b>	<b>ENTRY DOORS: 0</b>	<b>SPECIALTY: 0</b>	<b>MISC: 0</b>	<b>PROJECT TOTAL</b>	<b>\$12,471</b>



*Renewal by Andersen is committed to our customers' safety by complying with the rules and lead-safe work practices specified by the EPA.*



# Payment Authorization Form

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**

Legal Name: Polar Block Sales, Inc  
 3307 W Farmington Rd | Peoria, IL 61604  
 Phone: 866-693-6707 | Fax: 309-676-3603 | ckennedy@rbaoci.com

**Cunningham Township & Danielle Chynoweth**  
 208 E California Ave  
 Urbana, IL 61801  
 H: (217)384-4144

Cunningham Township

Danielle Chynoweth

**BUYER NAME**

208 E California Ave

**CO-BUYER NAME**

Urbana

**ADDRESS**

IL

61801

(217)384-4144

**CITY**

**STATE**

**ZIP CODE**

**PHONE NUMBER 1**

**PHONE NUMBER 2**

George Garza

\$12,471

**SALES REP**

**CONTRACT BALANCE**

**PAYMENT SCHEDULE (\$12,471)**

	CASH/CHECK/CREDIT CARD DEPOSIT (1)	FINANCED DEPOSIT (2)	SUBSTANTIAL COMPLETION (3)
CHECK	\$4,364	\$0	\$8,107

**(1) CASH/CHECK/CREDIT CARD DEPOSIT:** Renewal by Andersen requires thirty-five percent (35%) of the purchase price paid at Agreement Signing. Buyer(s) may pay through the following payment methods: cash, check, debit card, or credit card ("Cash Deposit").

**(2) FINANCED DEPOSIT:** Renewal by Andersen requires fifty percent (50%) of the purchase price advanced at Agreement Signing. For Buyer(s) that receive approved financing through a Renewal by Andersen lender ("Lender"), the Lender will advance this required amount directly to Renewal by Andersen ("Financed Deposit"). The Lender will not extend credit to the Buyer(s) and Buyer(s) will not owe any payments until Substantial Completion (as defined in item 3 below) and the Lender has advanced or otherwise delivered the remaining balance to Renewal by Andersen.

**(3) SUBSTANTIAL COMPLETION:** Renewal by Andersen requires the final payment (which shall be delivered by the Lender in the case of projects financed through Lenders) on the day of installation when all windows and/or doors included in this Agreement have been installed into their openings and any interior and exterior trims have been applied ("Substantial Completion"). If there are Change Orders associated with the project covered by this Agreement, the difference in the Job Amount will be reconciled in the final payment requested from the Buyer (or the Lender in the case of a project financed by a Lender) upon Substantial

**BY SIGNING BELOW, I/WE, THE BUYER(S):**

1. Authorization for Direct Payment Via ACH: The Buyer(s) acknowledges providing Renewal by Anderson a check or designating a checking or savings bank account at a depository financial institution by providing Buyer(s)' account and routing number information for the payments listed above at Agreement Signing and Renewal by Andersen entered the account information into its payment system. Buyer(s) authorizes Renewal by Andersen to electronically debit the designated account (and, if necessary, electronically credit the account to correct any erroneous debit) based on the amount(s), form of payment(s), and timing as specified in the Payment Authorization Schedule above. Buyer(s) acknowledges that Renewal by Andersen may reattempt any payment that is returned unpaid.

Authorization for Card Payment: The Buyer(s) acknowledges authorizing Renewal by Anderson to apply the payments listed above to Buyer(s)' credit or debit card that Buyer provided at Agreement Signing and Renewal by Andersen entered the card information into its payment system. Buyer(s) authorizes Renewal by Andersen to charge the Buyer(s)' credit or debit card based on the amount(s), form of payment(s), and timing as specified in the Payment Authorization Schedule above. Buyer(s) acknowledges that Renewal by Andersen may reattempt any payment that is declined.

2. Authorization for Card Payment: The Buyer(s) acknowledges authorizing Renewal by Anderson to apply the payments listed above to Buyer(s)' credit or debit card that Buyer provided at Agreement Signing and Renewal by Andersen entered the card information into its payment system. Buyer(s) authorizes Renewal by Andersen to charge the Buyer(s)' credit or debit card based on the amount(s), form of payment(s), and timing as specified in the Payment Authorization Schedule above. Buyer(s) acknowledges that Renewal by Andersen may reattempt any payment that is declined.

3. Buyer(s) agrees that any payment transactions that Buyer(s) authorizes comply with all applicable laws.

4. Buyer(s) acknowledges that this payment authorization will remain in full-force and effect until Renewal by Andersen has received written notification from Buyer(s) that Buyer(s) wish to revoke this authorization at least three (3) business days' prior to the scheduled payment date. For any change orders that affect the payment amount set forth above, Renewal by Anderson will notify Buyer(s) of the payment amount that will be debited or charged at least ten (10) calendar days prior to the transaction date.



# Notice of Cancellation

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**

Legal Name: Polar Block Sales, Inc  
3307 W Farmington Rd | Peoria, IL 61604  
Phone: 866-693-6707 | Fax: 309-676-3603 | ckennedy@rbaoci.com

**Cunningham Township & Danielle Chynoweth**  
208 E California Ave  
Urbana, IL 61801  
H: (217)384-4144

---

You, the buyer(s) may cancel this transaction at any time prior to midnight on 11/08/2024

---

## **NOTICE OF CANCELLATION**

Date of Transaction: 11/05/24. You may cancel this transaction, without any penalty or obligation, before midnight on 11/08/2024 or the third business day after the date of this transaction, whichever date is later. If you cancel, any property traded in, any payments made by you under the Contract or Sale, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the Seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the Seller at your residence, in substantially as good condition as when received, any goods delivered to you under this Contract or Sale; or you may, if you wish, comply with the instructions of the Seller regarding the return shipment of the goods at the Sellers expense and risk. If you do make the goods available to the Seller and the Seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the Seller, or if you agree to return the goods to the Seller and fail to do so, then you remain liable for performance of all obligations under the Contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram, to:

dba: Renewal By Andersen of Central Illinois and Quad Cities  
Legal Name: Polar Block Sales, Inc  
3307 W Farmington Rd  
Peoria, IL 61604  
Phone: 866-693-6707  
Fax: 309-676-3603  
Email: ckennedy@rbaoci.com

NOT LATER THAN MIDNIGHT OF 11/08/2024  
OR THE THIRD BUSINESS DAY AFTER THE DATE  
OF THIS TRANSACTION, WHICHEVER DATE IS LATER.

I HEREBY CANCEL THIS TRANSACTION

---

**BUYER SIGNATURE**

---

**DATE**

## **NOTICE OF CANCELLATION**

Date of Transaction: 11/05/24. You may cancel this transaction, without any penalty or obligation, before midnight on 11/08/2024 or the third business day after the date of this transaction, whichever date is later. If you cancel, any property traded in, any payments made by you under the Contract or Sale, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the Seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the Seller at your residence, in substantially as good condition as when received, any goods delivered to you under this Contract or Sale; or you may, if you wish, comply with the instructions of the Seller regarding the return shipment of the goods at the Sellers expense and risk. If you do make the goods available to the Seller and the Seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the Seller, or if you agree to return the goods to the Seller and fail to do so, then you remain liable for performance of all obligations under the Contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram, to:

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NOT LATER THAN MIDNIGHT OF 11/08/2024  
OR THE THIRD BUSINESS DAY AFTER THE DATE  
OF THIS TRANSACTION, WHICHEVER DATE IS LATER.

I HEREBY CANCEL THIS TRANSACTION

---

**BUYER SIGNATURE**

---

**DATE**



# Terms and Conditions of Sale

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**

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**Cunningham Township & Danielle Chynoweth**  
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"I", "my" and "me" means each person who signs this Agreement as a Buyer. "Contractor" means Polar Block Sales, Inc d/b/a Renewal by Andersen of Central Illinois and Quad Cities. "We and "us" mean both the Buyer, or Buyers if more than one, and the Contractor. Polar Block Sales, Inc d/b/a Renewal by Andersen of Central Illinois and Quad Cities is an authorized and independent dealer of Renewal by Andersen. You are entering into a contract with Polar Block Sales, Inc. d/b/a Renewal by Andersen of Central Illinois and Quad Cities.

Warranties/Intended Use: I understand that Andersen Corporation ("Andersen") is providing me with a warranty in connection with my purchase. I understand that I should read Andersen's written warranty for complete details of my warranty coverage and that the Andersen warranty is available for my complete review before I sign this Agreement. I understand that the Andersen warranty will not be effective or enforced while a balance due remains on this Agreement.

Contractor's Promises: Contractor promises to perform all work in a professional manner and within industry standards. Contractor will remove and transport away from the premises any debris and waste materials that are generated by Contractor. Contractor shall obtain all building permits for the work to be performed under this Agreement. Contractor shall maintain worker's compensation insurance and liability insurance during the term of this Agreement.

My Promises: I promise to Contractor that (a) I will provide Contractor with reasonable access to my property and the area in which the work is to be performed, including access to electrical outlets; (b) I will be responsible for preparation, moving, and reinstalling of any materials, personal property, cars, or equipment as may be needed for Contractor to perform its work; (c) The walls and surfaces upon which the work is to be performed are sound and suitable for the work being performed; (d) When the work is "substantially complete", I will pay Contractor the balance due on the purchase price. I understand that "substantially complete" means the work has been materially finished and is functional as intended; (e) In the event that I disagree with Contractor that the work is substantially complete, I agree that I will not withhold more than 10% of the

SIGNATURE OF SALES PERSON

George Garza

PRINT NAME OF SALES PERSON

SIGNATURE

Cunningham Township

PRINT NAME

SIGNATURE

Danielle Chynoweth

PRINT NAME



# Terms and Conditions of Sale

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Agreement price; (f) If taxes and/ or permitting fees are necessary to complete the work, I will pay them unless the law requires Contractor to pay them; and (g) Contractor may place a small advertising sign in Buyer's yard at the time of installation.

Measurements: I understand that all dimensions referred to in this Agreement are considered estimated measurements and used only for the purpose of arriving at the contract amount in this Agreement. I understand that the actual measurements will be determined during a follow up visit by a qualified measurement technician employed by Contractor. I understand that if Contractor must make changes to the estimated measurements, Contractor may ask me to sign an addendum to this Agreement.

Late Cancellation: I understand that I have 3 business days to cancel this Agreement, as described on the front page of this Agreement. I understand that if I want to cancel this Agreement after those 3 business days, Contractor does not have to allow that. I understand that if Contractor does let me cancel, however, I will have to pay to Contractor a late cancellation fee equal to 55% of this Agreement's purchase price for Contractor's labor, administrative, and material costs.

Delay/Unknown Conditions: I understand that if Contractor determines that Contractor cannot perform the work according to Contractor's normal professional standards, then Contractor can cancel this Agreement, notify me in writing of the cancellation, and return my money to me. I understand that some of the things that could cause Contractor to cancel this Agreement would be incorrect pricing, unforeseen structural defects, or unknown pre-existing conditions to my property. I understand that Contractor is not responsible for structural or other defects in my property, and that Contractor's products do not cure those types of problems. I also understand that the work could be delayed by events that Contractor does not control, and that is acceptable to me. Some of the things that could cause the work to be delayed would be acts of God, labor strikes, inclement weather, material shortages, my inability to qualify for or obtain financing, delays by local government authorities in issuing or otherwise approving inspections, permitting, or other required authorizations for the work.

Late Payment/Default: I agree that if I do not pay Contractor any of the money owed

SIGNATURE OF SALES PERSON

George Garza

PRINT NAME OF SALES PERSON

SIGNATURE

Cunningham Township

PRINT NAME

SIGNATURE

Danielle Chynoweth

PRINT NAME



# Terms and Conditions of Sale

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H: (217)384-4144

when it is due, I can be charged a late fee of 1.5% on the amount owed for each month the money is owed and not paid. I also agree that if I default on my promises under this Agreement, and Contractor hires an attorney to enforce this Agreement, I will pay Contractor its reasonable legal fees and related costs or expenses, as long as it is legal for me to do that. I agree and understand that in the event that I do not pay Contractor any of the money owed when it is due, Contractor may have a claim against me, which may be enforced against my property in accordance with the applicable lien laws. I also understand that if I finance the work with Contractor or a third party, my separately provided financing documents may include a security interest. I understand that I should read those documents closely.

Arbitration: The parties hereby mutually agree in advance that should a dispute arise regarding this contract, Contractor may submit such dispute to a private arbitration service that has been approved by the Office of Consumer Affairs and Business Regulation, and Buyer(s) shall be required to submit to such arbitration as provided in MGL c. 142A. The parties further agree that if either Contractor or Buyer(s) submit a claim to arbitration, (i) the non-prevailing party will ultimately pay the cost of the arbitration, including reasonable attorneys' fees and expenses, (ii) the award of the arbitrator will be in writing and will contain findings of fact and conclusions of law, and (iii) that judgment to enforce the award may be entered in any court having proper jurisdiction.

NOTICE: The signatures of the parties below apply only to their agreement to alternate dispute resolution initiated by Contractor. Owner may initiate alternate dispute resolution even where this section is not signed separately by the parties.

Interpretation of this Agreement: I agree that this Agreement will be enforced under the laws of the state where the work is being performed. If any part of this Agreement is determined to be invalid or illegal, then I agree that the rest of this Agreement will still be valid and enforceable. We both understand that this Agreement, and any attachments, make up the entire understanding between us about the work Contractor is doing. There are no other oral or written agreements or representations on which we are

**SIGNATURE OF SALES PERSON**

George Garza

**PRINT NAME OF SALES PERSON**

**SIGNATURE**

Cunningham Township

**PRINT NAME**

**SIGNATURE**

Danielle Chynoweth

**PRINT NAME**



# Terms and Conditions of Sale

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**

Legal Name: Polar Block Sales, Inc  
3307 W Farmington Rd | Peoria, IL 61604  
Phone: 866-693-6707 | Fax: 309-676-3603 | ckennedy@rbaoci.com

**Cunningham Township & Danielle Chynoweth**  
208 E California Ave  
Urbana, IL 61801  
H: (217)384-4144

relying. We both agree that any change to this Agreement must be in writing and signed by both of us. The paragraph headings contained in this Agreement are for convenience only and will not affect the meaning or interpretation of this Agreement.

Condensation and Environmental Conditions: Condensation, which can form on or within walls, siding, tiles, or other surfaces results from pre-existing conditions in a home and internal or external temperatures. Reducing the humidity in a home will often remedy any condensation problems. I agree that Contractor is not responsible for condensation or existing or developing spore or mold growth, which can be the result of condensation. By signing below, I hereby agree to the terms and conditions of this agreement.

**SIGNATURE OF SALES PERSON**

George Garza

**PRINT NAME OF SALES PERSON**

**SIGNATURE**

Cunningham Township

**PRINT NAME**

**SIGNATURE**

Danielle Chynoweth

**PRINT NAME**





# Lead-Safe Form

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**

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## Lead Safe Work Pamphlet Receipt and Lead Testing Permission Form Pamphlet Receipt

I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling. I received this pamphlet before the work began.

### Permission to Test

I confirm if my house was built between the years of 1940 and 1977, I understand and give permission to have my house tested for Lead Paint at time the measure technician comes out to take final measurements. I understand that if the test does show the presence of lead paint, that the firm performing the renovation will be required to use the lead-safe work practices required by EPA’s Lead-Based Paint Renovation, Repair, and Painting Rule. I also understand that there is no added charge for using the lead safe work practices.

By signing below, I hereby agree to the terms and conditions above.

SIGNATURE OF SALES PERSON

George Garza

PRINT NAME OF SALES PERSON

SIGNATURE

Cunningham Township

PRINT NAME

SIGNATURE

Danielle Chynoweth

PRINT NAME



## What to Expect

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### TECHNICAL MEASURE

#### **Opening Your Home**

You are required to be present during your technical measure in order to open your home and review your contract specifications with our technician.

#### **Tentatively Scheduling Your Installation**

Our technician will measure the opening for each purchased unit and determine the amount of time required for your installation. He will then provide you a tentative installation date.

### PRE-INSTALLATION

#### **Installation Date Confirmation**

Once your units have a scheduled arrival date, our office will confirm the tentative installation date with you. Please keep in mind that this installation date may need to change. Variables, such as rain and extreme weather are the most common reasons for a change in installation date. We appreciate your understanding and flexibility in advance. We will confirm your installation date two days prior to install.

### INSTALLATION

#### **Furniture and Decorations**

We ask that you remove any furniture that may block access to the windows or door openings. We ask that you remove the pictures from the walls being worked on and any decorations that are in the work area before work begins. This will greatly reduce the likelihood of any accidental damage to personal property.

#### **Window Coverings**

Please remove all blinds, shades or shutters before we arrive. Should you need assistance removing and reinstalling your existing blinds, shades or shutters, we offer that as a fee based service, but we are not responsible for the fit or operation of the blinds, shades or shutters. We also assume no liability for any new blinds or shutters: that includes fit, measuring and installation. All of these processes should be handled by a professional window treatment company.

#### **Pets**

\_\_\_\_\_  
**SIGNATURE OF SALES PERSON**

George Garza

\_\_\_\_\_  
**PRINT NAME OF SALES PERSON**

\_\_\_\_\_  
**SIGNATURE**

Cunningham Township

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

Danielle Chynoweth

\_\_\_\_\_  
**PRINT NAME**



## What to Expect

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Because not all pets react favorably to the excitement of the construction process, we ask that you keep all of your pets confined during the time we are working on your home. This should keep them from becoming stressed, accidentally escaping or possible injury.

### Final Payment

The final payment is due at the completion of the installation. The check is made payable to Renewal by Andersen of Central Illinois. You may hand the check to the installer who will then bring the check into the office. If you have financed your project, the instructions provided by the finance institution will be followed.

SIGNATURE OF SALES PERSON

George Garza

PRINT NAME OF SALES PERSON

SIGNATURE

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# Illinois "Know Your Consumer Rights"

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**  
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## HOME REPAIR: KNOW YOUR CONSUMER RIGHTS

As you plan for your home repair/improvement project, it is important to ask the right questions in order to protect your investment. The tips in this fact sheet should allow you to protect yourself and minimize the possibility that a misunderstanding may occur.

**AVOIDING HOME REPAIR FRAUD.** Please use extreme caution when confronted with the following warning signs of a potential scam: (1) Door-to-door salespersons with no local connections who offer to do home repair work for substantially less than the market price. (2) Solicitations for repair work from a company that lists only a telephone number or a post-office box number to contact, particularly if it is an out-of-state company. (3) Contractors who fail to provide customers references when requested. (4) Persons offering to inspect your home for free. Do not admit anyone into your home unless he or she can present authentic identification establishing his or her business status. When in doubt, do not hesitate to call the worker's employer to verify his or her identity. (5) Contractors demanding cash payment for a job or who ask you to make a check payable to a person other than the owner or company name. (6) Offers from a contractor to drive you to the bank to withdraw funds to pay for the work.

**CONTRACTS.** (1) Get all estimates in writing. (2) Do not be induced into signing a contract by high-pressure sales tactics. (3) Never sign a contract with blank spaces or one you do not fully understand. If you are taking out a loan to finance the work, do not sign the contract before your lender approves the loan. (4) Remember, you have 3 business days from the time you sign your contract to cancel any contract if the sale is made at your home. The contractor cannot deprive you of this right by initiating work, selling your contract to a lender, or any other tactic. (5) If the contractor does business under a name other than the contractor's real name, the business must either be incorporated or registered under the Assumed Business Name Act. Check with the Secretary of State to see if the business is incorporated or with the county clerk to see if the business has registered under the Assumed Business Name Act. (6) Homeowners should check with local and county units of government to determine if permits or inspections are required. (7) Determine whether the contractor will guarantee his or her

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work and products. (8) Determine whether the contractor has the proper insurance. (9) Do not sign a certificate of completion or make final payment until the work is done to your satisfaction. (10) Remember, homeowners should know who provides supplies and labor for any work performed on your home. Suppliers and subcontractors have a right to file a lien against your property if the general contractor fails to pay them. To protect your property, request lien waivers from the general contractor.

**BASIC TERMS TO BE INCLUDED IN A CONTRACT.** (1) Contractor's full name, address, and telephone number. Illinois law requires that persons selling home repair and improvement services provide their customers with notice of any change to their business name or address that comes about prior to the agreed dates for beginning or completing the work. (2) A description of the work to be performed. (3) Starting and estimated completion dates. (4) Total cost of work to be performed. (5) Schedule and method of payment, including down payment, subsequent payments, and final payment. (6) A provision stating the grounds for termination of the contract by either party. However, the homeowner must pay the contractor for work completed. If the contractor fails to commence or complete work within the contracted time period, the homeowner may cancel and may be entitled to a refund of any down payment or other payments made towards the work, upon written demand by certified mail. (7) A provision stating the grounds for termination of the contract if you are notified by your insurer that all or any part of the claim or contract is not a covered loss under the insurance policy, you may cancel the contract by mailing or delivering written notice to Renewal By Andersen of Central Illinois and Quad Cities at 3307 W Farmington Rd, Peoria, IL 61604 at any time prior to the earlier of midnight on the fifth business day after you have received such notice from your insurer or the thirtieth business day after receipt of a properly executed proof of loss by the insurer from the insured. If you cancel, any payments made by you under the contract will be returned to you within 10 business days following receipt by the contractor of your cancellation notice. If, however, the contractor has provided any goods or services related to a catastrophe, acknowledged and agreed to by the insured homeowner in writing to be necessary to prevent damage to the premises, the contractor

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PRINT NAME OF SALES PERSON

SIGNATURE

Cunningham Township

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# Illinois "Know Your Consumer Rights"

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is entitled to the reasonable value of such goods and services. Homeowners should obtain a copy of the signed contract and keep it in a safe place for reference as needed. IF YOU THINK YOU HAVE BEEN DEFRAUDED OR YOU HAVE QUESTIONS. If you think you have been defrauded by a contractor or have any questions, please bring it to the attention of your State's Attorney or the Illinois Attorney General's Office. Attorney General Toll-Free Numbers: Carbondale (800) 243-0607, Springfield (800) 243-0618, Chicago (800) 386-5438.

## CONSUMER RIGHTS ACKNOWLEDGMENT FORM

I, the homeowner, have received from the contractor a copy of the pamphlet entitled "Home Repair: Know Your Consumer Rights."

SIGNATURE OF SALES PERSON

George Garza

PRINT NAME OF SALES PERSON

SIGNATURE

Cunningham Township

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## Price Presentation Discounts

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**PROJECT PRICE BEFORE DISCOUNTS**

**\$19,392**

INDIVIDUAL SAVINGS BASED ON 4 UNITS

**25% Volume Promotion**

Savings:

**\$4,848**

**Repeat Customer Savings (5%)**

Savings:

**\$727**

**Presentation Day Savings (5%)**

Savings:

**\$690**

**National Offer**

5% Off Project

Savings:

**\$656**

**TOTAL PRICE: \$12,471**

**\$6,921**  
SAVINGS



**RENEWAL**  
by **ANDERSEN**  
FULL-SERVICE WINDOW & DOOR REPLACEMENT

myPROJECT



# Welcome to MyPROJECT!

Stay up to date on your project with the myPROJECT portal. You'll find everything you need before, during and after your project.

## 6 Reasons to Login:

1. Never forget an appointment date with your project milestone tracker
2. View order details including pricing, quantities, and product locations
3. View contact information for your entire project team in one place
4. View project team photos to remember names and faces
5. Easily email any questions or concerns to your project team
6. Stay organized and connected with everything that is happening on your project

## REVIEWS

*"Great communication tool. Showed respect for my time and efficiency of the company."*

-Renee J.

*"Kept us informed of the entire process from ordering to window construction dates and delivery. Setting of installation dates and times. It was very comforting to be kept so well informed."*

-Elizabeth K.

## The Renewal by Andersen Signature Service Promise

Renewal by Andersen's Signature Service is committed to giving you the best customer experience possible, through the perfect combination of the best people in the industry, a superior process, and an exclusive product.



*Signature*

S E R V I C E

RENEWAL BY ANDERSEN




# First Time Login Instructions

1. You will receive an email from Renewal by Andersen myProject (email.info@andersencorp.com) to login and create a new password
2. Enter in your email address and select a password

## Forgot your Password?

1. Visit [www.mywindowproject.com](http://www.mywindowproject.com)
2. Click “Forgot my Password”
3. Submit your email address
4. Check your email inbox for a link to reset your password. Make sure to check your spam/junk folder.
5. Still having troubles? Contact your local retail location

**myPROJECT** 

### Change Your Password

Enter a new password for  
**laura.lovgren@andersen.com.myproject**  
Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

\* New Password

\* Confirm New Password

**Change Password**

Password last changed on 5/10/2022 11:01 AM.





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**Danielle Chynoweth**  
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Urbana, IL 61801  
H: (217)384-4144

# Thank you for your order

Please find, enclosed for your convenience, the contents of your agreement with Polar Block Sales, Inc d/b/a Renewal By Andersen of Central Illinois and Quad Cities

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# Agreement Document and Payment Terms

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206 E California Ave  
Urbana, IL 61801  
H: (217)384-4144

Cunningham Township & Danielle Chynoweth

11/05/24

**BUYER(S) NAME**

**CONTRACT DATE**

206 E California Ave, Urbana, IL 61801

(217)384-4144

**BUYER(S) STREET ADDRESS**

**PRIMARY NUMBER**

**SECONDARY NUMBER**

admin@ctso.org

sue@ctso.org

**PRIMARY EMAIL**

**SECONDARY EMAIL**

**NOTES:**

Buyer(s) hereby jointly and severally agrees to purchase the products and/or services of Polar Block Sales, Inc d/b/a Renewal By Andersen of Central Illinois and Quad Cities("Contractor"), in accordance with the terms and conditions described in this Agreement Document and Payment Terms, any documents listed in the Table of Contents, and any other document attached to this Agreement Document, the terms of which are all agreed to by the parties and incorporated herein by reference (collectively, this "Agreement"). Buyer(s) hereby agrees to sign a completion certificate after Contractor has completed all work under this Agreement.

<b>TOTAL JOB AMOUNT:</b>	\$35,619	By signing this Agreement, you acknowledge that the Balance Due, and the Amount Financed must be made by personal check, bank check, credit card, or cash.	
<b>DEPOSIT RECEIVED:</b>	\$12,466		
<b>BALANCE DUE:</b>	\$23,153	Estimated Start: 12 to 16 weeks	Estimated Completion: 4 to 5 days
<b>AMOUNT FINANCED:</b>	\$0		
<b>METHOD OF PAYMENT:</b>	Check	We schedule installations based on the date of the signed contract and secondarily on the date in which we complete the technical measurements. The installation date that we are providing at this time is only an estimate. We will communicate an official date and time at a later date. Rain and extreme weather are the most common causes for delay.	

**NOTES:** Paid by check

Buyer(s) agrees and understands that this Agreement constitutes the entire understandings between the parties and that there are no verbal understandings changing or modifying any of the terms of this Agreement. No alterations to or deviations from this Agreement will be valid without the signed, written consent of both the Buyer(s) and Contractor. Buyer(s) hereby acknowledges that Buyer(s) 1) has read this Agreement, understands the terms of this Agreement, and has received a completed, signed, and dated copy of this Agreement, including the two attached Notices of Cancellation, on the date first written above and 2) was orally informed of Buyer's right to cancel this Agreement.

NOTICE TO BUYER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign.

**YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME NOT LATER THAN MIDNIGHT OF 11/08/2024 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.**

**SIGNATURE OF SALES PERSON**

George Garza

**PRINT NAME OF SALES PERSON**

**SIGNATURE**

Cunningham Township

**PRINT NAME**

**SIGNATURE**

Danielle Chynoweth

**PRINT NAME**



# Itemized Order Receipt

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**Danielle Chynoweth**  
 206 E California Ave  
 Urbana, IL 61801  
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ID#:	ROOM:	SIZE:	DETAILS:	PRICE:
101	Room 1		<b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Extra Lock, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil	
102	Room 1		<b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Extra Lock, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil	
103	Room 1		<b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Extra Lock, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil	
104	Room 1		<b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Extra Lock, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil	
105	Room 1		<b>Window:</b>	



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ID#:	ROOM:	SIZE:	DETAILS:	PRICE:
------	-------	-------	----------	--------

Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, **Glass:** All Sash: High Performance, No Pattern, **Hardware:** White, Standard Color Extra Lock, Standard Color Hand Pull, **Screen:** Fiberglass, Full Screen, **Grille Style:** No Grille, **Misc:** Notes for Project, White exterior coil

**106** Room 1

**Window:** Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, **Glass:** All Sash: High Performance, No Pattern, **Hardware:** White, Standard Color Extra Lock, Standard Color Hand Pull, **Screen:** Fiberglass, Full Screen, **Grille Style:** No Grille, **Misc:** Notes for Project, White exterior coil

**107** Room 1

**Window:** Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, **Glass:** All Sash: High Performance, No Pattern, **Hardware:** White, Standard Color Extra Lock, Standard Color Hand Pull, **Screen:** Fiberglass, Full Screen, **Grille Style:** No Grille, **Misc:** Notes for Project, White exterior coil

**108** Room 1

**Window:** Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, **Glass:** All Sash: High Performance, No Pattern, **Hardware:** White, Standard Color Extra Lock, Standard Color Hand Pull, **Screen:** Fiberglass, Full Screen, **Grille Style:** No Grille, **Misc:** Notes for Project, White exterior coil

**109** Room 1

**Window:**



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111	Room 1		<b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil	
112	Room 1		<b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil	
113	Room 1		<b>Window:</b>	



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 Urbana, IL 61801  
 H: (217)384-4144

ID#:	ROOM:	SIZE:	DETAILS:	PRICE:
			<p>Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil</p>	
<b>114</b>	Room 1		<p><b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil</p>	
<b>115</b>	Room 1		<p><b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil</p>	
<b>116</b>	Room 1		<p><b>Window:</b> Acclaim™ Gliding Double 1:1 Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance, No Pattern, <b>Hardware:</b> White, Standard Color Hand Pull, <b>Screen:</b> Fiberglass, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Notes for Project, White exterior coil</p>	
<p><b>WINDOWS: 16    PATIO DOORS: 0    ENTRY DOORS: 0    SPECIALTY: 0    MISC: 0</b></p>				<p><b>PROJECT TOTAL    \$35,619</b></p>



*Renewal by Andersen is committed to our customers' safety by complying with the rules and lead-safe work practices specified by the EPA.*



# Payment Authorization Form

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**

Legal Name: Polar Block Sales, Inc  
 3307 W Farmington Rd | Peoria, IL 61604  
 Phone: 866-693-6707 | Fax: 309-676-3603 | ckennedy@rbaoci.com

**Cunningham Township & Danielle Chynoweth**  
 206 E California Ave  
 Urbana, IL 61801  
 H: (217)384-4144

Cunningham Township

Danielle Chynoweth

**BUYER NAME**

206 E California Ave

**ADDRESS**

IL 61801

**STATE**

George Garza

**SALES REP**

**CO-BUYER NAME**

Urbana

**CITY**

(217)384-4144

**PHONE NUMBER 1**

**PHONE NUMBER 2**

\$35,619

**CONTRACT BALANCE**

**PAYMENT SCHEDULE (\$35,619)**

	CASH/CHECK/CREDIT CARD DEPOSIT (1)	FINANCED DEPOSIT (2)	SUBSTANTIAL COMPLETION (3)
CHECK	\$12,466	\$0	\$23,153

**(1) CASH/CHECK/CREDIT CARD DEPOSIT:** Renewal by Andersen requires thirty-five percent (35%) of the purchase price paid at Agreement Signing. Buyer(s) may pay through the following payment methods: cash, check, debit card, or credit card ("Cash Deposit").

**(2) FINANCED DEPOSIT:** Renewal by Andersen requires fifty percent (50%) of the purchase price advanced at Agreement Signing. For Buyer(s) that receive approved financing through a Renewal by Andersen lender ("Lender"), the Lender will advance this required amount directly to Renewal by Andersen ("Financed Deposit"). The Lender will not extend credit to the Buyer(s) and Buyer(s) will not owe any payments until Substantial Completion (as defined in item 3 below) and the Lender has advanced or otherwise delivered the remaining balance to Renewal by Andersen.

**(3) SUBSTANTIAL COMPLETION:** Renewal by Andersen requires the final payment (which shall be delivered by the Lender in the case of projects financed through Lenders) on the day of installation when all windows and/or doors included in this Agreement have been installed into their openings and any interior and exterior trims have been applied ("Substantial Completion"). If there are Change Orders associated with the project covered by this Agreement, the difference in the Job Amount will be reconciled in the final payment requested from the Buyer (or the Lender in the case of a project financed by a Lender) upon Substantial

**BY SIGNING BELOW, I/WE, THE BUYER(S):**

1. Authorization for Direct Payment Via ACH: The Buyer(s) acknowledges providing Renewal by Anderson a check or designating a checking or savings bank account at a depository financial institution by providing Buyer(s)' account and routing number information for the payments listed above at Agreement Signing and Renewal by Andersen entered the account information into its payment system. Buyer(s) authorizes Renewal by Andersen to electronically debit the designated account (and, if necessary, electronically credit the account to correct any erroneous debit) based on the amount(s), form of payment(s), and timing as specified in the Payment Authorization Schedule above. Buyer(s) acknowledges that Renewal by Andersen may reattempt any payment that is returned unpaid.

Authorization for Card Payment: The Buyer(s) acknowledges authorizing Renewal by Anderson to apply the payments listed above to Buyer(s)' credit or debit card that Buyer provided at Agreement Signing and Renewal by Andersen entered the card information into its payment system. Buyer(s) authorizes Renewal by Andersen to charge the Buyer(s)' credit or debit card based on the amount(s), form of payment(s), and timing as specified in the Payment Authorization Schedule above. Buyer(s) acknowledges that Renewal by Andersen may reattempt any payment that is declined.

2. Authorization for Card Payment: The Buyer(s) acknowledges authorizing Renewal by Anderson to apply the payments listed above to Buyer(s)' credit or debit card that Buyer provided at Agreement Signing and Renewal by Andersen entered the card information into its payment system. Buyer(s) authorizes Renewal by Andersen to charge the Buyer(s)' credit or debit card based on the amount(s), form of payment(s), and timing as specified in the Payment Authorization Schedule above. Buyer(s) acknowledges that Renewal by Andersen may reattempt any payment that is declined.

3. Buyer(s) agrees that any payment transactions that Buyer(s) authorizes comply with all applicable laws.

4. Buyer(s) acknowledges that this payment authorization will remain in full-force and effect until Renewal by Andersen has received written notification from Buyer(s) that Buyer(s) wish to revoke this authorization at least three (3) business days' prior to the scheduled payment date. For any change orders that affect the payment amount set forth above, Renewal by Anderson will notify Buyer(s) of the payment amount that will be debited or charged at least ten (10) calendar days prior to the transaction date.





# Notice of Cancellation

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**

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206 E California Ave  
Urbana, IL 61801  
H: (217)384-4144

You, the buyer(s) may cancel this transaction at any time prior to midnight on 11/08/2024

## **NOTICE OF CANCELLATION**

Date of Transaction: 11/05/24. You may cancel this transaction, without any penalty or obligation, before midnight on 11/08/2024 or the third business day after the date of this transaction, whichever date is later. If you cancel, any property traded in, any payments made by you under the Contract or Sale, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the Seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the Seller at your residence, in substantially as good condition as when received, any goods delivered to you under this Contract or Sale; or you may, if you wish, comply with the instructions of the Seller regarding the return shipment of the goods at the Sellers expense and risk. If you do make the goods available to the Seller and the Seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the Seller, or if you agree to return the goods to the Seller and fail to do so, then you remain liable for performance of all obligations under the Contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram, to:

dba: Renewal By Andersen of Central Illinois and Quad Cities  
Legal Name: Polar Block Sales, Inc  
3307 W Farmington Rd  
Peoria, IL 61604  
Phone: 866-693-6707  
Fax: 309-676-3603  
Email: ckennedy@rbaoci.com

NOT LATER THAN MIDNIGHT OF 11/08/2024  
OR THE THIRD BUSINESS DAY AFTER THE DATE  
OF THIS TRANSACTION, WHICHEVER DATE IS LATER.

I HEREBY CANCEL THIS TRANSACTION

\_\_\_\_\_  
**BUYER SIGNATURE**

\_\_\_\_\_  
**DATE**

## **NOTICE OF CANCELLATION**

Date of Transaction: 11/05/24. You may cancel this transaction, without any penalty or obligation, before midnight on 11/08/2024 or the third business day after the date of this transaction, whichever date is later. If you cancel, any property traded in, any payments made by you under the Contract or Sale, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the Seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the Seller at your residence, in substantially as good condition as when received, any goods delivered to you under this Contract or Sale; or you may, if you wish, comply with the instructions of the Seller regarding the return shipment of the goods at the Sellers expense and risk. If you do make the goods available to the Seller and the Seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the Seller, or if you agree to return the goods to the Seller and fail to do so, then you remain liable for performance of all obligations under the Contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram, to:

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Email: ckennedy@rbaoci.com

NOT LATER THAN MIDNIGHT OF 11/08/2024  
OR THE THIRD BUSINESS DAY AFTER THE DATE  
OF THIS TRANSACTION, WHICHEVER DATE IS LATER.

I HEREBY CANCEL THIS TRANSACTION

\_\_\_\_\_  
**BUYER SIGNATURE**

\_\_\_\_\_  
**DATE**



# Terms and Conditions of Sale

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**  
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"I", "my" and "me" means each person who signs this Agreement as a Buyer. "Contractor" means Polar Block Sales, Inc d/b/a Renewal by Andersen of Central Illinois and Quad Cities. "We and "us" mean both the Buyer, or Buyers if more than one, and the Contractor. Polar Block Sales, Inc d/b/a Renewal by Andersen of Central Illinois and Quad Cities is an authorized and independent dealer of Renewal by Andersen. You are entering into a contract with Polar Block Sales, Inc. d/b/a Renewal by Andersen of Central Illinois and Quad Cities.

**Warranties/Intended Use:** I understand that Andersen Corporation ("Andersen") is providing me with a warranty in connection with my purchase. I understand that I should read Andersen's written warranty for complete details of my warranty coverage and that the Andersen warranty is available for my complete review before I sign this Agreement. I understand that the Andersen warranty will not be effective or enforced while a balance due remains on this Agreement.

**Contractor's Promises:** Contractor promises to perform all work in a professional manner and within industry standards. Contractor will remove and transport away from the premises any debris and waste materials that are generated by Contractor. Contractor shall obtain all building permits for the work to be performed under this Agreement. Contractor shall maintain worker's compensation insurance and liability insurance during the term of this Agreement.

**My Promises:** I promise to Contractor that (a) I will provide Contractor with reasonable access to my property and the area in which the work is to be performed, including access to electrical outlets; (b) I will be responsible for preparation, moving, and reinstalling of any materials, personal property, cars, or equipment as may be needed for Contractor to perform its work; (c) The walls and surfaces upon which the work is to be performed are sound and suitable for the work being performed; (d) When the work is "substantially complete", I will pay Contractor the balance due on the purchase price. I understand that "substantially complete" means the work has been materially finished and is functional as intended; (e) In the event that I disagree with Contractor that the work is substantially complete, I agree that I will not withhold more than 10% of the

**SIGNATURE OF SALES PERSON**

George Garza

**PRINT NAME OF SALES PERSON**

**SIGNATURE**

Cunningham Township

**PRINT NAME**

**SIGNATURE**

Danielle Chynoweth

**PRINT NAME**



# Terms and Conditions of Sale

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Agreement price; (f) If taxes and/ or permitting fees are necessary to complete the work, I will pay them unless the law requires Contractor to pay them; and (g) Contractor may place a small advertising sign in Buyer's yard at the time of installation.

Measurements: I understand that all dimensions referred to in this Agreement are considered estimated measurements and used only for the purpose of arriving at the contract amount in this Agreement. I understand that the actual measurements will be determined during a follow up visit by a qualified measurement technician employed by Contractor. I understand that if Contractor must make changes to the estimated measurements, Contractor may ask me to sign an addendum to this Agreement.

Late Cancellation: I understand that I have 3 business days to cancel this Agreement, as described on the front page of this Agreement. I understand that if I want to cancel this Agreement after those 3 business days, Contractor does not have to allow that. I understand that if Contractor does let me cancel, however, I will have to pay to Contractor a late cancellation fee equal to 55% of this Agreement's purchase price for Contractor's labor, administrative, and material costs.

Delay/Unknown Conditions: I understand that if Contractor determines that Contractor cannot perform the work according to Contractor's normal professional standards, then Contractor can cancel this Agreement, notify me in writing of the cancellation, and return my money to me. I understand that some of the things that could cause Contractor to cancel this Agreement would be incorrect pricing, unforeseen structural defects, or unknown pre-existing conditions to my property. I understand that Contractor is not responsible for structural or other defects in my property, and that Contractor's products do not cure those types of problems. I also understand that the work could be delayed by events that Contractor does not control, and that is acceptable to me. Some of the things that could cause the work to be delayed would be acts of God, labor strikes, inclement weather, material shortages, my inability to qualify for or obtain financing, delays by local government authorities in issuing or otherwise approving inspections, permitting, or other required authorizations for the work.

Late Payment/Default: I agree that if I do not pay Contractor any of the money owed

**SIGNATURE OF SALES PERSON**

George Garza

**PRINT NAME OF SALES PERSON**

**SIGNATURE**

Cunningham Township

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when it is due, I can be charged a late fee of 1.5% on the amount owed for each month the money is owed and not paid. I also agree that if I default on my promises under this Agreement, and Contractor hires an attorney to enforce this Agreement, I will pay Contractor its reasonable legal fees and related costs or expenses, as long as it is legal for me to do that. I agree and understand that in the event that I do not pay Contractor any of the money owed when it is due, Contractor may have a claim against me, which may be enforced against my property in accordance with the applicable lien laws. I also understand that if I finance the work with Contractor or a third party, my separately provided financing documents may include a security interest. I understand that I should read those documents closely.

**Arbitration:** The parties hereby mutually agree in advance that should a dispute arise regarding this contract, Contractor may submit such dispute to a private arbitration service that has been approved by the Office of Consumer Affairs and Business Regulation, and Buyer(s) shall be required to submit to such arbitration as provided in MGL c. 142A. The parties further agree that if either Contractor or Buyer(s) submit a claim to arbitration, (i) the non-prevailing party will ultimately pay the cost of the arbitration, including reasonable attorneys' fees and expenses, (ii) the award of the arbitrator will be in writing and will contain findings of fact and conclusions of law, and (iii) that judgment to enforce the award may be entered in any court having proper jurisdiction.

**NOTICE:** The signatures of the parties below apply only to their agreement to alternate dispute resolution initiated by Contractor. Owner may initiate alternate dispute resolution even where this section is not signed separately by the parties.

**Interpretation of this Agreement:** I agree that this Agreement will be enforced under the laws of the state where the work is being performed. If any part of this Agreement is determined to be invalid or illegal, then I agree that the rest of this Agreement will still be valid and enforceable. We both understand that this Agreement, and any attachments, make up the entire understanding between us about the work Contractor is doing. There are no other oral or written agreements or representations on which we are

**SIGNATURE OF SALES PERSON**

George Garza

**PRINT NAME OF SALES PERSON**

**SIGNATURE**

Cunningham Township

**PRINT NAME**

**SIGNATURE**

Danielle Chynoweth

**PRINT NAME**



# Terms and Conditions of Sale

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relying. We both agree that any change to this Agreement must be in writing and signed by both of us. The paragraph headings contained in this Agreement are for convenience only and will not affect the meaning or interpretation of this Agreement.

Condensation and Environmental Conditions: Condensation, which can form on or within walls, siding, tiles, or other surfaces results from pre-existing conditions in a home and internal or external temperatures. Reducing the humidity in a home will often remedy any condensation problems. I agree that Contractor is not responsible for condensation or existing or developing spore or mold growth, which can be the result of condensation. By signing below, I hereby agree to the terms and conditions of this agreement.

**SIGNATURE OF SALES PERSON**

George Garza

**PRINT NAME OF SALES PERSON**

**SIGNATURE**

Cunningham Township

**PRINT NAME**

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Danielle Chynoweth

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# Lead-Safe Form

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**

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## Lead Safe Work Pamphlet Receipt and Lead Testing Permission Form Pamphlet Receipt

I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling. I received this pamphlet before the work began.

### Permission to Test

I confirm if my house was built between the years of 1940 and 1977, I understand and give permission to have my house tested for Lead Paint at time the measure technician comes out to take final measurements. I understand that if the test does show the presence of lead paint, that the firm performing the renovation will be required to use the lead-safe work practices required by EPA's Lead-Based Paint Renovation, Repair, and Painting Rule. I also understand that there is no added charge for using the lead safe work practices.

By signing below, I hereby agree to the terms and conditions above.

**SIGNATURE OF SALES PERSON**

George Garza

**PRINT NAME OF SALES PERSON**

**SIGNATURE**

Cunningham Township

**PRINT NAME**

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## What to Expect

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### TECHNICAL MEASURE

#### **Opening Your Home**

You are required to be present during your technical measure in order to open your home and review your contract specifications with our technician.

#### **Tentatively Scheduling Your Installation**

Our technician will measure the opening for each purchased unit and determine the amount of time required for your installation. He will then provide you a tentative installation date.

### PRE-INSTALLATION

#### **Installation Date Confirmation**

Once your units have a scheduled arrival date, our office will confirm the tentative installation date with you. Please keep in mind that this installation date may need to change. Variables, such as rain and extreme weather are the most common reasons for a change in installation date. We appreciate your understanding and flexibility in advance. We will confirm your installation date two days prior to install.

### INSTALLATION

#### **Furniture and Decorations**

We ask that you remove any furniture that may block access to the windows or door openings. We ask that you remove the pictures from the walls being worked on and any decorations that are in the work area before work begins. This will greatly reduce the likelihood of any accidental damage to personal property.

#### **Window Coverings**

Please remove all blinds, shades or shutters before we arrive. Should you need assistance removing and reinstalling your existing blinds, shades or shutters, we offer that as a fee based service, but we are not responsible for the fit or operation of the blinds, shades or shutters. We also assume no liability for any new blinds or shutters: that includes fit, measuring and installation. All of these processes should be handled by a professional window treatment company.

#### **Pets**

SIGNATURE OF SALES PERSON

George Garza

PRINT NAME OF SALES PERSON

SIGNATURE

Cunningham Township

PRINT NAME

SIGNATURE

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PRINT NAME



## What to Expect

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Because not all pets react favorably to the excitement of the construction process, we ask that you keep all of your pets confined during the time we are working on your home. This should keep them from becoming stressed, accidentally escaping or possible injury.

### Final Payment

The final payment is due at the completion of the installation. The check is made payable to Renewal by Andersen of Central Illinois. You may hand the check to the installer who will then bring the check into the office. If you have financed your project, the instructions provided by the finance institution will be followed.

SIGNATURE OF SALES PERSON

George Garza

PRINT NAME OF SALES PERSON

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# Illinois "Know Your Consumer Rights"

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**  
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## HOME REPAIR: KNOW YOUR CONSUMER RIGHTS

As you plan for your home repair/improvement project, it is important to ask the right questions in order to protect your investment. The tips in this fact sheet should allow you to protect yourself and minimize the possibility that a misunderstanding may occur.

**AVOIDING HOME REPAIR FRAUD.** Please use extreme caution when confronted with the following warning signs of a potential scam: (1) Door-to-door salespersons with no local connections who offer to do home repair work for substantially less than the market price. (2) Solicitations for repair work from a company that lists only a telephone number or a post-office box number to contact, particularly if it is an out-of-state company. (3) Contractors who fail to provide customers references when requested. (4) Persons offering to inspect your home for free. Do not admit anyone into your home unless he or she can present authentic identification establishing his or her business status. When in doubt, do not hesitate to call the worker's employer to verify his or her identity. (5) Contractors demanding cash payment for a job or who ask you to make a check payable to a person other than the owner or company name. (6) Offers from a contractor to drive you to the bank to withdraw funds to pay for the work.

**CONTRACTS.** (1) Get all estimates in writing. (2) Do not be induced into signing a contract by high-pressure sales tactics. (3) Never sign a contract with blank spaces or one you do not fully understand. If you are taking out a loan to finance the work, do not sign the contract before your lender approves the loan. (4) Remember, you have 3 business days from the time you sign your contract to cancel any contract if the sale is made at your home. The contractor cannot deprive you of this right by initiating work, selling your contract to a lender, or any other tactic. (5) If the contractor does business under a name other than the contractor's real name, the business must either be incorporated or registered under the Assumed Business Name Act. Check with the Secretary of State to see if the business is incorporated or with the county clerk to see if the business has registered under the Assumed Business Name Act. (6) Homeowners should check with local and county units of government to determine if permits or inspections are required. (7) Determine whether the contractor will guarantee his or her

**SIGNATURE OF SALES PERSON**

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work and products. (8) Determine whether the contractor has the proper insurance. (9) Do not sign a certificate of completion or make final payment until the work is done to your satisfaction. (10) Remember, homeowners should know who provides supplies and labor for any work performed on your home. Suppliers and subcontractors have a right to file a lien against your property if the general contractor fails to pay them. To protect your property, request lien waivers from the general contractor.

**BASIC TERMS TO BE INCLUDED IN A CONTRACT.** (1) Contractor's full name, address, and telephone number. Illinois law requires that persons selling home repair and improvement services provide their customers with notice of any change to their business name or address that comes about prior to the agreed dates for beginning or completing the work. (2) A description of the work to be performed. (3) Starting and estimated completion dates. (4) Total cost of work to be performed. (5) Schedule and method of payment, including down payment, subsequent payments, and final payment. (6) A provision stating the grounds for termination of the contract by either party. However, the homeowner must pay the contractor for work completed. If the contractor fails to commence or complete work within the contracted time period, the homeowner may cancel and may be entitled to a refund of any down payment or other payments made towards the work, upon written demand by certified mail. (7) A provision stating the grounds for termination of the contract if you are notified by your insurer that all or any part of the claim or contract is not a covered loss under the insurance policy, you may cancel the contract by mailing or delivering written notice to Renewal By Andersen of Central Illinois and Quad Cities at 3307 W Farmington Rd, Peoria, IL 61604 at any time prior to the earlier of midnight on the fifth business day after you have received such notice from your insurer or the thirtieth business day after receipt of a properly executed proof of loss by the insurer from the insured. If you cancel, any payments made by you under the contract will be returned to you within 10 business days following receipt by the contractor of your cancellation notice. If, however, the contractor has provided any goods or services related to a catastrophe, acknowledged and agreed to by the insured homeowner in writing to be necessary to prevent damage to the premises, the contractor

**SIGNATURE OF SALES PERSON**

George Garza

**PRINT NAME OF SALES PERSON**

**SIGNATURE**

Cunningham Township

**PRINT NAME**

**SIGNATURE**

Danielle Chynoweth

**PRINT NAME**



# Illinois "Know Your Consumer Rights"

**DBA: RENEWAL BY ANDERSEN OF CENTRAL ILLINOIS AND QUAD CITIES**

Legal Name: Polar Block Sales, Inc  
3307 W Farmington Rd | Peoria, IL 61604  
Phone: 866-693-6707 | Fax: 309-676-3603 | ckennedy@rbaoci.com

**Cunningham Township &**

**Danielle Chynoweth**  
206 E California Ave  
Urbana, IL 61801  
H: (217)384-4144

is entitled to the reasonable value of such goods and services. Homeowners should obtain a copy of the signed contract and keep it in a safe place for reference as needed. IF YOU THINK YOU HAVE BEEN DEFRAUDED OR YOU HAVE QUESTIONS. If you think you have been defrauded by a contractor or have any questions, please bring it to the attention of your State's Attorney or the Illinois Attorney General's Office. Attorney General Toll-Free Numbers: Carbondale (800) 243-0607, Springfield (800) 243-0618, Chicago (800) 386-5438.

## CONSUMER RIGHTS ACKNOWLEDGMENT FORM

I, the homeowner, have received from the contractor a copy of the pamphlet entitled "Home Repair: Know Your Consumer Rights."

**SIGNATURE OF SALES PERSON**

George Garza

**PRINT NAME OF SALES PERSON**

**SIGNATURE**

Cunningham Township

**PRINT NAME**

**SIGNATURE**

Danielle Chynoweth

**PRINT NAME**



## Price Presentation Discounts

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H: (217)384-4144

**PROJECT PRICE BEFORE DISCOUNTS**

**\$63,912**

INDIVIDUAL SAVINGS BASED ON 16 UNITS

**35% Volume Promotion**

Savings:

**\$22,369**

**Repeat Customer Savings (5%)**

Savings:

**\$2,077**

**Presentation Day Savings (5%)**

Savings:

**\$1,973**

**National Offer**

5% Off Project

Savings:

**\$1,874**

**TOTAL PRICE: \$35,619**

**\$28,293**  
SAVINGS



**RENEWAL**  
by **ANDERSEN**  
FULL-SERVICE WINDOW & DOOR REPLACEMENT

myPROJECT



# Welcome to MyPROJECT!

Stay up to date on your project with the myPROJECT portal. You'll find everything you need before, during and after your project.

## 6 Reasons to Login:

1. Never forget an appointment date with your project milestone tracker
2. View order details including pricing, quantities, and product locations
3. View contact information for your entire project team in one place
4. View project team photos to remember names and faces
5. Easily email any questions or concerns to your project team
6. Stay organized and connected with everything that is happening on your project

## REVIEWS

*"Great communication tool. Showed respect for my time and efficiency of the company."*

-Renee J.

*"Kept us informed of the entire process from ordering to window construction dates and delivery. Setting of installation dates and times. It was very comforting to be kept so well informed."*

-Elizabeth K.

## The Renewal by Andersen Signature Service Promise

Renewal by Andersen's Signature Service is committed to giving you the best customer experience possible, through the perfect combination of the best people in the industry, a superior process, and an exclusive product.



*Signature*

S E R V I C E


RENEWAL BY ANDERSEN

# First Time Login Instructions

1. You will receive an email from Renewal by Andersen myProject (email.info@andersencorp.com) to login and create a new password
2. Enter in your email address and select a password

## Forgot your Password?

1. Visit [www.mywindowproject.com](http://www.mywindowproject.com)
2. Click “Forgot my Password”
3. Submit your email address
4. Check your email inbox for a link to reset your password. Make sure to check your spam/junk folder.
5. Still having troubles? Contact your local retail location

**myPROJECT** 

### Change Your Password

Enter a new password for  
**laura.lovgren@andersen.com.myproject**  
Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

\* New Password

\* Confirm New Password

**Change Password**

Password last changed on 5/10/2022 11:01 AM.



**Ordinance No. T-2024-11-005:**

**An Ordinance Levying Taxes for All Town Purposed for the Town of Cunningham, Champaign County, Illinois for the Tax year 2024, Collectible in 2025**

**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 2024, collectible in 2025.

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

<u>GENERAL TOWN FUND</u>		<b>Amount Levied</b>
<b>ADMINISTRATION</b>		
	Personnel	\$200,000
	Contractual Services	\$50,000
	IMRF	\$10,000
	Commodities	\$25,000
	Capital Outlay	\$50,000
<b>TOTAL ADMINISTRATION</b>		<b>\$335,000</b>
<b>ASSESSOR</b>		
	Personnel	\$335,000
	IMRF	\$10,000
	Contractual Services	\$50,000
	Commodities	\$8,000

	Capital Outlay	\$12,000
<b>TOTAL ASSESSOR</b>		<b>\$415,000</b>
<b>GRANTS (SOCIAL SERVICE)</b>		
	Health and Human Service	<b>\$250,000</b>
<b>TOTAL GRANTS</b>		
<b><u>TOTAL GENERAL TOWN FUND</u></b>		<b>\$1,000,000</b>
<b><u>GENERAL ASSISTANCE FUND</u></b>		
<b>ADMINISTRATION</b>		
	Personnel	\$265,000
	IMRF	\$10,000
	Contractual Services	\$30,000
	Commodities	\$30,000
	Capital Outlay	\$50,000
<b>TOTAL ADMINISTRATION</b>		<b>\$385,000</b>
<b>HOME RELIEF</b>		
	Medical Care	\$15,000
	Personal Allowances	\$470,000
	Emergency Assistance	\$700,000
<b>TOTAL HOME RELIEF</b>		<b>\$1,185,000</b>
<b><u>TOTAL GENERAL ASSISTANCE FUND</u></b>		<b>\$1,570,000</b>
<b>TAX LEVY SUMMARY</b>		
<b>General Town Fund Tax</b>		<b>\$1,000,000</b>
<b>General Assistance Fund Tax</b>		<b>\$1,570,000</b>
<b><u>TOTAL TAXES LEVIED</u></b>		<b>\$2,570,000</b>



**SECTION 3:** That the Town Clerk shall make and file with the County Clerk of said County of Champaign, on or before Tuesday, December 23, 2024 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 9th day of December, 2024, pursuant to a roll call vote by the Township Board of the Town of Cunningham, Champaign County, Illinois.

AYES:

NAYS:

ABSTENTIONS:

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Town Clerk

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Chair