

**\*\* SPECIAL MEETING \*\***  
**CUNNINGHAM TOWNSHIP BOARD**  
**MONDAY, MARCH 27, 2023**

**NOTICE IS HEREBY GIVEN THAT** a special meeting of the Cunningham Township Board to be held on Monday, March 27, 2023 at 6:30 p.m. in the Council Chambers of the Urbana City Building, 400 South Vine Street, Urbana, IL 61801

**AGENDA**

- I. Call to Order and Roll Call
- II. Public Input
- III. Resolution No. T-2023-03-023R: Resolution Authorizing Certain Individuals to Sign Checks for Cunningham Township
- IV: Resolution No. T-2023-03-024R: Resolution Authorizing the Supervisor to Sign a Memorandum of Agreement with Housing Authority of Champaign County and Urbana School District 116 (Sponsor Based Voucher Program for Family Service Providers)
- V. CUNNINGHAM TOWNSHIP ANNUAL TOWN MEETING AGENDA for APRIL 11, 2023
- VI. Reports of Officers
- VII. Adjournment

Phyllis D. Clark  
Cunningham Township Clerk

**RESOLUTION NO. T-2023-03-023R**

**RESOLUTION AUTHORIZING CERTAIN INDIVIDUALS TO  
SIGN CHECKS FOR CUNNINGHAM TOWNSHIP**

Be it Resolved by the Township Board of the Town of Cunningham in the County of Champaign, State of Illinois, as follows:

That Resolution No. T-2021-09-011R, Resolution Authorizing Certain Individuals to Sign Checks for Cunningham Township is hereby repealed, and the following is enacted in its place:

That Township Supervisor Danielle Chynoweth and Town Clerk Phyllis Clark are authorized to sign checks on the financial accounts of the Town of Cunningham; and

That Ivana Owana, Cunningham Township Assessor, Jazmine Hernandez, Lilyia Hernandez, and Jennifer Straub, employees of the Cunningham Township Supervisor's Office, are authorized to sign checks on the accounts of the Town of Cunningham in the absence of Supervisor Danielle Chynoweth; and

That the above-mentioned Ivana Owana, Phyllis Clark, Jazmine Hernandez, Lilyia Hernandez, and Jennifer Straub are authorized to sign signature cards as required by banks and financial institutions doing business with the Town of Cunningham; and

That the above-mentioned Ivana Owana, Phyllis Clark, Jazmine Hernandez, Lilyia Hernandez, and Jennifer Straub are authorized to complete forms that may be required by the banks and financial institutions in order to carry out the purposes of this Resolution.

That the above-mentioned Ivana Owana, Phyllis Clark, Jazmine Hernandez, Lilyia Hernandez, and Jennifer Straub shall give bond to the Town of Cunningham, as needed.

Approved this March 27, 2023 by the Township Board of the Town of Cunningham, Champaign County, State of Illinois.

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Phyllis Clark, Town Clerk

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Diane Wolfe Marlin, Chair

**RESOLUTION NO. T-2023-03-024R:**

**Resolution Authorizing the Supervisor to Sign a Memorandum of Agreement with Housing Authority of Champaign County and Urbana School District 116 (Sponsor Based Voucher Program for Family Service Providers)**

**WHEREAS**, the Cunningham Township Supervisor's Office (CTSO) and Urbana School District No. 116 (USD116) entered into an Intergovernmental Agreement pursuant to the Intergovernmental Cooperation Act, 5 ILCS 22/1 et seq., on February 16, 2021, for the purposes of cooperating and collaborating to assist homeless families with the Urbana School District boundaries, and updated this IGA April 11, 2022; and

**WHEREAS**, that partnership has been successful in ensuring that homeless families in Urbana have access to safe housing through CTSO's Bridge to Home Program; and

**WHEREAS**, thanks to funding from Illinois State Board of Education and USD 116, since April 21, 2022, CTSO has placed a full time Housing Case Manager visiting every Urbana school every week during the school year – supporting 69 families including 184 children to date in addressing homelessness and housing insecurity; and

**WHEREAS**, the Housing Authority of Champaign County (HACC) in its Move to Work Plan created a Sponsor Based Voucher Program and solicited proposals from organizations in the county who serve high-risk families with minor children experiencing housing insecurity; and

**WHEREAS**, CTSO and USD 116 submitted a proposal on January 11, 2023 to refer 30 families per year to HACC for this Sponsor Based Voucher program; and

**WHEREAS**, this memorandum of agreement with HACC fills a crucial missing piece in CTSO's Bridge to Home program by providing literally homeless as well as highly vulnerable McKinney Vento homeless families a pathway towards independent housing and self sufficiency.

**WHEREAS**, Collaborating with HACC to provide Sponsor Based Vouchers will further strengthen the impact CSTO, USD 116, and HACC have had together as evidenced by the following data (as of January, 2023):

- CTSO has successfully supported **50** households in applying for and navigating the Emergency Voucher process to be housed – and supported dozens in the process.

- CTSO has provided **\$26,907** in rental assistance payments to the Housing Authority to keep **54** households in housing and out of eviction court.
- CTSO and HACC have partnered in our Digital Inclusion Campaign to help low income residents access communications technology. CTSO has supported **456** residents in accessing smart phones, internet, laptops, and tablets.
- CTSO provides intakes and case management for disabled residents to access and remain successfully housed at Pinewood, a HACC property.
- CTSO currently supports **15** households by providing direct payments to keep CTSO participants in their homes. Participants are offered this service who have trouble paying rent regularly due to mental health issues, and must agree to direct payments and case management.
- CTSO has helped **124** households apply for and move into subsidized housing (since tracking began July 1, 2020).
- CTSO and HACC have been collaborating on **ending Source of Income discrimination** in Champaign County, helping our representatives successfully champion a bill against discrimination, and hosting workshops in 2023 with tenants and landlords on their rights and responsibilities.

**WHEREAS**, HACC board voted to approve the attached Memorandum of Agreement with CTSO and USD 116 on March 23, 2023; and

**WHEREAS**, no funds will be transacted as a result of this memorandum;

**NOW THEREFORE BE IT RESOLVED** by the Township Board of the Town of Cunningham that the Resolution authorizing the Township Supervisor to sign the attached Memorandum of Agreement with Housing Authority of Champaign County and Urbana School District 116 as part of the Sponsor Based Voucher Program for Family Service Providers, and execute the program based on the terms of this agreement.

Approved this March 27, 2023 by the Township Board of the Town of Cunningham, Champaign County, State of Illinois.

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Phyllis Clark, Town Clerk

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Diane Wolfe Marlin, Chair

**MEMORANDUM OF AGREEMENT  
BETWEEN  
CUNNINGHAM TOWNSHIP SUPERVISOR'S OFFICE,  
URBANA SCHOOL DISTRICT 116  
AND  
THE HOUSING AUTHORITY OF CHAMPAIGN COUNTY**

THIS MEMORANDUM OF AGREEMENT ("MOA") is entered into as of the 23 day of March 2023 by and among **Cunningham Township Supervisor's Office (hereafter CTSO)**, **Urbana School District 116 (hereafter USD116)**, and the **Housing Authority of Champaign County (hereafter HACC)**, in relation to the implementation of the Sponsor Based Voucher Program for Family Service Providers.

**BACKGROUND**

A. CTSO is a public agency that supports local low-income residents. CTSO's Bridge to Home program is a county-wide program of housing and supportive services for local residents experiencing homelessness and housing insecurity with the goal of accessing and maintaining permanent housing. CTSO cultivates strong, trusted partnerships with other local governments, non-profits, and funders to meet its goal of ending homelessness in Urbana.

B. USD116 is a multicultural community committed to educational excellence, ensures all learners acquire knowledge, develop skills, and build character to achieve personal greatness and help create a better global society. USD116 is one of CTSO's established community partners in addressing housing insecurity needs in Urbana, IL.

C. HACC has been diligent in the research and development of community need-based housing programs and established the Sponsor Based Voucher (SBV) Program. Due to the increased number of high-risk families with minor children experiencing housing insecurity, HACC designated an allotted amount of SBVs specifically for these families. HACC has flexibility under its Moving to Work designation to develop and implement local programs to address affordable housing needs.

In consideration of the foregoing and underlying promises, which all parties agree to be good and valuable consideration, the parties agree as follows:

**1. HACC Responsibilities**

- a. HACC will determine eligibility and provide Housing Choice Vouchers for referred families with minor children;
- b. Administer the vouchers in accordance with applicable program regulations and requirements;
- c. Set clear program goals and expected outcomes;
- d. Provide opportunities for families to pursue activities to achieve economic self-sufficiency.

**2. CTSO & USD116 Joint Responsibilities**

- a. Develop policies and procedures regarding the selection of families;
- b. Shall perform all intake services to determine qualification and eligibility of families;
- c. Use the McKinney Vento homeless definition to determine family's eligibility for program;

- d. Provide intensive support services and case management prior to and upon admission to the SPV program for a minimum of one (1) year after family has been housed;
- e. Provide housing navigation services, including finding a unit, for the families served to meet the goal of obtaining stable housing within 120 days of receiving the voucher; and
- f. Responsible for maintaining case files, data tracking and reporting to HACC the necessary information required for MTW metrics and any additional data requested by HACC.

3. **Term** – This Agreement shall commence on March 23, 2023 and shall continue until terminated by mutual agreement of all parties.

CTSO and USD116 may withdraw from this Agreement by providing a 180 (one hundred eighty) days written notice to HACC.

If CTSO and USD116 fail to fulfill its obligations under this agreement, HACC shall give written notice to the breaching party of such breach. The breaching party shall have thirty (30) days to rectify said breach, and if it cannot rectify said breach to the reasonable satisfaction of HACC, HACC may terminate this agreement and neither party shall have any further obligations to each other.

All parties agree to negotiate in good faith renewal of this agreement provided funding is available to support the Sponsor Based Voucher program.

4. **Governing Laws** - The laws of the State of Illinois hereof, shall govern this Agreement, and the application or interpretation.

5. **Conflict of Interest** – The parties hereby affirm they do not have any actual or apparent conflict with any of the proposed work hereunder or with any of the parties involved in this effort. Furthermore, the parties represent they have no bar or impairment to executing this agreement.

6. **Hold Harmless** - HACC, CTSO and USD116 agree to mutually indemnify and hold harmless their officers, directors, employees, agents, assigns, and successors against any claims, demands, or liability related to or arising out of breach of any representation in this Agreement, failure to properly perform any obligation under this Agreement, and for any violations of law.

7. **References** - All personal references used in this Agreement, whether used in the masculine, feminine, and neutral gender, shall include all other genders, the singular shall include the plural, and vice versa as the context may require.

8. **Enforcement** - No person other than the parties to this Agreement may directly or indirectly rely on or enforce the provisions of this Agreement, whether as a third-party beneficiary or otherwise.

9. **Representations** - This Agreement, together with its referenced documents constitutes the full breadth and extent of this agreement and no additional representations have been made or relied upon by either party.

10. **Signatories** - The signatories to this Agreement hereby represent to each other and the world that the representations made in this Agreement are true and they have the actual and

corporate authority to make such representations, to enter into this Agreement and to bind these corporations accordingly.

13. **Relationship** - This Agreement may not be interpreted by anyone to create a partnership, joint venture, agency, or employer-employee relationship among the parties.

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement by their duly authorized signatories effective on or as of the date written at the commencement of this Agreement.

**CUNNINGHAM TOWNSHIP SUPERVISOR'S OFFICE**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**URBANA SCHOOL DISTRICT 116**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**HOUSING AUTHORITY OF CHAMPAIGN COUNTY**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CUNNINGHAM TOWNSHIP  
ANNUAL TOWN MEETING  
TUESDAY, APRIL 11, 2023**

6:00 P.M.

City of Urbana City Council Chambers  
400 S. Vine Street  
Urbana, IL 61801

**AGENDA**

1. Call to Order by Town Clerk
2. Approval of Minutes
  - a. April 12, 2022
3. Election of Moderator
4. Public Participation
5. Program Updates from Cunningham Township Supervisor's and Assessor's Office
6. Reports of Officers
7. Annual Financial Statement of Supervisor (Fiscal Year 2021-2022)
8. Resolution No. T-2023-04-007R: A Resolution Declaring Personal Property of the Town of Cunningham to be Surplus and Authorizing the Sale or Disposal of Such Property
9. Time and Place of Next Annual Town Meeting – [6:00 p.m., Tuesday, April 9, 2024]
10. Adjournment

Persons with disabilities needing special services or accommodations for this meeting should contact the City of Urbana's Americans with Disabilities Coordinator at 217-384-2366