



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Elizabeth H. Tyler, AICP, City Planner/Director

FROM: Bob Grewe, AICP, Manager, Grants Management Division

DATE: August 20, 2004

SUBJECT: **Neighborhood Organization Grant (NOG) Agreements For FY2004-2005**

Description

Included in this packet are copies of the Agreements for the 2004-2005 Neighborhood Organization Grant projects. Staff request the Community Development Commission review the agreements and provide a recommendation to City Council.

Issues

The Community Development Commission is requested to review and provide comment on the Neighborhood Organization Grant Agreements. These agreements will then be forwarded to the Urbana City Council for consideration.

Background

On May 23 2004, the Urbana City Council passed Resolution No. 2004-04-006R approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2004-2005.

It is worth noting that the Historic East Urbana Neighborhood Organization NOG Agreement is the only Agreement funded with Community Development Block Grant (CDBG) Funds. This Agreement contains the standard NOG Agreement terms and conditions that reflect the requirements of the CDBG Program.

The other Agreements for United Citizens and Neighbors, Ecological Construction Laboratory and Eads Street Development Corporation are funded with Neighborhood Improvement Funds and Community Development Sink Funds. These Agreements do not contain the terms and conditions associated with the Community Development Block Grant Program.

Note that Attachment C of the Agreements contains the scope of work associated with each project.

Also included for reference is a copy of the Neighborhood Organization Grant Program Guidelines.

Options

The Community Development Commission can pursue the following options:

1. Recommend that the Agreements be forwarded to City Council for approval.
2. Recommend that Agreements, with amendments, be forwarded to City Council for approval.
3. Recommend that the Agreements not be forwarded to City Council for approval.

Fiscal Impacts

Funding for the Neighborhood Organization Grant Programs is identified in the FY2004-2005 Annual Action Plan.

Failure to forward agreements to City Council within a reasonable period of time can delay projects and impact the timely expenditure of funds.

Recommendations

Staff recommends that CDC approve the Agreements and forward a favorable recommendation to the Urbana City Council.

Memorandum Prepared By:

Bob Grewe, AICP
Manager, Grants Management Division

Attachments:

Neighborhood Organization Grant (NOG) Agreements
Historic East Urbana Neighborhood Association (HEUNA)
United Citizens and Neighbors (UCAN)
Ecological Construction Laboratory
Eads Street Development Corporation

City of Urbana Guidelines for Neighborhood Organization Grant Program

**HISTORIC EAST URBANA NEIGHBORHOOD ASSOCIATION (HEUNA)
PROJECT NO. 04-05_01**

**CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

THIS AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation, hereinafter referred to as the "City"), and HISTORIC EAST URBANA NEIGHBORHOOD ASSOCIATION, (hereinafter referred to as the "Subgrantee").

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and the City will receive an entitlement of funds during the period July 1, 2004 - June 30, 2005, pursuant to the Community Development Block Grant Program (hereinafter "CDBG Program"); and,

WHEREAS, the Urbana City Council has adopted a 2004-2005 CDBG Program and budget which authorizes establishment of a Neighborhood Organization Grant Program to encourage formation of representative neighborhood-based organizations and to assist such organizations in building capacity to provide services to its constituent residents; and,

WHEREAS, the City has the right and authority under said CDBG Program to allocate a portion of its funds to the Subgrantee for purposes of facilitating organizational development and service delivery; and,

WHEREAS, the City, as a condition of its assistance to the Subgrantee and in accordance with regulations of the Community Development Block Grant Program, requires the Subgrantee to file with the City certain attachments which are hereby incorporated and made part hereof.

NOW, THEREFORE, the parties do hereby agree as follows:

1. The preamble set forth above is hereby incorporated and made part of this Subrecipient Agreement.
2. The City does hereby agree to make a grant to the Subgrantee in the sum of \$1,250 (One Thousand Two Hundred Fifty 00/100 Dollars). Subgrantee agrees to abide by the CDBG Program and to use said funds for the purpose of carrying out Subrecipient Agreement No. 04-05_01.
3. The Subgrantee shall at all times observe and comply with all laws, ordinances, or regulations of the federal, state, county, and local government which may in any manner affect the performance of this Subrecipient Agreement, and the Subgrantee shall be liable to perform all acts to the City in the same manner the City performs these functions to the Federal government.

4. The Subgrantee agrees and authorizes the City and HUD to conduct on-site reviews, examine Subgrantee records and to conduct any other procedures and practices to assure compliance with this Subrecipient Agreement.
5. The Subgrantee shall execute and abide by the terms of Attachment A, Equal Employment Opportunity Certification, and with all City of Urbana Affirmative Action requirements.
6. The Subgrantee shall complete Attachment B, Assurances, and submit said document to the City as a condition of final execution of this Subrecipient Agreement.
7. The Subgrantee shall complete Attachment C, Statement of Special Conditions, and submit said document to the City as a condition of final execution of this Subrecipient Agreement.
8. The Subgrantee represents to the City that the aforesaid project shall begin on September 1, 2004 and terminate on or before June 30, 2005, unless otherwise extended in a written modification to this Subrecipient Agreement executed by the City and Subgrantee.
9. The Subgrantee shall not assign this Subrecipient Agreement nor any part thereof and the Subgrantee shall not transfer nor assign any funds or claims due hereunder without the prior written approval of the City. Any transfer or assignment of funds pursuant to this Subrecipient Agreement, either in whole or in part, or any interest therein, which shall be due or become due to the Subgrantee, shall be of no force and effect.
10. The allocation of these funds shall in no way obligate the City for any financial responsibility incurred by the project in excess of the stipulated allocation. The allocation of these funds shall in no way obligate the City to bear responsibilities for the maintenance of any project under the provision of the Housing and Community Development Act of 1974, as amended.
11. This Subrecipient Agreement neither obligates nor precludes the City from further accepting or distributing funds entitled to the City and neither restricts nor limits the powers of the City to use such funds pursuant to the provisions of the Housing and Community Development Act of 1974, as amended.
12. This Subrecipient Agreement neither obligates nor precludes the Subgrantee from further accepting funds or assistance pursuant to the Housing and Community Development Act of 1974, as amended.

13. The Subgrantee agrees to protect, indemnify, hold and save harmless, and defend the City against any and all claims, costs, causes, actions and expenses, including but not limited to attorneys' fees incurred by reason of a law suit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors or agents of the Subgrantee, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this project, whether such loss, damage, injury or liability is contributed to by the negligence of the City or its officers, employees or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that Subgrantee shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees or agents.
14. It is mutually understood and agreed that the Subgrantee shall have full control of the ways and means of performing the services referred to herein, subject to guidelines established in Attachment C, and that the Subgrantee or its employees, representatives, subcontractors, or agents are in no sense employees of the City.
15. The Subgrantee understands and agrees that in the procurement of supplies, equipment, construction and services, the following conflict of interest provisions shall apply.
 - A. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted under this Subrecipient Agreement, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter.
 - B. This conflict of interest provision shall apply to any person who is an employee, agent, consultant, officer or elected official or appointed official of the Subgrantee or the City.
 - C. Upon written request, exceptions to the conflict of interest provisions may be granted by the City on a case-by-case basis but only after the Subgrantee has disclosed the full nature of the conflict, submitted proof that the disclosure has been made public, and provided a legal opinion that there would be no violation of state or local law if the exception were granted.
16. Upon execution of this Subrecipient Agreement, including the submission of all required attachments, the City and the Subgrantee shall adhere to the following:
 - A. The City and Subgrantee shall adhere to all special conditions described in Attachments A, B and C;

- B. To the greatest extent feasible all expenditures made under this project shall be made to Champaign County firms and individuals;
 - C. Financial records and payments shall comply with all Federal regulations;
 - D. The Subgrantee agrees to allow any and all audits of its records as may be required to permit inspection of program records by representatives of the Urbana Community Development Department and HUD.
17. Subgrantee understands and agrees that no Federal appropriated funds will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, a Member of a State Legislature, a Municipal Official, an officer or employee of Congress, an officer or employee of a State Legislature, an officer or employee of a Municipal Government, an employee of a Member of Congress, an employee of a Member of a State Legislature, or an employee of a Municipal Official in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any of the above listed in connection with this Federal contract, grant, loan, or cooperative agreement, Subgrantee will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
18. The City may suspend or terminate this Subrecipient Agreement, in whole or in part, if Subgrantee materially fails to comply with any term of this Subrecipient Agreement, or with any of the rules, regulations or provisions referred to herein; and the City may declare the Subgrantee ineligible for any further participation in the CDBG program, in addition to other remedies as provided by law.
19. The Subgrantee agrees that if the City determines that the Subgrantee has not complied with or is not complying with the provisions of the Subrecipient Agreement and so notifies the Subgrantee by written notice of said violations and the Subgrantee fails to correct said violations within thirty (30) days from receipt of said notice, the City may terminate this Subrecipient Agreement by written notice. And may take other action as may be permitted by this Subrecipient Agreement.
20. The Subgrantee shall submit regular Progress Reports to the City in the form, content, and frequency as required by the City. Requirements for said Progress Reports are specified in Attachment C hereto and made a part hereof.

21. Notices and communications under this Agreement shall be sent first class, prepaid mail to the respective parties as follows:

TO THE CITY: Bob Grewe, AICP
 Manager
 Grants Management Division
 400 South Vine Street
 Urbana, Illinois 61801

TO THE SUBGRANTEE: Dennis Roberts
 Chairman
 HISTORIC EAST URBANA NEIGHBORHOOD
 ASSOCIATION
 507 E. Green Street
 Urbana, Illinois 61802

This Subrecipient Agreement shall be effective as of the date executed by the City.

CITY

BY: _____

ATTEST: _____

SUBGRANTEE

BY: _____

ATTEST: _____

ATTACHMENT A
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The undersigned understands and agrees that it is a Subgrantee of the Urbana CDBG Program and agrees that there shall be no discrimination against any employee who is employed in carrying out work receiving assistance from the City and HUD, or against any applicant for such employment, because of discrimination by reason of race, color, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications relevant to an opportunity in housing, employment, credit or access to public accommodations.

The Subgrantee further agrees to the following:

- (1) It will be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the City and HUD;
- (2) It will furnish the City and HUD such information as they may require for the supervision of such compliance and will otherwise assist the City and HUD in the discharge of primary responsibility for securing compliance;
- (3) It will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the Secretary of Labor, the City or HUD;
- (4) In the event that it fails or refuses to comply with the undertaking, the City or HUD may cancel, terminate or suspend in whole or in part any contractual agreements the City or HUD may have with the Subgrantee; may refrain from extending any further assistance to the Subgrantee under any program until satisfactory assurance of future compliance has been received from such Subgrantee; or may refer the case to HUD for appropriate legal proceedings.
- (5) It shall abide by local regulations cited in the Urbana Human Rights Ordinance regarding equal employment.

Name of Subgrantee: HISTORIC EAST URBANA NEIGHBORHOOD ASSOCIATION

Address: 507 E Green Street Urbana, IL 61802

Printed Name/Title: _____

Signature: _____

Dated: _____

**ATTACHMENT B
ASSURANCES**

The Subgrantee hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to receive CDBG Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and directing and designating the authorized representative of the Subgrantee to act in connection with the Agreement and to provide such additional information as may be required.
3. The City of Urbana's CDBG Program has been developed so as to give maximum feasible priority to activities which will benefit extremely low- or very low-income families. As a subrecipient of CDBG Program funds, Subgrantee agrees to give maximum feasible priority to extremely low- or very low-income families when administering the Subgrantee program described herein.
4. It will comply with the regulations, policies, guidelines, and requirements of Federal Management OMB Circulars A-110 and A-122 as they relate to the acceptance and use of Federal funds for this federally assisted program.
5. It will comply with all requirements imposed by HUD concerning special requirements of law, program requirements, and other administrative requirements as related to audits approved in accordance with OMB Circular A-133.
6. It will comply with
 - A. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part I), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee received Federal financial assistance and will immediately take any measure necessary to effectuate this assurance.
 - B. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR 570.601), which provide that no person in the United States shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Title I funds.

- C. Executive Order 11246, and all regulations issued pursuant thereto (24 CFR Part 130), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal or federally-assisted contracts. Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
 - D. Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given lower-income residents of Champaign County and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in Champaign County.
7. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 8. It will comply with the provisions of the Hatch Act, which limit the political activity of employees.
 9. It will give HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

These assurances are signed with regard to Subrecipient Agreement No. 04-05_01 of the Urbana CDBG Program.

Subgrantee Chief Executive Officer

Date

Attest by Subgrantee Official

Date

ATTACHMENT C STATEMENT OF SPECIAL CONDITIONS

Subgrantee understands and agrees that it is a subrecipient of Urbana CDBG Program and is eligible to receive funds for Subgrantee Project No. 04-05_01 pursuant to this Subrecipient Agreement.

The following conditions, in addition to those established in the attached City of Urbana Guidelines for Neighborhood Organization Grant Program, this Subrecipient Agreement itself, and other attachments thereto, and federal, state, county, and city laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive CDBG Program assistance for Subgrantee Project No. 04-05_01.

1. This agreement is intended to fund administrative and service delivery costs by Subgrantee, during the period beginning September 1, 2004, (subject to City Council authorization of this agreement) and June 30, 2005, and is contingent upon the Subgrantee operating the Scope of Service herein outlined during this period.

Scope of Service

Funds shall be used for administrative purposes directly associated the following:

- Build capacity to sustain and enlarge the membership of the HEUNA and implement its programs.
 - Provide services to the residents of HEUNA through surveys, forums, public meetings, mailings, educational workshops and social gatherings.
 - Discuss and promote a new sense of civic pride in and help define the ways HEUNA neighborhoods are affected and change in regard to the City of Urbana Development Plans.
 - Increase involvement by residents in issues pertaining to neighborhood development and preservation within the City of Urbana Community Development Target Area.
2. Funds received by Subgrantee pursuant to this Subrecipient Agreement shall be used as follows.
 - Staff/Consulting costs related to the investigation of the organizing and service initiatives noted above in the Scope of Services.
 - Printing, postage, material, costs related to the above Scope of Services.
 3. Subgrantee's Project budget may be modified, with the written approval of the City, within the parameters of the total Project grant allocation.
 4. Subgrantee shall retain records of all activities funded pursuant to this Subrecipient Agreement, including copies of all invoices and receipts, for a period of three years from the termination of the Project. These records shall be available for inspection upon request by the City or HUD.

5. Subgrantee shall submit a written report of activities undertaken pursuant to this Subrecipient Agreement no later than July 31, 2005.
6. The City shall reimburse Subgrantee up to \$1,250 for eligible activities undertaken pursuant to this Subrecipient Agreement as detailed above. The City shall make such payments available to the Subgrantee within 21 calendar days of receipt of an acceptable itemized billing from Subgrantee. Documentation which must accompany itemized billing includes copies of paid receipts for
 - purchased supplies and materials, and postage expenses,
 - copy services (**a copy of printed material must also be included**),
 - timesheets and/or copies of direct billings for staff and consulting expenses.

Name of Subgrantee: HISTORIC EAST URBANA NEIGHBORHOOD ASSOCIATION

Address: 507 E. Green Street, Urbana, IL 61802

Printed Name/Title: _____

Signature: _____

Dated: _____

**UNITED CITIZENS AND NEIGHBORS (UCAN)
PROJECT NO. 04-05_02**

**CITY OF URBANA
NEIGHBORHOOD ORGANIZATION GRANT PROGRAM**

THIS AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation, hereinafter referred to as the "City"), and UNITED CITIZENS AND NEIGHBORS, (hereinafter referred to as the "Subgrantee").

WHEREAS, the Urbana City Council has adopted a 2004-2005 Annual Action Plan and budget which authorizes establishment of a Neighborhood Organization Grant Program to encourage formation of representative neighborhood-based organizations and to assist such organizations in building capacity to provide services to its constituent residents; and,

WHEREAS, the City has the right and authority under said Annual Action Plan to allocate funding to the Subgrantee for purposes of facilitating organizational development and service delivery; and,

WHEREAS, the City, as a condition of its assistance to the Subgrantee requires the Subgrantee to file with the City certain attachments which are hereby incorporated and made part hereof.

NOW, THEREFORE, the parties do hereby agree as follows:

1. The preamble set forth above is hereby incorporated and made part of this Subrecipient Agreement.
2. The City does hereby agree to make a grant to the Subgrantee in the sum of \$1,250 (One Thousand Two Hundred Fifty 00/100 Dollars).
3. The Subgrantee shall at all times observe and comply with all laws, ordinances, or regulations of the federal, state, county, and local government which may in any manner affect the performance of this Subrecipient Agreement.
4. The Subgrantee agrees and authorizes the City and HUD to conduct on-site reviews, examine Subgrantee records and to conduct any other procedures and practices to assure compliance with this Subrecipient Agreement.
5. The Subgrantee shall execute and abide by the terms of Attachment A, City of Urbana Human Rights Certification, and with all City of Urbana Affirmative Action requirements.
6. The Subgrantee shall complete Attachment B, Assurances, and submit said document to the City as a condition of final execution of this Subrecipient Agreement.

7. The Subgrantee shall complete Attachment C, Statement of Special Conditions, and submit said document to the City as a condition of final execution of this Subrecipient Agreement.
8. The Subgrantee represents to the City that the aforesaid project shall begin on September 1, 2004 and terminate on or before June 30, 2005, unless otherwise extended in a written modification to this Subrecipient Agreement executed by the City and Subgrantee.
9. The Subgrantee shall not assign this Subrecipient Agreement nor any part thereof and the Subgrantee shall not transfer nor assign any funds or claims due hereunder without the prior written approval of the City. Any transfer or assignment of funds pursuant to this Subrecipient Agreement, either in whole or in part, or any interest therein, which shall be due or become due to the Subgrantee, shall be of no force and effect.
10. The allocation of these funds shall in no way obligate the City for any financial responsibility incurred by the project in excess of the stipulated allocation. The allocation of these funds shall in no way obligate the City to bear responsibilities for the maintenance of any project.
11. The Subgrantee agrees to protect, indemnify, hold and save harmless, and defend the City against any and all claims, costs, causes, actions and expenses, including but not limited to attorneys' fees incurred by reason of a law suit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors or agents of the Subgrantee, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this project, whether such loss, damage, injury or liability is contributed to by the negligence of the City or its officers, employees or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that Subgrantee shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees or agents.
12. It is mutually understood and agreed that the Subgrantee shall have full control of the ways and means of performing the services referred to herein, subject to the terms of the Subgrantee Agreement, and that the Subgrantee or its employees, representatives, subcontractors, or agents are in no sense employees of the City.
13. The Subgrantee understands and agrees that in the procurement of supplies, equipment, construction and services, the following conflict of interest provisions shall apply.

- A. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted under this Subrecipient Agreement, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a City-assisted activity, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter.
 - B. This conflict of interest provision shall apply to any person who is an employee, agent, consultant, officer or elected official or appointed official of the Subgrantee or the City.
 - C. Upon written request, exceptions to the conflict of interest provisions may be granted by the City on a case-by-case basis but only after the Subgrantee has disclosed the full nature of the conflict, submitted proof that the disclosure has been made public, and provided a legal opinion that there would be no violation of state or local law if the exception were granted.
14. Upon execution of this Subrecipient Agreement, including the submission of all required attachments, the City and the Subgrantee shall adhere to the following:
- A. The City and Subgrantee shall adhere to all special conditions described in Attachments A, B and C;
 - B. To the greatest extent feasible all expenditures made under this project shall be made to Champaign County firms and individuals;
 - C. Financial records and payments shall comply with all applicable regulations;
 - D. The Subgrantee agrees to allow any and all audits of its records as may be required to permit inspection of program records by representatives of the Urbana Community Development Department.
15. Subgrantee understands and agrees that no funds will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, a Member of a State Legislature, a Municipal Official, an officer or employee of Congress, an officer or employee of a State Legislature, an officer or employee of a Municipal Government, an employee of a Member of Congress, an employee of a Member of a State Legislature, or an employee of a Municipal Official in connection with the awarding of any contract, the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.

16. The City may suspend or terminate this Subrecipient Agreement, in whole or in part, if Subgrantee materially fails to comply with any term of this Subrecipient Agreement, or with any of the rules, regulations or provisions referred to herein; and the City may declare the Subgrantee ineligible for any further participation in the Neighborhood Organization Grant program, in addition to other remedies as provided by law.
17. The Subgrantee agrees that if the City determines that the Subgrantee has not complied with or is not complying with the provisions of the Subrecipient Agreement and so notifies the Subgrantee by written notice of said violations and the Subgrantee fails to correct said violations within thirty (30) days from receipt of said notice, the City may terminate this Subrecipient Agreement by written notice. And may take other action as may be permitted by this Subrecipient Agreement.
19. The Subgrantee shall submit regular Progress Reports to the City in the form, content, and frequency as required by the City. Requirements for said Progress Reports are specified in Attachment C hereto and made a part hereof.
20. Notices and communications under this Agreement shall be sent first class, prepaid mail to the respective parties as follows:

TO THE CITY: Bob Grewe, AICP
 Manager
 Grants Management Division
 400 South Vine Street
 Urbana, Illinois 61801

TO THE SUBGRANTEE: Jerry Moreland
 President
 United Citizens and Neighbors
 44 East Main Street, Suite 208
 Champaign, Illinois 61820

This Subrecipient Agreement shall be effective as of the date executed by the City.

CITY

BY: _____

ATTEST: _____

SUBGRANTEE

BY: _____

ATTEST: _____

ATTACHMENT A
CITY OF URBANA HUMAN RIGHTS CERTIFICATION

The undersigned understands and agrees that it is a Subgrantee of the Urbana Neighborhood Organization Grant Program and agrees that there shall be no discrimination against any employee who is employed in carrying out work receiving assistance from the City, or against any applicant for such employment, because of discrimination by reason of race, color, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications relevant to an opportunity in housing, employment, credit or access to public accommodations.

The Subgrantee further agrees to the following:

- (1) It will be bound by said City of Urbana Human Rights Certification with respect to its own employment practices during the duration of its participation with the City;
- (2) It will furnish the City such information as they may require for the supervision of such compliance and will otherwise assist the City in the discharge of primary responsibility for securing compliance;
- (3) It will carry out such sanctions and penalties for violation of the City of Urbana Human Rights Certification as may be imposed upon contractors and subcontractors by, the City;
- (4) In the event that it fails or refuses to comply with the undertaking, the City may cancel, terminate or suspend in whole or in part any contractual agreements the City may have with the Subgrantee; may refrain from extending any further assistance to the Subgrantee under any program until satisfactory assurance of future compliance has been received from such Subgrantee.
- (5) It shall abide by local regulations cited in the Urbana Human Rights Ordinance regarding equal employment.

Name of Subgrantee: United Citizens and Neighbors

Address: 44 East Main Street Suite 208, Champaign, IL 61820

Printed Name/Title: _____

Signature: _____

Dated: _____

**ATTACHMENT B
ASSURANCES**

The Subgrantee hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to receive Neighborhood Organization Grant Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and directing and designating the authorized representative of the Subgrantee to act in connection with the Agreement and to provide such additional information as may be required.
3. The City of Urbana's Neighborhood Organization Grant Program has been developed so as to give maximum feasible priority to activities that will benefit extremely low- or very low-income families. As a subrecipient of Neighborhood Organization Grant Program funds, Subgrantee agrees to give maximum feasible priority to extremely low- or very low-income families when administering the Subgrantee program described herein.
4. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
9. It will give the City access to and the right to examine all records, books, papers, or documents related to the grant.

These assurances are signed with regard to Subrecipient Agreement No. 04-05_02 of the Urbana Neighborhood Organization Grant Program.

Subgrantee Chief Executive Officer

Date

Attest by Subgrantee Official

Date

ATTACHMENT C
STATEMENT OF SPECIAL CONDITIONS

Subgrantee understands and agrees that it is a subrecipient of Urbana Neighborhood Organization Grant Program and is eligible to receive funds for Subgrantee Project No. 04-05_02 pursuant to this Subrecipient Agreement.

The following conditions, in addition to those established in the attached City of Urbana Guidelines for Neighborhood Organization Grant Program, this Subrecipient Agreement itself, and other attachments thereto, and applicable laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive Neighborhood Organization Grant Program assistance for Subgrantee Project No. 04-05_02.

1. This agreement is intended to fund administrative and service delivery costs by Subgrantee, during the period beginning September 1, 2004, (subject to City Council authorization of this agreement) and June 30, 2005, and is contingent upon the Subgrantee operating the Scope of Service herein outlined during this period.

Scope of Service

Funds shall be used for administrative purposes directly associated the following:

- Building capacity around issues of neighborhood unification and coalition building.
 - Expand the Neighborhood Plan for the Crystal Lake and King Park Neighborhoods to include research and information about how to bring people together for a common agenda.
2. Funds received by Subgrantee pursuant to this Subrecipient Agreement shall be used as follows.
 - Staff/Consulting costs related to the investigation of the organizing and service initiatives noted above in the Scope of Services.
 - Printing and postage costs related to the above effort.
 3. Subgrantee's Project budget may be modified, with the written approval of the City, within the parameters of the total Project grant allocation.
 4. Subgrantee shall retain records of all activities funded pursuant to this Subrecipient Agreement, including copies of all invoices and receipts, for a period of three years from the termination of the Project. These records shall be available for inspection upon request by the City.
 5. Subgrantee shall submit a written report of activities undertaken pursuant to this Subrecipient Agreement no later than July 31, 2005.

6. The City shall reimburse Subgrantee up to \$1,250 for eligible activities undertaken pursuant to this Subrecipient Agreement as detailed above. The City shall make such payments available to the Subgrantee within 21 calendar days of receipt of an acceptable itemized billing from Subgrantee. Documentation which must accompany itemized billing includes copies of paid receipts for
- purchased supplies and materials, and postage expenses,
 - copy services (**a copy of printed material must also be included**),
 - timesheets and/or copies of direct billings for staff and consulting expenses.

Name of Subgrantee: United Citizens and Neighbors

Address: 44 East Main Street, Suite 208, Champaign, IL 61820

Printed Name/Title: _____

Signature: _____

Dated: _____

**Ecological Construction Laboratory
PROJECT NO. 04-05_03**

**CITY OF URBANA
NEIGHBORHOOD ORGANIZATION GRANT PROGRAM**

THIS AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation, hereinafter referred to as the "City"), and ECOLOGICAL CONSTRUCTION LABORATORY, (hereinafter referred to as the "Subgrantee").

WHEREAS, the Urbana City Council has adopted a 2004-2005 Annual Action Plan and budget which authorizes establishment of a Neighborhood Organization Grant Program to encourage formation of representative neighborhood-based organizations and to assist such organizations in building capacity to provide services to its constituent residents; and,

WHEREAS, the City has the right and authority under said Annual Action Plan to allocate funding to the Subgrantee for purposes of facilitating organizational development and service delivery; and,

WHEREAS, the City, as a condition of its assistance to the Subgrantee requires the Subgrantee to file with the City certain attachments which are hereby incorporated and made part hereof.

NOW, THEREFORE, the parties do hereby agree as follows:

1. The preamble set forth above is hereby incorporated and made part of this Subrecipient Agreement.
2. The City does hereby agree to make a grant to the Subgrantee in the sum of \$900 (Nine Hundred 00/100 Dollars).
3. The Subgrantee shall at all times observe and comply with all laws, ordinances, or regulations of the federal, state, county, and local government which may in any manner affect the performance of this Subrecipient Agreement.
4. The Subgrantee agrees and authorizes the City to conduct on-site reviews, examine Subgrantee records and to conduct any other procedures and practices to assure compliance with this Subrecipient Agreement.
5. The Subgrantee shall execute and abide by the terms of Attachment A, City of Urbana Human Rights Certification, and with all City of Urbana Affirmative Action requirements.
6. The Subgrantee shall complete Attachment B, Assurances, and submit said document to the City as a condition of final execution of this Subrecipient Agreement.

7. The Subgrantee shall complete Attachment C, Statement of Special Conditions, and submit said document to the City as a condition of final execution of this Subrecipient Agreement.
8. The Subgrantee represents to the City that the aforesaid project shall begin on September 1, 2004 and terminate on or before June 30, 2005, unless otherwise extended in a written modification to this Subrecipient Agreement executed by the City and Subgrantee.
9. The Subgrantee shall not assign this Subrecipient Agreement nor any part thereof and the Subgrantee shall not transfer nor assign any funds or claims due hereunder without the prior written approval of the City. Any transfer or assignment of funds pursuant to this Subrecipient Agreement, either in whole or in part, or any interest therein, which shall be due or become due to the Subgrantee, shall be of no force and effect.
10. The allocation of these funds shall in no way obligate the City for any financial responsibility incurred by the project in excess of the stipulated allocation. The allocation of these funds shall in no way obligate the City to bear responsibilities for the maintenance of any project.
11. The Subgrantee agrees to protect, indemnify, hold and save harmless, and defend the City against any and all claims, costs, causes, actions and expenses, including but not limited to attorneys' fees incurred by reason of a law suit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors or agents of the Subgrantee, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this project, whether such loss, damage, injury or liability is contributed to by the negligence of the City or its officers, employees or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that Subgrantee shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees or agents.
12. It is mutually understood and agreed that the Subgrantee shall have full control of the ways and means of performing the services referred to herein, subject to the terms of the Subgrantee Agreement, and that the Subgrantee or its employees, representatives, subcontractors, or agents are in no sense employees of the City.
13. The Subgrantee understands and agrees that in the procurement of supplies, equipment, construction and services, the following conflict of interest provisions shall apply.

- A. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted under this Subrecipient Agreement, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a City-assisted activity, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter.
 - B. This conflict of interest provision shall apply to any person who is an employee, agent, consultant, officer or elected official or appointed official of the Subgrantee or the City.
 - C. Upon written request, exceptions to the conflict of interest provisions may be granted by the City on a case-by-case basis but only after the Subgrantee has disclosed the full nature of the conflict, submitted proof that the disclosure has been made public, and provided a legal opinion that there would be no violation of state or local law if the exception were granted.
14. Upon execution of this Subrecipient Agreement, including the submission of all required attachments, the City and the Subgrantee shall adhere to the following:
- A. The City and Subgrantee shall adhere to all special conditions described in Attachments A, B and C;
 - B. To the greatest extent feasible all expenditures made under this project shall be made to Champaign County firms and individuals;
 - C. Financial records and payments shall comply with all applicable regulations;
 - D. The Subgrantee agrees to allow any and all audits of its records as may be required to permit inspection of program records by representatives of the Urbana Community Development Department.
15. Subgrantee understands and agrees that no funds will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, a Member of a State Legislature, a Municipal Official, an officer or employee of Congress, an officer or employee of a State Legislature, an officer or employee of a Municipal Government, an employee of a Member of Congress, an employee of a Member of a State Legislature, or an employee of a Municipal Official in connection with the awarding of any contract, the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.

ATTACHMENT A
CITY OF URBANA HUMAN RIGHTS CERTIFICATION

The undersigned understands and agrees that it is a Subgrantee of the Urbana Neighborhood Organization Grant Program and agrees that there shall be no discrimination against any employee who is employed in carrying out work receiving assistance from the City, or against any applicant for such employment, because of discrimination by reason of race, color, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications relevant to an opportunity in housing, employment, credit or access to public accommodations.

The Subgrantee further agrees to the following:

- (1) It will be bound by said City of Urbana Human Rights Certification with respect to its own employment practices during the duration of its participation with the City;
- (2) It will furnish the City such information as they may require for the supervision of such compliance and will otherwise assist the City in the discharge of primary responsibility for securing compliance;
- (3) It will carry out such sanctions and penalties for violation of the City of Urbana Human Rights Certification as may be imposed upon contractors and subcontractors by, the City;
- (4) In the event that it fails or refuses to comply with the undertaking, the City may cancel, terminate or suspend in whole or in part any contractual agreements the City may have with the Subgrantee; may refrain from extending any further assistance to the Subgrantee under any program until satisfactory assurance of future compliance has been received from such Subgrantee.
- (5) It shall abide by local regulations cited in the Urbana Human Rights Ordinance regarding equal employment.

Name of Subgrantee: Ecological Construction Laboratory

Address: 206 ½ Brady Lane Urbana, IL 61802

Printed Name/Title: _____

Signature: _____

Dated: _____

**ATTACHMENT B
ASSURANCES**

The Subgrantee hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to receive Neighborhood Organization Grant Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and directing and designating the authorized representative of the Subgrantee to act in connection with the Agreement and to provide such additional information as may be required.
3. The City of Urbana's Neighborhood Organization Grant Program has been developed so as to give maximum feasible priority to activities that will benefit extremely low- or very low-income families. As a subrecipient of Neighborhood Organization Grant Program funds, Subgrantee agrees to give maximum feasible priority to extremely low- or very low-income families when administering the Subgrantee program described herein.
4. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
9. It will give the City access to and the right to examine all records, books, papers, or documents related to the grant.

These assurances are signed with regard to Subrecipient Agreement No. 04-05_03 of the Urbana Neighborhood Organization Grant Program.

Subgrantee Chief Executive Officer

Date

Attest by Subgrantee Official

Date

ATTACHMENT C
STATEMENT OF SPECIAL CONDITIONS

Subgrantee understands and agrees that it is a subrecipient of Urbana Neighborhood Organization Grant Program and is eligible to receive funds for Subgrantee Project No. 04-05_03 pursuant to this Subrecipient Agreement.

The following conditions, in addition to those established in the attached City of Urbana Guidelines for Neighborhood Organization Grant Program, this Subrecipient Agreement itself, and other attachments thereto, and applicable laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive Neighborhood Organization Grant Program assistance for Subgrantee Project No. 04-05_03.

1. This agreement is intended to fund administrative and service delivery costs by Subgrantee, during the period beginning September 1, 2004, (subject to City Council authorization of this agreement) and June 30, 2005, and is contingent upon the Subgrantee operating the Scope of Service herein outlined during this period.

Scope of Service

Funds shall be used for administrative purposes directly associated the following:

- Build the capacity of the Ecological Construction Laboratory by applying for 501c3 tax status
 - Conducting workshops on the advantages of low-income sustainable housing for residents of the Community Development Target Area.
2. Funds received by Subgrantee pursuant to this Subrecipient Agreement shall be used as follows.
 - Accountant and legal costs related to the organizing and service initiatives noted above in the Scope of Services.
 - Material and space rental for workshop.
 3. Subgrantee's Project budget may be modified, with the written approval of the City, within the parameters of the total Project grant allocation.
 4. Subgrantee shall retain records of all activities funded pursuant to this Subrecipient Agreement, including copies of all invoices and receipts, for a period of three years from the termination of the Project. These records shall be available for inspection upon request by the City.
 5. Subgrantee shall submit a written report of activities undertaken pursuant to this Subrecipient Agreement no later than July 31, 2005.

6. The City shall reimburse Subgrantee up to \$900 for eligible activities undertaken pursuant to this Subrecipient Agreement as detailed above. The City shall make such payments available to the Subgrantee within 21 calendar days of receipt of an acceptable itemized billing from Subgrantee. Documentation which must accompany itemized billing includes copies of paid receipts for
- purchased supplies and materials, and postage expenses,
 - copy services (**a copy of printed material must also be included**),
 - timesheets and/or copies of direct billings for staff and consulting expenses.

Name of Subgrantee: Ecological Construction Laboratory

Address: 206 1/2 Brady Lane Urbana, IL 61802

Printed Name/Title: _____

Signature: _____

Dated: _____

Eads Street Development Corporation
PROJECT NO. 04-05_04

CITY OF URBANA
NEIGHBORHOOD ORGANIZATION GRANT PROGRAM

THIS AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation, hereinafter referred to as the "City"), and EADS STREET DEVELOPMENT CORPORATION, (hereinafter referred to as the "Subgrantee").

WHEREAS, the Urbana City Council has adopted a 2004-2005 Annual Action Plan and budget which authorizes establishment of a Neighborhood Organization Grant Program to encourage formation of representative neighborhood-based organizations and to assist such organizations in building capacity to provide services to its constituent residents; and,

WHEREAS, the City has the right and authority under said Annual Action Plan to allocate funding to the Subgrantee for purposes of facilitating organizational development and service delivery; and,

WHEREAS, the City, as a condition of its assistance to the Subgrantee requires the Subgrantee to file with the City certain attachments which are hereby incorporated and made part hereof.

NOW, THEREFORE, the parties do hereby agree as follows:

1. The preamble set forth above is hereby incorporated and made part of this Subrecipient Agreement.
2. The City does hereby agree to make a grant to the Subgrantee in the sum of \$1,250 (One Thousand Two Hundred Fifty 00/100 Dollars).
3. The Subgrantee shall at all times observe and comply with all laws, ordinances, or regulations of the federal, state, county, and local government which may in any manner affect the performance of this Subrecipient Agreement.
4. The Subgrantee agrees and authorizes the City to conduct on-site reviews, examine Subgrantee records and to conduct any other procedures and practices to assure compliance with this Subrecipient Agreement.
5. The Subgrantee shall execute and abide by the terms of Attachment A, City of Urbana Human Rights Certification, and with all City of Urbana Affirmative Action requirements.
6. The Subgrantee shall complete Attachment B, Assurances, and submit said document to the City as a condition of final execution of this Subrecipient Agreement.

7. The Subgrantee shall complete Attachment C, Statement of Special Conditions, and submit said document to the City as a condition of final execution of this Subrecipient Agreement.
8. The Subgrantee represents to the City that the aforesaid project shall begin on September 1, 2004 and terminate on or before June 30, 2005, unless otherwise extended in a written modification to this Subrecipient Agreement executed by the City and Subgrantee.
9. The Subgrantee shall not assign this Subrecipient Agreement nor any part thereof and the Subgrantee shall not transfer nor assign any funds or claims due hereunder without the prior written approval of the City. Any transfer or assignment of funds pursuant to this Subrecipient Agreement, either in whole or in part, or any interest therein, which shall be due or become due to the Subgrantee, shall be of no force and effect.
10. The allocation of these funds shall in no way obligate the City for any financial responsibility incurred by the project in excess of the stipulated allocation. The allocation of these funds shall in no way obligate the City to bear responsibilities for the maintenance of any project.
11. The Subgrantee agrees to protect, indemnify, hold and save harmless, and defend the City against any and all claims, costs, causes, actions and expenses, including but not limited to attorneys' fees incurred by reason of a law suit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors or agents of the Subgrantee, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this project, whether such loss, damage, injury or liability is contributed to by the negligence of the City or its officers, employees or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that Subgrantee shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees or agents.
12. It is mutually understood and agreed that the Subgrantee shall have full control of the ways and means of performing the services referred to herein, subject to the terms of the Subgrantee Agreement, and that the Subgrantee or its employees, representatives, subcontractors, or agents are in no sense employees of the City.
13. The Subgrantee understands and agrees that in the procurement of supplies, equipment, construction and services, the following conflict of interest provisions shall apply.

- A. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted under this Subrecipient Agreement, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a City-assisted activity, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter.
 - B. This conflict of interest provision shall apply to any person who is an employee, agent, consultant, officer or elected official or appointed official of the Subgrantee or the City.
 - C. Upon written request, exceptions to the conflict of interest provisions may be granted by the City on a case-by-case basis but only after the Subgrantee has disclosed the full nature of the conflict, submitted proof that the disclosure has been made public, and provided a legal opinion that there would be no violation of state or local law if the exception were granted.
14. Upon execution of this Subrecipient Agreement, including the submission of all required attachments, the City and the Subgrantee shall adhere to the following:
- A. The City and Subgrantee shall adhere to all special conditions described in Attachments A, B and C;
 - B. To the greatest extent feasible all expenditures made under this project shall be made to Champaign County firms and individuals;
 - C. Financial records and payments shall comply with all applicable regulations;
 - D. The Subgrantee agrees to allow any and all audits of its records as may be required to permit inspection of program records by representatives of the Urbana Community Development Department.
15. Subgrantee understands and agrees that no funds will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, a Member of a State Legislature, a Municipal Official, an officer or employee of Congress, an officer or employee of a State Legislature, an officer or employee of a Municipal Government, an employee of a Member of Congress, an employee of a Member of a State Legislature, or an employee of a Municipal Official in connection with the awarding of any contract, the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.

ATTACHMENT A
CITY OF URBANA HUMAN RIGHTS CERTIFICATION

The undersigned understands and agrees that it is a Subgrantee of the Urbana Neighborhood Organization Grant Program and agrees that there shall be no discrimination against any employee who is employed in carrying out work receiving assistance from the City, or against any applicant for such employment, because of discrimination by reason of race, color, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications relevant to an opportunity in housing, employment, credit or access to public accommodations.

The Subgrantee further agrees to the following:

- (1) It will be bound by said City of Urbana Human Rights Certification with respect to its own employment practices during the duration of its participation with the City;
- (2) It will furnish the City such information as they may require for the supervision of such compliance and will otherwise assist the City in the discharge of primary responsibility for securing compliance;
- (3) It will carry out such sanctions and penalties for violation of the City of Urbana Human Rights Certification as may be imposed upon contractors and subcontractors by, the City;
- (4) In the event that it fails or refuses to comply with the undertaking, the City may cancel, terminate or suspend in whole or in part any contractual agreements the City may have with the Subgrantee; may refrain from extending any further assistance to the Subgrantee under any program until satisfactory assurance of future compliance has been received from such Subgrantee.
- (5) It shall abide by local regulations cited in the Urbana Human Rights Ordinance regarding equal employment.

Name of Subgrantee: Eads Street Development Corporation

Address: 44 E. Main Street Champaign, IL 61820

Printed Name/Title: _____

Signature: _____

Dated: _____

**ATTACHMENT B
ASSURANCES**

The Subgrantee hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to receive Neighborhood Organization Grant Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and directing and designating the authorized representative of the Subgrantee to act in connection with the Agreement and to provide such additional information as may be required.
3. The City of Urbana's Neighborhood Organization Grant Program has been developed so as to give maximum feasible priority to activities that will benefit extremely low- or very low-income families. As a subrecipient of Neighborhood Organization Grant Program funds, Subgrantee agrees to give maximum feasible priority to extremely low- or very low-income families when administering the Subgrantee program described herein.
4. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
9. It will give the City access to and the right to examine all records, books, papers, or documents related to the grant.

These assurances are signed with regard to Subrecipient Agreement No. 04-05_03 of the Urbana Neighborhood Organization Grant Program.

Subgrantee Chief Executive Officer

Date

Attest by Subgrantee Official

Date

ATTACHMENT C
STATEMENT OF SPECIAL CONDITIONS

Subgrantee understands and agrees that it is a subrecipient of Urbana Neighborhood Organization Grant Program and is eligible to receive funds for Subgrantee Project No. 04-05_04 pursuant to this Subrecipient Agreement.

The following conditions, in addition to those established in the attached City of Urbana Guidelines for Neighborhood Organization Grant Program, this Subrecipient Agreement itself, and other attachments thereto, and applicable laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive Neighborhood Organization Grant Program assistance for Subgrantee Project No. 04-05_04.

1. This agreement is intended to fund administrative and service delivery costs by Subgrantee, during the period beginning September 1, 2004, (subject to City Council authorization of this agreement) and June 30, 2005, and is contingent upon the Subgrantee operating the Scope of Service herein outlined during this period.

Scope of Service

Funds shall be used for administrative purposes directly associated the following:

- Daily operations including but not limited to: rent, telephone, computer, printer, stamps, supplies and accounting services
2. Funds received by Subgrantee pursuant to this Subrecipient Agreement shall be used as follows.
 - Rent, telephone, computer, printer, stamps, supplies and accounting services
 3. Subgrantee's Project budget may be modified, with the written approval of the City, within the parameters of the total Project grant allocation.
 4. Subgrantee shall retain records of all activities funded pursuant to this Subrecipient Agreement, including copies of all invoices and receipts, for a period of three years from the termination of the Project. These records shall be available for inspection upon request by the City.
 5. Subgrantee shall submit a written report of activities undertaken pursuant to this Subrecipient Agreement no later than July 31, 2005.
 6. The City shall reimburse Subgrantee up to \$900 for eligible activities undertaken pursuant to this Subrecipient Agreement as detailed above. The City shall make such payments available to the Subgrantee within 21 calendar days of receipt of an acceptable itemized billing from Subgrantee. Documentation which must accompany itemized billing includes copies of paid receipts for
 - purchased supplies and materials, and postage expenses,

- copy services (**a copy of printed material must also be included**),
- timesheets and/or copies of direct billings for staff and consulting expenses.

Name of Subgrantee: Eads Street Development Corporation

Address: 44 East Main Street, Suite 205 Champaign, IL 61820

Printed Name/Title: _____

Signature: _____

Dated: _____



CITY OF URBANA GUIDELINES FOR NEIGHBORHOOD ORGANIZATION GRANT PROGRAM

PURPOSE

- (1) To encourage formation of representative neighborhood-based organizations.
- (2) To assist neighborhood-based organizations in building their capacity to provide services to their constituent residents and to further the City's community development goal of creating viable urban neighborhoods.
- (3) To increase involvement by residents in issues pertaining to neighborhood development and city service provision.
- (4) To enhance the identity of individual neighborhoods within the city's Community Development Target Area.

FUNDING

Funded through the Community Development Block Grant Program; eligible under 24 CFR 570.205 (Eligible planning, environmental design and policy-planning-management-capacity-building activities)

ELIGIBLE ORGANIZATIONS

To be eligible for funding through this program, organizations must meet the following criteria:

- Geographically-based neighborhood organization
- Organization must be based in and serve residents of the City of Urbana; priority will be given to neighborhood organizations in areas defined as low to moderate income in (U. S. Department of Housing and Urban Development) Community Development Block Grant Entitlement Program Regulations 24CFR570
- Serving Urbana-Champaign, however fund may only be used to support activities in Urbana; organizations serving only Urbana neighborhoods will receive priority for funding over organizations serving neighborhoods outside Urbana corporate limits
- Registered or eligible for registration as a non-profit corporation with the State of Illinois
- Organizational bylaws provide that membership is open to all residents of the area represented by the organization and that members have a voice in determination of leadership and in organizational affairs
- May be either single-purpose or general-purpose organization
- Organization must submit with its grant application an organizational registration form including declaration of purpose, identification of service area, identification of officers, identification or membership (if other than all residents of the service area), contact person (with address and telephone number), financial agent (with address and telephone number)

INELIGIBLE ORGANIZATIONS

- Organizations that do not meet the criteria listed above, including organizations not providing for representation and participation by residents
- Governmental or quasi-governmental organizations

ELIGIBLE USES OF FUNDS

- Expenses related to filing for non-profit status including legal consultation
- Expenses related to filing for 501(c)(3) status including legal and accounting consultation
- Expenses related to organizational development such as postage, printing, and rental of meeting space (NOTE: expenses related to rental of meeting space shall be limited to 5% of grant funds)
- Expenses related to development of neighborhood plans including staff and consulting fees, however funds may not be used to retain legal services in connection with litigation against the City
- Expenses related to establishment of financial control systems
- Expenses related to investigating the activities and structure of service delivery organizations such as community development corporations

- INELIGIBLE USES OF FUNDS
- Engineering, architectural, and design costs related to a specific activity (e.g., detailed engineering specifications and working drawings)
- Expenses related to implementation of neighborhood improvement projects
- Expenses related to lobbying; for purposes of the Neighborhood Organization Grant program, lobbying shall be defined as including the following activities:
 - * Any activity related to the election or appointment of an individual to public office, including , but not limited to,
 - Contributions to campaign funds
 - Solicitation in an attempt to influence the outcome of an election for public office
 - Preparation and dissemination of campaign materials
 - * Sponsorship of candidate forums
 - * Sponsorship of voter registration drives
 - * Provision of transportation to polling places
 - * Contributing financially to elected or appointed public officials in an attempt to influence legislation
 - * Hiring an individual or individuals to represent an organization and/or its position before elected or appointed public officials
- Expenses related to dissemination of false information
- Expenses related to litigation against the City
- Expenses related to producing written materials that do not prominently state the name of the organization disseminating the information
- Expenses related to repetitive communications with elected officials for the purpose of influencing a vote on a matter of public policy, except communication directly from the organization to elected officials if the information is completely educational in nature
- Papering windshields with flyers, meeting notices, or other information

GENERAL REQUIREMENTS

- Maximum \$2,500 grant per organization per program (fiscal) year; additional funding rounds will be made available if funds allow
- Organizations will be funded for no more than three (3) years; matching funds are optional and at the discretion of the organization; organizations may request a waiver of the three-year funding restriction if a capacity-building purpose is identified; such purposes may include, but are not limited to, organizational efforts required in expanding services or expanding an organization's service area; for the purposes of this requirement, priority for funding will be given to organizations that have not received three years of funding
- Organizations receiving grants will be required to follow Community Development Block Grant regulations
- Grant awards will be issued to the grantee organization rather than to an individual organization member (even if an officer)
- Organizations receiving grants will be encouraged to file as not-for-profit corporations with the State of Illinois during the term of the grant program if not so registered at the time of funding award
- Multiple organizations from the same service area may receive funds, however, funding of organizations in all portions of the Community Development Target Area will be a priority when making funding decisions

Revised by Urbana City Council, November 3, 1997