



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Economic Development Division

m e m o r a n d u m

TO: Mayor Diane Wolfe Marlin and City Council Members

FROM: Sheila Dodd, Interim, Community Development Director
Stephony McMahan, Economic Development Coordinator
Bryan Heaton, Market Coordinator, Urbana’s Market at the Square

DATE: April 14, 2022

SUBJECT: **A RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT FOR MARKET AT THE SQUARE** (USDA-COVID Pandemic Relief and Protection Program Grant 2022)

Introduction and Background

Urbana’s Market at the Square was recently awarded a grant by the U.S. Department of Agriculture (USDA) Pandemic Relief and Protection program to reimburse the Market for supplies used to respond to the COVID 19 pandemic. During the pandemic, Urbana’s Market at the Square continued to operate with safety precautions in place. This grant will reimburse the market for supplies purchased to keep the market operating in a safe manner.

Discussion

While the grant funds have already been awarded to the City, it is necessary to adopt a resolution signifying their formal acceptance by the City Council and outlining the terms under which the funds were provided.

The grant is a \$11,099 award from USDA to reimburse the Market for supplies. This grant will be returned to the Market program budget for future needs.

Fiscal Impact

The grant is not anticipated to have any direct fiscal impact on the operation of Urbana’s Market at the Square. All increases in revenues and expenditures related to this grant will be included in the fiscal year 2022/2023 budget brought before the City Council by the Finance Department.

Options

1. Approve the attached resolution and send to the consent agenda.
2. Approve the resolution with changes.
3. Do not approve the resolution.

Recommendation

Staff recommends that the City Council approve the resolution authorizing acceptance of this grant to Urbana's Market at the Square.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING ACCEPTANCE OF
A GRANT FOR MARKET AT THE SQUARE**

(U.S. Department of Agriculture – Pandemic Relief and Protection Program - 2022)

WHEREAS, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, the City operates a farmers market known as “Market at the Square” (the “Market”) from early May through October; and

WHEREAS, the City has in one or more years accepted funds from various grants, in order to fund the Market; and

WHEREAS, USDA has offered a grant (“Grant”) in the amount of \$11,099 to allow the City to be reimbursed for supplies to keep the market open and operating safely during the COVID 19 pandemic; and

WHEREAS, the City is willing to accept the Grant on the terms and conditions provided by USDA.

NOW, THEREFORE, BE IT RESOLVED by the City Council, of the City of Urbana, Illinois, as follows:

Section 1. That the USDA Pandemic Relief and Protection Program grant shall be accepted by the City and that the City shall abide by the terms and conditions provided in the exhibit attached hereto and made a part hereof.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to undertake such additional steps as may be necessary for the City to receive the Grant and to arrange for the City's compliance with the terms and conditions contained in the exhibit appended hereto and made a part hereof without further actions by the City Council.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2022.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this _____ day of _____, 2022.

Diane Wolfe Marlin, Mayor

Recipient Information

1. Recipient Name

URBANA EXECUTIVE DEPARTMENT, CITY OF
 400 S Vine St
 Urbana, IL 61801

2. Congressional District of Recipient

13

3. Payment System Identifier (ID)

1581048405A2

4. Employer Identification Number (EIN)

376000524

5. Data Universal Numbering System (DUNS)

111969957

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Bryan Heaton
 Authorized Representative
 bpheaton@urbanaininois.us
 (217) 384-2319

8. Authorized Official

Bryan Heaton
 Authorized Representative
 bpheaton@urbanaininois.us
 (217) 384-2319

Federal Agency Information

Agricultural Marketing Service (USDA-AMS)

9. Awarding Agency Contact Information

The PRS Grants Team
 PRSGrants@usda.gov

10. Program Official Contact Information

The PRS Grants Team
 PRSGrants@usda.gov

Federal Award Information

11. Award Number

AM22PRSIL0789-00

12. Unique Federal Award Identification Number (FAIN)

AM22PRSIL0789

13. Statutory Authority

Title VII, subtitle B, section 751 of the Consolidated Appropriations Act of 2021 (Pub. L. No. 116—260)

14. Federal Award Project Title

Pandemic Response and Safety Grant Program

15. Assistance Listing Number

10.181

16. Assistance Listing Program Title

Agricultural Worker Pandemic Relief and Protection Program

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	01/03/2022	- End Date	01/02/2023
20. Total Amount of Federal Funds Obligated by this Action			\$11,099.00
20a. Direct Cost Amount			\$11,099.00
20b. Indirect Cost Amount			\$0.00
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$0.00
24. Total Approved Cost Sharing or Matching, where applicable			\$0.00
25. Total Federal and Non-Federal Approved this Budget Period			\$11,099.00
26. Project Period Start Date	01/03/2022	- End Date	01/02/2023
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period			Not Available

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Matthew Russell
 Grants Management Specialist – Team Lead

30. Remarks

Payments will be made via EFT to the bank account specified by the recipient in SAM.gov. If the bank information is incorrect or changes at any time during the grant period, it is the recipient's responsibility to update their SAM.gov information and notify AMS to ensure proper and timely deposit of funds. Please allow 7 businesses days for receipt of payment.

Award# AM22PRSIL0789-00

FAIN# AM22PRSIL0789

Federal Award Date: 03/10/2022

Recipient Information	
Recipient Name	
URBANA EXECUTIVE DEPARTMENT, CITY OF 400 S Vine St Urbana, IL 61801	
Congressional District of Recipient	
13	
Payment Account Number and Type	
1581048405A2	
Employer Identification Number (EIN)	
376000524	
Data Universal Numbering System (DUNS)	
111969957	
Recipient's Unique Entity Identifier	
Not Available	
31. Assistance Type	
Project Grant	
32. Type of Award	
Other	

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$0.00
b. Fringe Benefits	\$0.00
c. Total Personnel Costs	\$0.00
d. Equipment	
e. Supplies	
f. Travel	
g. Construction	
h. Other	\$11,099.00
i. Contractual	
j. TOTAL DIRECT COSTS	\$11,099.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$11,099.00
m. Federal Share	\$11,099.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
PRS_FY22	AM22PRSIL0789	TM	41.00	\$11,099.00	NULL

AWARD ATTACHMENTS

URBANA EXECUTIVE DEPARTMENT, CITY OF

AM22PRSIL0789-00

1. Terms and Conditons

Payment Process

Payments will be made via EFT to the bank account specified by the recipient in SAM.gov. If the bank information is incorrect or changes at any time during the grant period, it is the recipient's responsibility to update their SAM.gov information and notify AMS to ensure proper and timely deposit of funds. Please allow 7 business days for receipt of payment.

General Terms and Conditions

I hereby attest to the following Terms and Conditions on behalf of the entity with the DUNS number associated with this award ("Recipient"). I further attest that I am authorized to make such attestation on behalf of the Recipient. The Terms and Conditions below are not an exhaustive list and the Recipient agrees to comply with all other applicable statutes and regulations.

If the Recipient accepts funds appropriated in Title VII, subtitle B, section 751 of the Consolidated Appropriations Act of 2021 (Pub. L. No. 116—260), then the Recipient is deemed to have accepted the following Terms and Conditions.

If the Recipient retains the payment for at least 120 days without contacting the U.S. Department of Agriculture (USDA) regarding the return of funds received, the USDA will consider all activities, objectives, and reporting requirements as completed and will close out the grant agreement in accordance with 2 CFR § 200.344.

The Recipient acknowledges that the Recipient's full compliance with all Terms and Conditions is material to the Secretary's decision to disburse funds to the Recipient. Non-compliance with any Term or Condition is grounds for the Secretary to recoup some or all of the payment made.

Fixed Amount Award Terms and Conditions

- The "Recipient" means the eligible entity receiving the payment.
- The "Payment" means the funds received from the Pandemic Response and Safety Grant Program, as authorized and funded under Title VII, subtitle B, section 751 of the Consolidated Appropriations Act of 2021 (Pub. L. No. 116—260).
- The grant agreement is a Fixed Amount Award and recipient accountability is based primarily on performance and results in accordance with 2 CFR § 200.201(b).
- The Recipient certifies that it meets the size standard for the industry code selected on the PRS application, as applicable.
- The Recipient certifies that, between January 27, 2020 and December 31, 2021, it has implemented and/or plans to implement the activity or activities selected on the application, and the funding amount requested in the application reflects the fair market value of the goods and services associated with the selected activity or activities and the corresponding outcome(s).
- The Recipient shall retain receipts and other supporting documents related to the cost of the goods and services needed to achieve the outcomes identified in the PRS application and in accordance with 2 CFR § 200.334.
- The Recipient shall submit copies of records and cost documentation upon the request of the Secretary and in accordance with 2 CFR § 200.337.
- The Recipient agrees to fully cooperate in all audits the Secretary, Inspector General, or Pandemic Response Accountability Committee conducts to ensure compliance with these Terms and Conditions.
- The Recipient certifies that the Payment will only be used to cover the costs associated with the activities and outcomes identified in the PRS application.
- The Recipient certifies that it will not use the Payment to cover costs that have been reimbursed from other sources or that other sources are obligated to reimburse.
- The Recipient shall submit reports as the Secretary determines are needed to ensure compliance with conditions that are imposed on this Payment, and such reports shall be in such form, with such content, as specified by the Secretary in future program instructions directed to all Recipients.
- The Recipient consents to the USDA publicly disclosing the Payment that Recipient may receive.
- The Recipient acknowledges that such disclosure may allow some third parties to estimate the Recipient's gross receipts or sales, program service revenue, or other equivalent information.

USDA PRS Terms and Conditions

- The Recipient certifies that all information it provides as part of any application for the Payment, as well as all information and reports relating to the Payment that it provides in the future at the request of the Secretary or Inspector General, are true, accurate, and complete, to the best of its knowledge.
- The Recipient acknowledges that any deliberate omission, misrepresentation, or falsification of any information contained in this application or future reports may be punishable by criminal, civil, or administrative penalties, including but not limited to the imposition of fines, civil damages, and/or imprisonment.
- The Recipient shall maintain appropriate records and cost documentation including, as applicable, documentation described in 2 CFR § 200.302 – Financial management and other information required by future program instructions to substantiate the reimbursement of costs under this award.
- The Recipient must use Federal funds in a responsible manner and apply adequate internal controls and cash management practices consistent with the requirements outlined in 2 CFR § 200.303.

Allowable Outcomes and Activities

Outcomes and Activities Funded by PRS
<p>Implement workplace safety measures to protect workers against COVID-19</p> <ul style="list-style-type: none"> • Provide personal protective equipment, thermometers, cleaning supplies, sanitizer, or hand washing stations • Install and purchase air filters or new signage
<p>Implement market pivots to protect workers against COVID–19</p> <ul style="list-style-type: none"> • Develop and implement online platforms • Use online or print materials to communicate market pivots
<p>Retrofitting facilities for worker and consumer safety to protect against COVID–19</p> <ul style="list-style-type: none"> • Install and purchase protective barriers made of plexiglass or plastic sheeting, walk up windows, heat lamps/heaters, fans, tents, propane, weights, tables, chairs and lighting
<p>Provide additional transportation options to maintain social distancing and worker and consumer safety to protect against COVID-19</p> <ul style="list-style-type: none"> • Secure additional transportation services for workers • Offer new delivery routes or distribution services
<p>Provide worker housing that protects workers against COVID-19</p> <ul style="list-style-type: none"> • Secure additional housing resources/services to maintain social distancing or to allow for quarantining of new or exposed employees
<p>Provide health services to protect workers against COVID-19</p> <ul style="list-style-type: none"> • Offer or enable vaccinations, testing, or healthcare treatment of infected employees, including any paid leave due to COVID-19 infection

Applicable Statutory Provisions

- [2 CFR part 25](#) – Universal Identifier and System for Award Management
- [2 CFR part 170](#) – Reporting Subaward and Executive Compensation Information
- [2 CFR part 175](#) – Award Term for Trafficking in Persons
- [2 CFR parts 180](#) and [417](#) – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) and USDA Nonprocurement Debarment and Suspension
- [2 CFR part 182](#) – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- [2 CFR § 200.216](#) – Prohibition on certain telecommunications and video surveillance services or equipment.

[2 CFR part 200](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
[2 CFR part 400](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
[2 CFR part 415](#) – General Program Administrative Regulations
[2 CFR part 416](#) – General Program Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
[2 CFR part 418](#) – New Restrictions on Lobbying
[2 CFR part 421](#) – Requirements for Drug-Free Workplace (Financial Assistance)
[7 CFR part 1, subpart A](#) – Official Records
[7 CFR part 1\(b\)](#) – National Environmental Policy Act;
[7 CFR part 3](#) – Debt Management
[7 CFR part 15, subpart A](#) – Nondiscrimination in Federally-Assisted Programs of the Department of Agriculture—
Effectuation of Title VI of the Civil Rights Act of 1964
[7 CFR part 331](#) and [9 CFR part 121](#)— Possession, use, and transfer of select agents and toxins
[37 CFR part 401](#) – Rights to Inventions made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements
[41 CFR §§ 301-10.131 to 301-10.143](#) – Use of United States Flag Air Carriers, which implements the Fly America Act (49 U.S.C. 40118). For more information see <http://www.gsa.gov/portal/content/103191>.
[48 CFR subpart 31.2](#) – Contracts with Commercial Organizations
[8 U.S.C. § 1324a](#) – Unlawful employment of aliens
[29 U.S.C. § 794](#) – Nondiscrimination under Federal grants and programs
[41 U.S.C. § 22](#) – Interest of Member of Congress
[41 U.S.C. § 4712](#) – Pilot program for enhancement of contractor protection from reprisal for disclosure of certain information
44 U.S.C. § 3541 et seq. ([Pub. L. No. 107-347](#)) – E-Government Act of 2002
[E.O. 13166](#), Improving Access to Services for Persons with Limited English Proficiency, take reasonable steps to ensure that Limited English Proficiency (LEP) persons have meaningful access to programs in accordance with [LEP Implementation Strategy for AMS' Federally-Assisted Programs](#).
Motor Vehicle Safety – Highway Safety Act of 1966, as amended ([23 U.S.C. § 402](#)) & ([23 U.S.C. § 403](#)); Government Organization and Employees Act, as amended ([5 U.S.C. § 7902\(c\)](#)) Occupational Safety and Health Act of 1970, as amended ([29 U.S.C. § 668](#)); Federal Property and Administrative Services Act of 1949, as amended ([40 U.S.C. § 101, et seq.](#)); Increasing Seat Belt Use in the United States ([E.O. 13043](#)); Federal Leadership on Reducing Text Messaging While Driving ([E.O. 13513](#))
Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, [Pub. L. No. 112-55](#), Division A, Sections 738 and 739 regarding corporate felony convictions and corporate Federal tax delinquencies