

**RESOLUTION NO. 2023-01-003**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN  
URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT**

**CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION  
HOUSING NAVIGATION PROGRAM HOME ARP FY 2021/2022**

**WHEREAS**, the City of Urbana (“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 Council of the City of Urbana, Illinois, has found and determined that execution of the attached subrecipient agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2020-2024 Consolidated Plan and FY 2020-2021 HOME ARP Plan*.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF URBANA, ILLINOIS**, as follows:

Section 1. That an Agreement providing \$148,224 in HOME ARP Program funds, for the funding of a housing navigation program, between the City of Urbana and Champaign County Regional Planning Commission, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

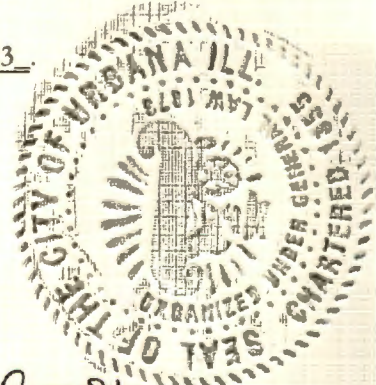
Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this 23rd day of January, 2023.

AYES: Wu, Evans, Hursey, Kolisetty, Bishop, Wilken, Quisenberry

NAYS: None

ABSTAINED: None



Phyllis D. Clark  
Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this 24<sup>th</sup> day of January, 2023.

Diane Wolfe Marlin  
Diane Wolfe Marlin, Mayor

**URBANA HOME CONSORTIUM**  
**CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION**  
**HOUSING NAVIGATION PROGRAM**

(HOME ARP FY 2021/2022)

THIS Subgrantee Agreement for the HOUSING NAVIGATION PROGRAM, hereafter referred to as the “**AGREEMENT**”, is made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation, acting as lead entity for the Urbana HOME Consortium (hereinafter the “**GRANTOR**”), and CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION, (hereinafter “**CCRPC**”).

WITNESSETH

WHEREAS, the City of Urbana, the City of Champaign, and Champaign County have been jointly designated as a Participating Jurisdiction by the U.S. Department of Housing and Urban Development (hereinafter “HUD”) for purposes of receiving HOME Investment Partnership (hereinafter “HOME”) Program funds in the name of the Urbana HOME Consortium under provisions of Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended (42 U.S.C. 12701 *et seq.*) (hereinafter the “National Affordable Housing Act”); and

WHEREAS, the Urbana HOME Consortium has received HOME ARP Program funds from HUD to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability for low-income residents of Urbana, Champaign, and Champaign County; and

WHEREAS, the Urbana City Council has adopted a Consolidated Plan for Program Years 2020-2024 (hereinafter the “Consolidated Plan”) in accordance with an Intergovernmental Agreement Concerning Administration of a HOME Investment Partnership known as the Urbana HOME Consortium, executed by Mayor Tod Satterthwaite on behalf of the City on July 16, 2003 (hereinafter the “Intergovernmental Agreement”); and

WHEREAS, CCRPC has requested Urbana HOME ARP Consortium funding to provide operating costs and case management services to low-income households (hereinafter the “**HOUSING NAVIGATION PROGRAM**”); and

WHEREAS, CCRPC desires to serve as a manager of the HOUSING NAVIGATION PROGRAM within the Cities of Champaign and Urbana and Champaign County; and

WHEREAS, the GRANTOR has determined that the HOUSING NAVIGATION PROGRAM is eligible for funding under the HOME ARP Program; and

WHEREAS, CCRPC has been fully informed regarding all requirements or obligations that must be met by CCRPC in order to utilize HOME ARP Program funds for the HOUSING NAVIGATION PROGRAM, including but not limited to, the requirement that all participating households must meet the income eligibility requirements at or below 60 percent of the median family income, in accordance with 24 CFR Part 92, Section 209; and



WHEREAS, CCRPC, having been fully informed regarding the requirements of the HOME ARP Program, is committed to starting the HOUSING NAVIGATION PROGRAM with the assistance of HOME ARP Program funds on or before February 28, 2023.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

## **ARTICLE I: HOME ARP REQUIREMENTS**

### **Section 1: Use of HOME ARP Funds**

The GRANTOR agrees to provide CCRPC an amount not to exceed **\$148,224** from its Federal Fiscal Year 2021-2022 HOME ARP Program funding to be used for providing case management and supportive services assistance to households at or below 60 percent of the Area Median Family Income as defined by the Department of Housing and Urban Development (HUD) on an annual basis as part of the HOUSING NAVIGATION PROGRAM. CCRPC shall use the Funds in accordance with the HOME ARP program guidelines outlined in 24 CFR Part 92 in carrying out the HOUSING NAVIGATION PROGRAM in the manner described below:

- (a) CCRPC shall provide the GRANTOR with the budget and financial projection for each program year from the initial start of the HOUSING NAVIGATION PROGRAM to the termination for each client.
- (b) CCRPC shall provide the GRANTOR with case management documentation for the HOUSING NAVIGATION PROGRAM as described in Attachment A and attached hereto and by reference made a part hereof.

### **Section 2: Affordability**

CCRPC shall comply with all income determinations and subsidy limit requirements of the HOME ARP Program as set forth in HUD Regulations 24 CFR 92.209, as applicable. CCRPC shall verify each family's income eligibility by determining the family's annual income in accordance with the Part 5 (Section 8) methodology allowed in 24 CFR 92.203. CCRPC is required to re-examine and document the family's income annually if assistance extends beyond one year.

The maximum subsidy limits are published by the Department of Housing and Urban Development annually and the HOUSING NAVIGATION PROGRAM shall adhere to these limits.

For purposes of this AGREEMENT, project completion means that the final drawdown has been disbursed for the project and CCRPC has submitted all necessary demographic and financial information to the GRANTEE.

### **Section 3: HOME ARP Project Requirements**

#### Project Requirements:

The GRANTOR shall provide HOME ARP funds not to exceed **\$148,224** for eligible costs as described in 24 CFR 92.209.

The GRANTOR and CCRPC agree that HOME ARP funds provided will be used for only those eligible costs listed in 24 CFR 92.209, including: case management services and operating costs. Administrative costs are not eligible, and as such will not be reimbursed by the GRANTOR.

All clients served must meet the income guidelines at or below 60 percent of the Median Family Income, as published by the Department of Housing and Urban Development each year. Preferences for clients with specific special needs cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

#### List of Documents

The following documents have been added to or made a part hereof by reference:

**Attachment 1 – Program Description**

**Attachment 2 – Standard Form-LLL, “Disclosure Form to Report Lobbying”**

#### **Section 4: Other HOUSING NAVIGATION PROGRAM Requirements**

##### A. Non-discrimination and Equal Opportunity

CCRPC agrees that there shall be no discrimination against any person who is employed in carrying out the HOUSING NAVIGATION PROGRAM, or against any applicant for such employment, because of race, color, religion, sex, age, or national origin, or any other discrimination prohibited by Federal, State, County or local laws, including but not limited to employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CCRPC further agrees to the following:

1. It shall be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the GRANTOR and HUD.
2. It shall furnish the GRANTOR and HUD with information as they may require for the supervision of such compliance and will otherwise assist the GRANTOR and HUD in the discharge of primary responsibility for securing compliance.
3. It shall 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 GRANTOR, or HUD.
4. It shall abide by the Human Rights Ordinance as set forth in Chapter 12 of the Urbana Code of Ordinances.

##### B. Conflict of Interest

CCRPC guarantees that no member of, or Delegate to, the Congress of the United States shall be admitted to any share or part of this contract or to any benefit to arise from the same. CCRPC agrees that no members of the governing body of the locality in which CCRPC is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the AGREEMENT during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the services performed under this AGREEMENT. Unless expressly permitted by U.S. Department and Housing and Urban Development (“HUD”), CCRPC agrees that no person who is an employee, agent, consultant, officer, or elected or appointed official of CCRPC

and who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME ARP funds, or who is in a position to participate in a decision making process to gain inside information with regard to such HOME ARP-assisted activities, may obtain a financial interest or benefit from the HOME ARP-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one (1) year thereafter. Unless expressly permitted by the GRANTOR, no officer, employee, agent or consultant of CCRPC, may occupy a HOME ARP-assisted affordable housing unit in a project.

C. Air and Water

CCRPC agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C. , 7401, *et seq.*;
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder; Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

**Section 5: Records and Reports**

A. Records

CCRPC authorizes the GRANTOR and HUD to conduct on-site reviews and to conduct any other procedure or practice necessary to assure compliance with this AGREEMENT and applicable HUD regulations. CCRPC will ensure that all documents related to this Project shall be kept for a period of five (5) years after project completion (estimated at June 2029). Records to be retained include, but are not limited to: case management, initial income verification and source documentation, and documentation used to request reimbursement of expenses. CCRPC shall maintain such records and accounts, including program records, project records; financial records; equal opportunity records; records demonstrating compliance with the income determination and requirements of 24 CFR 92.203; record keeping requirements of 24 CFR 92.508; records demonstrating compliance with the lead-based paint requirements of 24 CFR 92.355; records supporting exceptions to the conflict of interest prohibition pursuant to 24 CFR 92.356; and any other records as are deemed necessary by the GRANTOR to assure a proper accounting and monitoring of all HOME ARP Funds. In the event the GRANTOR determines that such records are not being adequately maintained by CCRPC, the GRANTOR may cancel this AGREEMENT in accordance with Article I Section 7 and Article II herein.

With respect to all matters covered by this AGREEMENT, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours and as often as the GRANTOR, HUD, representatives of the Comptroller General of the United States or other Federal agency may require. CCRPC will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all invoices, materials, records of personnel and of employment and other data relating to all matters covered by this AGREEMENT. The GRANTOR's right of inspection and audit shall obtain likewise with reference to any audits made by any other

agency, whether local, State or Federal. CCRPC shall retain all records and supporting documentation applicable to this AGREEMENT as provided below:

- (a) For Case Management and direct housing assistance projects, records shall be retained for five (5) years after the project completion date.
- (b) Written agreements must be retained for five (5) years after date of project completion.
- (c) If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the required period, whichever is later.

**B. Reports**

CCRPC agrees to submit to the GRANTOR the reports as described in this section. CCRPC will ensure that all documents related to these reports shall be kept for a period of five (5) years after project's affordability period has been completed (estimated at June 30, 2029). Records to be retained include, but are not limited to: receipts and invoices for materials, supplies, and services; documentation used to request re-imbusement of expenses, case management and documentation of household income eligibility.

**Section 6: Enforcing of Agreement**

A default shall consist of any use of HOME ARP Program funds for a purpose other than as authorized by this AGREEMENT, noncompliance with the HOME ARP Program guidelines as outlined in 24 CFR Part 92, any material breach of the AGREEMENT, failure to timely comply with the audit requirements in Article XIII, failure to expend HOME ARP Program funds in a timely manner, or a misrepresentation in the application submission which, if known by GRANTOR and/or HUD, would have resulted in HOME ARP Program funds not being provided. Upon due notice to CCRPC of the occurrence of any such default and the provision of a reasonable opportunity to respond, the GRANTOR may take one or more of the following actions:

- (a) Direct CCRPC to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities;
- (b) Direct CCRPC to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions;
- (c) Cancel or revise activities likely to be affected by the performance deficiency, before expending HOME ARP Program funds for the activities;
- (d) Reprogram HOME ARP funds that have not yet been expended from affected activities to other eligible activities or withhold HOME ARP Program funds;
- (e) Direct the CCRPC to reimburse the GRANTOR's HOME ARP Program accounts in any amount not used in accordance with the requirements of 24 CFR Part 92, et al;
- (f) Suspend disbursement of HOME ARP Program funds for affected activities;
- (g) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the AGREEMENT and any other available remedies.

For purposes of this AGREEMENT, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by CCRPC of the GRANTOR's written notice of default. No delay or



omission by GRANTOR and/or HUD in exercising any right or remedy available to it under the AGREEMENT shall impair any such right or remedy or constitute a waiver or acquiescence in any CCRPC default.

Unless the CCRPC's default is waived, the GRANTOR may, upon twenty-four (24) hour written notice, terminate this AGREEMENT for said default. Waiver by the GRANTOR of CCRPC's default under this AGREEMENT shall not be deemed to be a waiver of any other default nor shall it be termination notice.

Notices required herein, shall be considered received by the CCRPC and the GRANTOR if delivered in person, or when deposited in the U.S. Mail, postage prepaid certified mail, return receipt requested.

### **Section 7: Request for Disbursement of Funds**

CCRPC shall not request disbursement of HOME ARP Program funds until HOME ARP Program funds are needed to pay eligible costs related to the HOUSING NAVIGATION PROGRAM. The amount of any request for funds shall not exceed the amount needed and shall be supported by appropriate documentation such as an invoice or performance-progress reports. The GRANTOR shall make payment to CCRPC within fourteen (14) calendar days of receipt of a complete and acceptable request by the GRANTOR. The GRANTOR reserves the right to withhold disbursement of funds until appropriate documentation is submitted. All checks shall be made payable to "CCRPC". All monies granted to CCRPC pursuant to this AGREEMENT shall be expended by **June 30, 2024**. In the event that all funds are not disbursed, the remaining balance shall be retained by the City of Urbana to be reprogrammed for other eligible HOME ARP Program activities.

### **Section 8: Duration of Agreement**

This AGREEMENT shall be effective as of the date executed by the Mayor and attested by the City Clerk and shall remain in effect until the latest of the following dates or events: June 30, 2024; or five years after project completion when all files may be destroyed in accordance with State and Federal law.

## **ARTICLE II: FINANCIAL RESPONSIBILITY**

The allocation of funds by the GRANTOR pursuant to this AGREEMENT shall in no way obligate the GRANTOR for any financial responsibility incurred by the HOUSING NAVIGATION PROGRAM in excess of the funding pledged herein. The GRANTOR reserves the right to withhold pledged funds if the GRANTOR is not satisfied with the CCRPC's compliance with the terms and conditions of performance outlined in this AGREEMENT.

## **ARTICLE III: CERTIFICATIONS**

CCRPC represents the following with respect to this AGREEMENT:

- A. CCRPC possesses legal authority to receive HOME ARP Program funds from the GRANTOR and to undertake and execute the HOUSING NAVIGATION PROGRAM as described herein.



- B. The governing body of CCRPC 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 CCRPC to act in connection with this AGREEMENT and to provide such additional information as may be required.
- C. CCRPC, its successors and assigns, agrees to develop and operate the HOUSING NAVIGATION PROGRAM in accordance with HOME ARP Program regulations promulgated at 24 CFR Part 92.
- D. CCRPC agrees to give maximum feasible priority to very low-income persons when administering the HOUSING NAVIGATION PROGRAM described herein.
- E. CCRPC shall comply with the regulations, policies, guidelines, and requirements of federal management circulars as they relate to the acceptance and use of Federal funds for the HOUSING NAVIGATION PROGRAM. CCRPC agrees to maintain financial records in accordance with applicable Federal guidelines 2 CFR Part 200. CCRPC shall separately and accurately identify use of HOME ARP funds pursuant to this AGREEMENT.
- F. CCRPC shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the ground 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 CCRPC receives federal financial assistance.
- G. CCRPC shall 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.
- H. No Federal appropriated funds have been paid or will be paid, by or on behalf of CCRPC, to any person for influencing or attempting to influence an officer or employee of any agency including the GRANTOR, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress 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 an officer or employee of any agency including the GRANTOR, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, CCRPC will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," as provided in "Attachment 2" and in accordance with the corresponding instructions.
- I. CCRPC shall 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 PROGRAM.



No modification of this AGREEMENT shall be effective unless in writing and executed by the parties hereto.

#### **ARTICLE VIII: EXECUTION OF AGREEMENT**

This AGREEMENT shall be binding upon the GRANTOR and CCRPC, their successors and assigns, and shall be effective as of the date executed by the Mayor of Urbana and attested by the City Clerk.

#### **ARTICLE IX: PROJECT PUBLICITY**

Any news release or other type of publicity pertaining to the work performed pursuant to this AGREEMENT must recognize GRANTOR as a Subrecipient, funded by HUD.

#### **ARTICLE X: MONITORING AND EVALUATING**

The GRANTOR shall be responsible for monitoring and/or evaluating all aspects of the services provided by CCRPC under this AGREEMENT. The GRANTOR shall have access to and be able to make copies and transcriptions of such records as may be necessary in the determination of the GRANTOR or HUD to accomplish this monitoring and/or evaluation. In order to properly monitor or evaluate the CCRPC'S performance under this AGREEMENT, the GRANTOR shall make on-site inspections annually or as often as it deems necessary. Failure by the CCRPC to assist the GRANTOR in this effort, including allowing the GRANTOR to conduct the on-site inspections and have access to the CCRPC'S records, shall result in the imposition of sanctions as specified in Article I Section 6 herein.

Said evaluation may be accomplished by the GRANTOR through a management evaluation of the services provided under this AGREEMENT during the term of this AGREEMENT.

#### **ARTICLE XI: INDEMNIFICATION**

CCRPC shall to the fullest extent allowed by law defend, hold harmless and indemnify the GRANTOR from and against any and all liability, injury, loss, claims, damages, costs, attorneys' fees and expenses of whatever kind or nature which the GRANTOR may sustain, suffer or incur or be required to pay by reason of:

- A. The loss of any monies paid to CCRPC;
- B. Fraud, defalcation or dishonesty on the part of any person representing, employed by, contracted or subcontracted by CCRPC;
- C. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence or default on the part of CCRPC or any of its contractors, subcontractors, sub-subcontractors, materialmen, suppliers and laborers in the execution or performance of this AGREEMENT.

The indemnity hereunder shall survive termination of the AGREEMENT. In the event that any action, suit or proceeding is brought against the GRANTOR upon any liability arising out of the AGREEMENT, or any other matter indemnified against, the GRANTOR at once shall give notice in writing thereof to CCRPC by registered or certified mail addressed to CCRPC. Upon receipt of



such notice, CCRPC, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the GRANTOR.

**ARTICLE XII: SIGNATURE OF AGREEMENT**

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by its officers as of the date first written above.

**GRANTOR:**

**CCRPC:**

Diane Wolfe Marlin  
Diane Wolfe Marlin, Mayor  
wife

Dalitso Salamoyo  
Dalitso Salamoyo, Chief Executive Officer

Phyllis D. Clark  
Phyllis Clark, City Clerk

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF CHAMPAIGN )

I, the undersigned Notary Public in and for said County in the State aforesaid, DO HEREBY CERTIFY that Dalitso Salamoyo, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he signed and delivered the said instrument as his free and voluntary act in his capacity as Chief Executive Officer of CCRPC, and as the free and voluntary act of said organization for the purposes therein set forth.

Given under my hand and official seal, this 13 day of JANUARY, 2023.



Deborah L Peterik  
Notary Public

## Attachment 1

The Regional Planning Commission's Housing Navigation and Stabilization Program provides supportive case management services to individual and family households who lack fixed, stable housing. Supportive services are individualized based on participant need, however address the transition to stable housing, tools needed to maintain housing, as well as the education and support required for long term housing stability. Services are delivered using the Critical Time Intervention (CTI) model, while implementing Housing First and harm reduction principles. This evidence-based approach focuses on key areas of strengthening ties to friends and family, emotional and practical support during transitions, as well as community integration and continuous service delivery.

Households eligible for Housing Navigation and Stabilization services will be referred through RPC's Centralized Intake for Homeless program and connected with a case manager within 48 business hours from the referral. Those households in need of assistance and linkage to basic documentation or resources necessary to receive referral to a housing opportunity through Centralized Intake for the Homeless, will be serviced via short term supportive services to obtain these needs. Longer term supportive case management services in addition to those mentioned prior, will be provided to participants receiving a tenant-based rent subsidy or project-based housing opportunity for households impacted by homelessness. It is anticipated that no less than 50 new permanent housing opportunities for homeless households will be available in Champaign County through new housing subsidies such as HUD Stability Vouchers and new housing opportunities created through HHI.

The evidence based Critical Time Intervention (CTI) model has three service stages. The first stage of service is pre-housing transition (Housing Navigation). This first stage is short term (3-6 months) and focuses on obtaining the necessary skills, support, and documents to access permanent housing opportunities. Stages II and III of the Critical Time Intervention (CTI) model are the transition to housing (Housing Stabilization) services provided to participants receiving rent subsidies for homeless households that require longer term, more intensive supportive case management to stabilize in housing. Case managers employ motivational interviewing and harm reduction strategies. The medium-term intensive case management support of stages II and III averages 6-12 months. Tenant Readiness training is an important component in the CTI model that addresses areas such as assisting clients in understanding a lease contract, financial management, credit repair, housekeeping, general upkeep, safety and maintenance of a unit. RPC's Certified Housing Counselor is specifically trained to provide housing related information and counseling that will augment Housing Navigation and Stabilization services. Services focus on topics such as, but not limited to: renter rights, how to maintain a home, budgeting, fair housing, identifying and reporting predatory lending practices, rights for persons with disabilities; and the importance of good credit.

Finally, those receiving long term case management through permanent supportive housing may continue in the "transition of care" stage with services beyond 2+ years. Official exit or transition of care from the program is based on joint assessment (participant and staff) of readiness.

Interwoven throughout each stage of services is linkage to a network of providers to address specialized needs such as mental health, substance use, physical health needs, education, employment, etc. RPC's case managers will facilitate coordination amongst all providers working with a household to optimize services and outcomes.

The Housing Navigation and Stabilization Program will serve individual and family households experiencing literal homelessness or who are at imminent risk of homelessness. Housing Stabilization

case management will serve households selected for a tenant based or project-based rent subsidy for homeless households, such as a federal Housing Stability voucher (similar to the Emergency Housing Vouchers) or Permanent Supportive Housing (PSH) voucher, or new permanent housing opportunities developed through HHI. Because Housing Stabilization services will be provided to households selected for a variety of housing opportunities, the income level of the households will vary according to the housing subsidy program. It is anticipated that the income level of the majority of households will be extremely low (30% MFI), however some households may be up to the low-income threshold (60% MFI). Veteran, immigrant, and households fleeing or attempting to flee domestic violence will be eligible for Housing Navigation and Stabilization services. However, in recognition of providers with specialized training and experience in serving these populations, RPC will defer to specialty providers for services when they have the capacity to serve.



**Attachment 2 – Standard Form-LLL, “Disclosure Form to Report Lobbying”**