

MEMORANDUM

Date: **7/27/2026**

To: Finance and Personnel Committee

From: Tretara Flowers, Mayor's Office of Domestic and Community Violence Prevention

Re: Approval of Grant-Funded Subrecipient Agreement with Comprehensive Community Solutions

Mayor's Office is seeking City Council approval to enter into a Subrecipient Agreement with Comprehensive Community Solutions in an amount not to exceed \$30,359.45 to carry out eligible activities under the City's Community Conveners award from the Illinois Department of Human Services. The City previously accepted the grant award, and this agreement will authorize the subrecipient to carry out grant-funded activities identified in the approved grant application and work plan.

The proposed Subrecipient Agreement covers the period of July 1, 2026 through March 31, 2027.

Purpose of the Subrecipient Agreement

The purpose of this agreement is to partner with Comprehensive Community Solutions (CCS) to support the City of Rockford's Office of Domestic and Community Violence Prevention (MODCVP) and the Violence Prevention Coordinating Council (VPCC) by providing community-based violence prevention, victim support, and outreach services under the Community Conveners grant.

CCS will provide community outreach, trauma-informed case management, victim support services, and administration of the Emergency Victims Flex Fund to assist individuals and families impacted by firearm violence. Services are intended to strengthen community partnerships, improve access to supportive resources, and advance the City's violence prevention strategy through coordinated, community-based intervention.

CCS was selected based on its demonstrated experience serving individuals and families affected by violence, its established partnerships throughout the Rockford community, and its proven capacity to administer grant-funded services in compliance with IDHS requirements. The City will monitor the subrecipient throughout the agreement term to ensure compliance with all applicable grant requirements.

How Grant Funds Will Be Used

Grant funds will be used to implement the approved program activities identified in the Community Conveners grant work plan. Funding will primarily support personnel, fringe benefits, local travel, and other allowable operating costs necessary to provide community outreach, victim support, case management, and Emergency Victims Flex Fund services.

The total amount of the agreement is **\$30,359.45**, funded entirely through the City's IDHS Community Conveners grant. No General Fund dollars or local matching funds are required. CCS will submit required financial and performance reports to support reimbursement of eligible expenses, and the City will provide ongoing financial and programmatic oversight to ensure compliance with grant requirements.

RESOLUTION
of the
CITY COUNCIL OF THE CITY OF ROCKFORD, ILLINOIS
SUBMITTED BY: FINANCE AND PERSONNEL COMMITTEE

RESOLUTION APPROVING ONE SUBRECIPIENT SERVICE AGREEMENT

WHEREAS, the City of Rockford was awarded funding by the Illinois Department of Human Services under the Community Convener Grant program, which is administered by the City's Mayor's Office of Domestic and Community Violence Prevention; and

WHEREAS, the City desires to enter into a Subrecipient Agreement with Comprehensive Community Solutions to carry out eligible activities under the Community Convener Grant program; and

WHEREAS, the purpose of the Subrecipient Agreement is to establish the responsibilities of the City and Comprehensive Community Solutions, including compliance with applicable federal and/or state requirements, performance measures, reporting obligations, and program outcomes required by the grantor; and

WHEREAS, the funds will be utilized to provide community outreach, trauma-informed case management, victim support services, and administration of the Emergency Victims Flex Fund; and

WHEREAS, the City of Rockford shall provide funding to Comprehensive Community Solutions under the Subrecipient Agreement in an amount not to exceed \$30,359.45, subject to the terms and conditions of the Agreement.

BE IT RESOLVED, THEREFORE, by the City Council of the City of Rockford, that the Mayor is hereby authorized to execute the Subrecipient Agreement with Comprehensive Community Solutions.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effective immediately upon its adoption.

The above and foregoing Resolution was adopted by the City Council of the City of Rockford, Illinois, this _____ day of August 2026.

Mayor Thomas P. McNamara
City of Rockford, Illinois

ATTEST:

ANGELA HAMMER, Legal Director
Ex Officio Keeper of the Records and
Seal of the City of Rockford, Illinois

ROCKFORD, IL.

Committee Action Taken Date: July 27, 2026

RECOMMENDATION FOR RESOLUTION

TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:

Council Members:

The Committee on Finance & Personnel, to whom was referred the matter of approving one Subrecipient Agreement for the Illinois Department of Human Services Community Convener grant award, hereby begs leave to report recommending approval of said agreements.

Comprehensive Community Solutions \$30,359.45 Community Convener

The Legal Director shall prepare the appropriate resolution.

Kevin Frost (Chair)

Chad Tuneberg (Vice chair)

Frank Beach

Dawn Granath

Jaime Salgado

Frost:	Ayes:___	Nays:___	Absent:___
Tuneberg:	Ayes:___	Nays:___	Absent:___
Beach:	Ayes:___	Nays:___	Absent:___
Granath:	Ayes:___	Nays:___	Absent:___
Salgado:	Ayes:___	Nays:___	Absent:___



SUBAWARD AGREEMENT

Between

CITY OF ROCKFORD

And

Comprehensive Community Solutions

Pass-through Entity (PTE): City of Rockford, Mayor's Office	Subrecipient: Comprehensive Community Solutions
Name: Tretara Flowers	Name: William Chatman
Phone: 779-269-7909	Phone: 815-721-2163
Address: 425 E. State St. Rockford, IL 61104	Address: 917 S. Main St. Rockford, IL 61101
UEI Number: MPDSB2MNM19	UEI Number: RK8HDS4VKET8
Effective Date: July 1, 2026	Performance Period: July 1, 2026 thru March 31 st , 2027

THIS SUBAWARD AGREEMENT (this "Agreement") is entered into as of July 1, 2026, by and between the CITY OF ROCKFORD, an Illinois municipal corporation (the "City"), and Comprehensive Community Solutions, a Nonprofit Corporation (the "Subrecipient"). This Agreement establishes the terms and conditions for the use of grant funds awarded to the Subrecipient for the operation of the Community Conveners/Victim Verifier in Rockford, Illinois.

WHEREAS, the City has received funding from Illinois Department of Human Services, Office of Firearm Violence Prevention (the "Grantor") to support Community Conveners, who will convene a group of community members and RPSA grant recipients, meeting monthly, to hold emergency meetings to respond to mass violence as needed, to manage a victim flex fund, coordinate community service referrals to RPSA programs, and promote grant activities in the community by reclaiming public spaces.

WHEREAS, Subrecipient has proposed Comprehensive Community Solutions, Inc. (CCS) will serve as a key community-based partner supporting the City of Rockford's violence prevention and community engagement efforts. CCS will provide two dedicated staff positions to support project implementation (may be a 30 hour a week person doing both roles), including one Case Counselor serving as the Community Convener at 20 hours per week and one Case Counselor serving as the Victim Verifier at 10 hours per week. These positions will work collaboratively with the Mayor's Office of Domestic and Community Violence Prevention (MODCVP), the Community Response and Engagement Workgroup (CREW), violence prevention providers, schools, law enforcement, and other community stakeholders to reduce



firearm violence, strengthen community engagement, and connect youth and families to critical services.

WHEREAS, the City desires to offer a subaward to the Subrecipient with respect to Grant Award FCSEX10925 from the Grantor for Community Convener during the period of July 1, 2026 through March 31, 2027;

WHEREAS, the Subrecipient is suited for work in this discipline and on this project based upon its extensive experience in providing programs and services aimed at; violence prevention, victim services, community engagement, case management, crisis intervention, youth and family support, workforce development, restorative justice, reentry services, and collaborative partnerships that improve community safety and promote long-term stability for individuals and families affected by violence.

WHEREAS, the purpose of this Agreement is to establish the terms, conditions, roles, and responsibilities of the City and the Subrecipient;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants herein, the Parties agree as follows:

1. TERM

This Agreement shall be in effect from July 1, 2026 until March 31, 2027, unless terminated earlier as provided herein. The Agreement may be extended by mutual written agreement of the Parties.

2. SCOPE OF DUTIES – CITY

- The City shall provide to the Subrecipient an amount not to exceed \$30,359.45 to fund eligible expenses as allowable under the grant award.
- The City shall comply with all terms of the grant award number FCSEX10925 and all referenced exhibits, which are incorporated herein by reference.

3. SCOPE OF DUTIES – SUBRECIPIENT

- Submit invoices by the 10th of each month for eligible costs incurred during the preceding month. Invoices shall only be considered complete when they include the following:
 - Reimbursement Certification Form.
 - General ledger activity in Excel format.
 - Copies of all documentation, including, but not limited to, invoices, order confirmations, receipts, and other supporting documentation necessary to support all expenses included in the reimbursement request.
 - Detailed timesheets identifying hours worked on the project, signed by both the employee and supervisor (electronic signatures are acceptable).
 - Bank statements demonstrating proof of payment.

- Any other documentation necessary to support the reimbursement request or verify allowable costs.
- The Subrecipient shall maintain adequate financial management and internal controls and comply with all applicable federal and state statutes, regulations, and award terms.
- If indirect expenses are included in the approved budget, the Subrecipient will provide their Negotiated Indirect Cost Rate Agreement (NICRA) or proof of their De Minimis election from GATA prior to reporting any indirect expenses. If a new Negotiated Indirect Cost Rate Agreement is received by the Subrecipient during this grant period, the Subrecipient will forward the new NICRA to the City of Rockford. A budget amendment with the new NICRA will be required at this time.
- Conduct community outreach and engagement activities in neighborhoods disproportionately impacted by firearm violence and community trauma.
- Build and maintain collaborative relationships with residents, schools, community organizations, violence prevention providers, healthcare providers, faith-based organizations, law enforcement, and other community stakeholders.
- Provide trauma-informed case management, crisis intervention, victim support, referral services, and resource navigation for individuals and families impacted by firearm violence.
- Assist eligible victims with Emergency Victims Flex Fund eligibility verification, documentation, and referrals in accordance with IDHS and City requirements.
- Coordinate with the City, the Violence Prevention Coordinating Council (VPCC), Community Response and Engagement Workgroup (CREW), Emergency Response Team (ERT), and other partner agencies to support violence prevention initiatives and ensure continuity of care.
- Participate in required meetings, trainings, community outreach events, emergency response activities, and collaborative initiatives associated with the grant.
- Maintain complete and accurate participant records, outreach logs, referrals, victim verification documentation, and other records necessary to support grant performance and compliance.
- Protect the confidentiality of participant information and comply with all applicable privacy, data-sharing, and recordkeeping requirements.

4. PAYMENT

Payments shall be made in accordance with submitted invoices reflecting actual costs incurred. Invoices shall be submitted monthly with all required supporting documentation of expenses as set forth above. The City will process payments of properly completed invoices in compliance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, et seq.

5. REPORTING REQUIREMENTS

Subrecipient shall: Submit performance reports by the 10th of each month detailing services provided in the preceding month. At a minimum, the report shall include:

Community Engagement Activities

- Community outreach and engagement activities conducted.
- Number of individuals and families served.
- Number of referrals made.
- Types of services provided.
- Community Meetings, trainings, outreach events, and collaborative meetings attended.
- Collaborative activities with partner agencies.
- Participant outcomes, success stories, barriers encountered, and corrective actions implemented.

Victim Services Activities

- Number of victim verifications completed.
- Types of victim assistance provided.
- Number of referrals made.
- Timeliness of service delivery.
- Collaboration with partner agencies.
- Outcomes achieved.
- Challenges encountered and recommendations for service improvement.
- Programmatic data submitted to the VPCC Coordinator.

Additional Reporting Requirements

The Subrecipient shall:

- Submit Personal Activity Reports (PARs) for grant-funded personnel, as required.
- Maintain documentation supporting all reported activities, participant services, referrals, and expenditures.
- Provide any additional reports or supporting documentation reasonably requested by the City to satisfy grant monitoring, audit, or reporting requirements.

6. MONITORING

- The City reserves the right to conduct periodic site visits to monitor the project's progress and ensure compliance.
 - For this award, a minimum of one off-site desk review.
 - When feasible, a 30-day notice will be provided to the Subrecipient prior to the visit.
- The Subrecipient shall cooperate fully with the City's monitoring efforts, including providing access to project sites, records, and personnel.
- The Subrecipient shall implement corrective action plans as needed to address any deficiencies or non-compliance identified during site visits.
- Failure to comply with monitoring requests, or failure to correct deficiencies identified through monitoring, may result in withholding of funds, disallowance of costs, suspension or termination of this agreement, or any other remedies as allowed under 2 CFR §200.339.

7. COMPLIANCE WITH UNIFORM GRANT RULES (2 CFR Part 200)

The Subrecipient certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference.

8. “DE MINIMIS” INDIRECT COST RATE

A recipient that is eligible under Part 200 Uniform Requirements and other applicable law to use the “de minimis” indirect cost rate described in 2 CFR 200.414 (f), and that elects to use the “de minimis” indirect cost rate, must advise the City in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The “de minimis” rate may be applied only to modified total direct costs as defined by the Part 200 Uniform Requirements.

9. CONFIDENTIALITY

Subrecipient shall maintain the confidentiality of all youth, families, and/or persons served through the program, adhering to the guidelines set forth [list any requirements by the grantor]. If there is an actual or imminent breach of personally identifiable information, the Subrecipient is required to notify the City immediately.

10. CLOSEOUT

- **Closeout Requirements**

The Subrecipient shall comply with all closeout procedures as required by 2 CFR §200.344 and applicable state regulations. The Subrecipient must submit, no later than 10 **calendar days** after the end of the period of performance:

- All financial, performance, and other reports as required by this Agreement;
- Final requests for reimbursement of allowable costs;
- An inventory of any equipment or property acquired under this Agreement; and
- Documentation necessary to reconcile the Subrecipient’s records with the City’s records.

- **Retention of Records**

The Subrecipient must retain all financial records, supporting documents, statistical records, and all other records pertinent to this Agreement for **a minimum of three (3) years from the date of submission of the final expenditure report**, in accordance with 2 CFR §200.334. If the Federal Award or other applicable laws or regulations require a longer retention period, the Subrecipient must comply with the longer requirement.

- **For this Agreement, the required retention period is: 3 years.**
- If the retention period listed above exceeds three (3) years, the longer period shall govern.

- **Unallowable or Disallowed Costs**

Any costs determined to be unallowable, disallowed, or otherwise not in compliance with this Agreement must be refunded to the City within **30 calendar days** of notification.

- **Failure to Close Out**

Failure by the Subrecipient to submit required reports or documentation may result in:

- Delay or withholding of final payment;

- Disallowance of costs;
- Withholding of future awards; or
- Other remedies available under federal and state law.

11. INSURANCE

Subrecipient shall maintain insurance coverage as required by the City. For the term of this Agreement, Subrecipient shall maintain such types and amounts of liability insurance as may be required to cover Subrecipient's liabilities under this Agreement, including, but not limited to, commercial general liability insurance of at least \$1 million per occurrence and \$2 million general aggregate. Subrecipient shall also maintain workers' compensation insurance as required under Illinois law. Subrecipient shall, upon request, provide to the City evidence of such insurance coverage.

12. SEXUAL HARASSMENT POLICY REQUIREMENT

Every party to a public contract and every eligible bidder shall have a written sexual harassment policy in accordance with Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) (the "Act"). The written policy must include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative, and complaint process available through the Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Sections 6-101 and 6-101.5 of the Act.

13. INDEMNIFICATION AND LIMITATION OF LIABILITY

To the extent authorized by law, Subrecipient shall hold harmless and indemnify the City, its employees and agents against any claims, losses, damages, judgments, liabilities, costs, expenses, or obligations including but not limited to attorney's fees and expenses, arising out of or resulting from the Subrecipient's errors, omissions, negligence, or misconduct in the provision of services under this Agreement. Nothing in this section shall be deemed to impose an obligation on the Subrecipient to indemnify the City when the City's negligence or other actionable fault is the sole cause of loss. This indemnification and hold harmless clause shall survive the expiration or termination of this Agreement.

14. NOTICE

Notice. Any notice, demand, request or other communication that any party may desire or may be required to give hereunder shall be given in writing, at the addresses set forth below, by any of the following means: (a) personal service; (b) overnight courier; or (c) registered or certified United States mail, postage prepaid, return receipt requested:



To Subrecipient: Comprehensive Community Solutions
917 S. Main St.
Rockford, IL 61101

To City: Tretara Flowers
425 E State St
Rockford, IL 61104

With a copy to: City of Rockford
Legal Director
425 E. State Street
Rockford, Illinois 61104

Such addresses may be changed by notice to the other party given in the same manner as herein provided. Any notice, demand, request, or other communication sent pursuant to subsection (a) above shall be served and effective upon such personal service or upon dispatch by electronic means. Any notice, demand, request, or other communication sent pursuant to subsection (b) above shall be served and effective one business day after deposit with the overnight carrier. Any notice, demand, request, or other communication sent pursuant to subsection (c) above shall be served and effective three (3) business days after proper deposit with the United States Postal Service.

15. RELATIONSHIP OF THE PARTIES

Nothing contained herein or done pursuant to this Agreement shall be construed as creating a partnership, agency, joint employer, or joint venture relationship between the Subrecipient and the City. Except as otherwise expressly provided in this Agreement, no party shall become bound, with respect to third parties, by any representation, act, or omission of the other party. Nothing contained in this Agreement shall be construed as creating an employment relationship between the Subrecipient and the City.

16. TERMINATION

This Agreement may be terminated by either Party for any reason upon thirty (30) days' written notice to the other Party. This Agreement may be terminated by the City immediately due to lack of available funding or due to failure of Subrecipient to perform or comply with the terms of this Agreement. In the event of termination, Subrecipient shall be compensated for services rendered up to the date of termination. Any funds not expended by the termination date shall be returned by Subrecipient to the City within thirty (30) days of demand.

17. ASSIGNMENT

Neither party may assign any rights or duties under this Agreement without the prior written consent of the other party.

18. AMENDMENTS

Any modification of this agreement is to be made in writing and will only be enforceable if in writing and signed by all parties.

19. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement of the parties hereto and supersedes all prior representations, understandings, undertakings, or agreements (whether oral or written and whether express or implied) of the parties with respect to the subject matter hereof.

20. PARTIAL INVALIDITY

If any term, covenant, condition or provision of this Agreement, or the application thereof to any circumstance, shall, at any time or to any extent, be determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, or the application thereof to circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant, condition and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

21. WAIVER

Either party to this Agreement may elect to waive any remedy it may enjoy hereunder, provided that such waiver shall be in writing. No such waiver shall obligate such party to waive any right or remedy hereunder, nor shall it be deemed to constitute a waiver of other rights and remedies provided to said party under this Agreement.

22. CONFLICT OF INTEREST

The Subrecipient shall maintain written standards of conduct governing the performance of its employees, officers, or agents engaged in the selection, award, and administration of contracts supported by Federal or State funds.

- **Prohibition of Conflicts**
No employee, officer, or agent of the Subrecipient may participate in the selection, award, or administration of a contract or other matter supported by Federal funds if a real or apparent conflict of interest exists. A conflict of interest arises when an employee, officer, agent, or any member of their immediate family, partner, or organization that employs or is about to employ any of the parties indicated has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract.
- **Disclosure Requirement**
The Subrecipient must disclose in writing to the City any potential conflict of interest, whether real or apparent, in accordance with 2 CFR §200.112. Such disclosures must be made immediately upon identification.
- **Remedies**
Failure to comply with this provision may result in disallowance of costs, termination of this agreement, or other remedies as provided under applicable law and regulation.

23. CHOICE OF LAW; VENUE



This Agreement shall be governed by the laws of the State of Illinois. Venue for any disputes shall be the Circuit Court of the 17th Judicial Circuit, Winnebago County.

IN WITNESS WHEREOF, the Parties have executed, or caused to be executed by their duly authorized officials, this Agreement as of the date first above written.

CITY OF ROCKFORD, a Municipal Corporation

By: _____
Thomas P. McNamara, Mayor

Comprehensive Community Solutions, an Nonprofit Corporation

By: _____
William Chatman, Executive Director