

MEMORANDUM

Date: April 13, 2026
To: Finance and Personnel Committee
From: Owen Carter, Community Services Division *OC*
Re: Acceptance of Rockford Township Emergency Rental Assistance Agreement

Community Services is seeking City Council approval to enter into an Emergency Rental Assistance agreement with Rockford Township in the amount of \$25,000. The agreement does NOT require a cost match. The grant term is from April 1, 2026 to March 31, 2027.

The Agreement Purpose

To determine eligibility for emergency rental payments for Township residents displaced from their residence by condemnation proceedings.

How Agreement Funds Will Be Used

The agreement provides that Rockford Township will approve \$25,000 in their budget to be set aside for assisting residents whose housing has been condemned. The Community Services Division will screen and submit applications for Rockford Township to pay. The agreement does NOT require the City to bear any additional costs.



THE OFFICE OF ROCKFORD TOWNSHIP

Jasper St. Angel, Supervisor

315 North Church Street

Rockford, Illinois 61101

Phone: (815)962-8855 • FAX: (815)962-8963

AGREEMENT

THIS AGREEMENT made this 1st day of April, 2026 by and between THE TOWNSHIP OF ROCKFORD (hereinafter referred to as "Township") and the CITY OF ROCKFORD HUMAN SERVICES DEPARTMENT (hereinafter referred to as "Contractor").

WHEREAS, the Illinois Compiled Statutes, 60 ILCS 1/85-13 authorizes the Township, upon approval of its Trustees, to contract with another governmental agency to provide ordinary and necessary maintenance and operating expenses for public safety and health, and

WHEREAS, Contractor has requested funding to provide emergency rental payments for Township residents displaced from their residence by condemnation proceedings, and

WHEREAS, the Township Trustees have agreed to provide the funding request in an amount not to exceed Twenty-five Thousand and 00/100 Dollars (\$25,000.00), to be paid as provided herein.

NOW, THEREFORE, it is mutually agreed as follows:

1. This agreement shall become effective April 1, 2026 and shall continue through the end of the Township fiscal year on March 31, 2027.
2. Contractor shall administer the emergency rental program and be responsible for the following:
 - (a) Prepare, take applications, and screen applicants to determine “qualified persons” for emergency rental assistance. The term “qualified persons” shall include existing residents of emergency condemned housing with out neither available housing nor funds to secure housing.
 - (b) Relocate “qualified persons” in suitable rental housing.
 - (c) Advise and notify the new landlord that rental payments are for one month only and shall be paid by the Township upon submission and approval of a voucher. (The Town Board meets generally every other Tuesday. Vouchers must be submitted seven (7) days prior to a scheduled meeting.)
 - (d) Submit to the Township, in a secure manor, prior to payment of any voucher, the following information on the attached format:
 - (1) The qualified person’s name and social security number.
 - (2) The name and social security number of all other persons who are in the household unit.
 - (3) The address of the condemned property, including the property owner’s name and address.
 - (4) The name and address of the new landlord.
 - (5) The amount of the monthly rent and the rental period.

- (e) Assist qualified persons in pursuing other financial resources utilizing City of Rockford funds before Township funds (including but not limited to Illinois Department of Human Services, General Assistance, and Community resources).
 - (f) Attempt to recover from the owner of the condemned property any monies provided by law to be paid for relocation.
3. The Township and Contractor agree as follows:
- (a) Contractor is an independent contractor for the purpose of performing the services herein. Township shall exercise no supervision and control over the services being provided except to guarantee that the services are in fact being provided pursuant to this agreement in order to authorize the payment of vouchers.
 - (b) Contractor shall indemnify and hold harmless Township from any claims or causes of action from any persons regarding the performance of the terms and conditions of this agreement.
 - (c) Township shall not be responsible for any rental payments after the first month and shall not be responsible for any combined rental payments in excess of the Twenty-five Thousand and 00/100 Dollars (\$25,000.00) during the remaining term of this agreement.
 - (d) Contractor shall perform the services requested herein in a professional and competent manner and comply with all federal, state, and local laws governing the providing of such services.

- (e) Contractor shall maintain records of the services provided for herein which records shall demonstrate compliance with the terms and conditions of this agreement.
Contractor shall, upon request, provide a written report to the Township on a form that shall be approved by Contractor and Township. All records shall be available to Township upon reasonable written request.
- (f) Contractor shall report to Township any changes in Contractor's budgets or service program. Such changes shall include, but not limited to, increase in income, transfer of income previously targeted for programs, reduction of income, or the matching by other sources of the funds being provided herein. The report of any changes shall be accompanied by an explanation as to whether or not additional services may be needed and whether or not any funds not yet disbursed should be decreased.
- (g) Township and Contractor agree this funding is on a one-time fiscal year basis. There is no agreement or assurance by the Township that similar funding will be provided after the expiration of the term of this agreement.
- (h) This agreement contains all of the terms and conditions of the agreement between the parties. This agreement shall not be modified without the express written consent of the Township and Contractor.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on the date first abovementioned.

ROCKFORD TOWNSHIP

CITY OF ROCKFORD

By: _____
Japser St. Angel
Rockford Township Supervisor

By: _____
Thomas McNamara
Mayor

By: _____
Anquette Parham
Director, Human Services

Attest:

Attest:

Carl R. Wasco
Town Clerk

Todd Cagnoni
City Administrator

Rockford, Illinois

Date: April 13, 2026

COMMITTEE REPORT

TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:

Council Members:

The Committee on Finance and Personnel having received a request hereby begs leave to report recommending **approval/denial** of the Intergovernmental Agreement between the Township of Rockford and the City of Rockford Human Services Department. The Legal Director shall prepare the appropriate ordinance.

Kevin Frost (Chair)

Jonathan Logemann (Vice chair)

Frank Beach

Dawn Granath

Chad Tuneberg

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