



**Champaign County Developmental Disabilities Board (CCDDDB) Meeting Agenda**

Wednesday, July 21, 2021, 9:00AM

Shields-Carter Room, Brookens Administrative Building

1776 East Washington Street, Urbana, IL

<https://us02web.zoom.us/j/81559124557> 312-626-6799, Meeting ID: 815 5912 4557

***Public Input:*** All are welcome to attend the Board's meetings, using the Zoom options or in person, in order to observe and to offer thoughts during the "Public Participation" period of the meeting.

For support to participate during a meeting, let us know how we might help by emailing [kim@ccmhb.org](mailto:kim@ccmhb.org).

*If the time of the meeting is not convenient, you may still communicate with the Board by emailing [kim@ccmhb.org](mailto:kim@ccmhb.org) any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated but be aware that the time for each person's comments may be limited to five minutes.*

1. Call to Order
2. Roll Call
3. Zoom Instructions - <https://us02web.zoom.us/j/81559124557> (page 3)
4. Approval of Agenda\*
5. Citizen Input/Public Participation  
*The chairperson may limit public participation to five minutes per person.*
6. Chairperson's Comments – Dr. Anne Robin
7. Executive Director's Comments – Lynn Canfield
8. Approval of CCDDDB Board Meeting and Study Session Minutes\* (pages 4-8)  
*Minutes from the 06/23/21 board meeting are included. Action is requested.*
9. Expenditure List\* (pages 9-12)  
*An "Expenditure Approval List" is included. Action is requested, to accept the list and place it on file.*
10. New Business
  - A. Election of Officers\*  
*Per the Community Care for Persons with Developmental Disabilities Act, the Board is required to meet in July and elect officers. At minimum, they should elect a President and a Secretary. Action is requested.*
  - B. UIUC Evaluation Capacity Project Proposal (pages 13-22)\*  
*Included in the packet are a Decision Memorandum and proposal for continuing the evaluation capacity consultation project. Action is requested.*
  - C. Setting the Stage for PY2023 (pages 23-45)

*For information, a briefing memorandum summarizes current year priorities, funded programs, Three Year Plan, and planning activities. Also included are the Boards' Logic Model and brief version of the Champaign-Vermilion Regional IPlan 2021-2023.*

**D. CILA Facilities Project (pages 46-222)**

*Included for review are a cover memo, appraisal reports, bids from local licensed realtors proposing sale of each of the two properties, the Intergovernmental Agreement between the CCDDB and CCMHB, a draft budget for maintaining the homes without occupants, and a draft of RFP in the event a new service provider should be identified. No action is requested; this will be addressed at a special meeting with the CCMHB on July 28 at 5:45PM.*

**11. Successes and Other Agency Information**

*Funded program providers and self-advocates are invited to give oral reports on individuals' successes. At the chairperson's discretion, other agency information may be limited to five minutes per agency.*

**12. Old Business**

**A. Deferred PY2022 Funding Requests (pages 223-224)**

*The packet includes a Briefing Memorandum with an update related to the two funding requests deferred in May, for information only.*

**B. 211 Data Summaries (pages 225-232)**

*For information, the packet includes summary reports from the United Way of Champaign County and from PATH, regarding 211 activity during the second quarter of 2021 (April 1 through June 30). No action is requested.*

**C. CCDDB and CCMHB Schedules and CCDDB Timeline (pages 233-237)**

**D. Acronyms and Glossary (pages 238-245)**

*A list of commonly used acronyms is included for information.*

**13. CCMHB Input**

**14. Staff Reports (pages 246-253)**

*Included in the board packet for information only are reports from Kim Bowdry, Stephanie Howard-Gallo, Shandra Summerville, and Chris Wilson.*

**15. Board Announcements**

**16. Other Business – Closed Session\***

*Requesting a "motion to move the Board to an executive session, exception 5 ILCS 120/2(c)(11) of the Open Meetings Act, to review status of minutes of prior closed session meetings, and that the following individuals remain present: members of the Champaign County Developmental Disabilities Board, Executive Director Canfield, and Operations and Compliance Coordinator Howard-Gallo." When the closed session discussion finishes, a motion to return to Open Session and roll call will be needed, followed by suggested action: "motion to accept the closed session minutes as presented (or as revised) and to continue maintaining them as closed."*

**17. Adjournment**

*\*Board action requested*

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## Instructions for participating in Zoom Conference Bridge for CCDDB Meeting July 21, 2021 at 9:00 a.m.

You will need a computer with a microphone and speakers to join the Zoom Conference Bridge; if you want your face broadcast you will need a webcam.

Go to Join Zoom Meeting

<https://us02web.zoom.us/j/81559124557>

Meeting ID: 815 5912 4557

One tap mobile

+13126266799,,81559124557# US (Chicago)

+16465588656,,81559124557# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

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+1 669 900 9128 US (San Jose)

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Meeting ID: 815 5912 4557

Find your local number: <https://us02web.zoom.us/u/kCrkmcupe>

When the meeting opens, choose to join with or without video. (Joining without video doesn't impact your participation in the meeting, it just turns off YOUR video camera so your face is not seen. Joining without video will also use less bandwidth and will make the meeting experience smoother).

Join with computer audio.

Once you are in the meeting, click on "participants" at the bottom of the screen.

Once you've clicked on participants you should see a list of participants with an option to "Raise Hand" at the bottom of the participants screen. **If you wish to speak, click "raise hand" and the Chair will call on you to speak.**

If you are not a member of the CCDDB or a staff person, **please sign in by writing your name and any agency affiliation in the Chat area.** This, like the recording of the meeting itself, is a public document. There are agenda items for Public Participation and for Agency Input, and we will monitor the 'raised hands' during those times.

***If you have called in, please speak up during these portions of the meeting if you would like to make a contribution.*** If you have called in and therefore do not have access to the chat, there will be an opportunity for you to share your 'sign-in' information. If your name is not displayed in the participant list, we might ask that you change it, especially if many people join the call.

Members of the public should not write questions or comments in the Chat area, unless otherwise prompted by the Board, who may choose to record questions and answers there.

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**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT  
OF PERSONS WITH A DEVELOPMENTAL DISABILITY  
(CCDDB)  
MEETING**

*Minutes –June 23, 2021*

*This meeting was held remotely and with  
representation at the Brookens Administrative Center.*

*9:00 a.m.*

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**MEMBERS PRESENT:** Gail Kennedy, Anne Robin, Deb Ruesch, Sue Suter, Georgiana Schuster

**STAFF PRESENT:** Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, Shandra Summerville, Chris Wilson

**OTHERS PRESENT:** Josh Cornwell, Patty Walters, Greg Schroeder, Danielle Matthews, Laura Bennett, Annette Becherer, DSC; Becca Obuchowski, Hannah Sheets, Community Choices; Mel Liong, PACE; Elise Belknap, Head Start; Katie Harmon, Regional Planning Commission

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**CALL TO ORDER:**

Dr. Robin called the meeting to order at 9:01 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present. Executive Director Canfield was present at the Brookens Administrative Center per the Open Meetings Act.

**ZOOM INSTRUCTIONS:**

Instructions were included in the packet.

**APPROVAL OF AGENDA:**

The agenda was in the packet for review. The agenda was approved unanimously by a roll call vote.

**CITIZEN INPUT/AGENCY INFORMATION:**

None.

**PRESIDENT'S COMMENTS:**

Dr. Robin thanked staff for all of their work.

**EXECUTIVE DIRECTOR'S COMMENTS:**

Ms. Canfield reviewed the agenda. She reviewed state wage increases.

**APPROVAL OF MINUTES:**

Minutes from the 05/19/21 board meeting were included in the packet.

**MOTION:** Ms. Ruesch moved to approve the minutes from the May 19, 2021 meeting. Ms. Suter seconded the motion. A roll call vote was taken and the motion passed unanimously.

**EXPENDITURE LIST:**

An "Expenditure Approval List" was included in the packet.

**MOTION:** Ms. Schuster moved to accept the Expenditure Approval List as presented in the packet. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.

**NEW BUSINESS:**

**DRAFT Fiscal Year (Calendar Year) 2022 Budgets:**

A Decision Memorandum, proposed 2022 budgets for the MHB, DDB, and CILA funds, and background information on each, were included for review and approval.

**MOTION:** Ms. Suter moved to approve the 2022 CCDDDB Budget, with anticipated revenues and expenditures of \$4,511,506. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Dr. Kennedy moved to approve the 2022 CILA Fund Budget, with anticipated revenues and expenditures of

**\$67,000. Payment to this fund is consistent with the terms of the Intergovernmental Agreement between the CCDDDB and CCMHB and full approval is contingent on CCMHB action. Ms. Ruesch seconded. A roll call vote was taken and the motion passed unanimously.**

**Updated Memorandum Of Understanding (MOU) with United Way:**

The packet contained a Decision Memorandum and revised MOU with the United Way of Champaign County and the CCDDDB for continuation of funding for 211 Information and Referral Services. Ms. Schuster requested some history on 211 and Ms. Canfield provided it.

**MOTION: Ms. Ruesch moved to approve the Draft Memorandum of Understanding with United Way of Champaign County and the CCMHB and the CCDDDB: 2-1-1 Information and Referral Services contingent on approval by the CCMHB. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Revised CCDDDB By-Laws:**

Included for review and approval was a Decision Memorandum and DRAFT of proposed revisions to the Board's By-Laws. For reference, the packet also contained the full texts of the Illinois Community Care for Persons with Developmental Disabilities Act, Illinois Open Meetings Act, and the Champaign County Code of Ethics.

**MOTION: Ms. Ruesch moved to approve the draft of revised CCDDDB By-Laws. Upon approval, strikethroughs, highlights, and bracketed comments will be removed from the final version. Ms. Suter seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Staff Recommendations on CILA Facilities Project:**

A Decision Memorandum was included in the packet. During 2014, the CCMHB and CCDDDB established a shared CILA Facilities Project in order to develop additional small group home capacity for persons with Intellectual/Developmental Disabilities, within the County.

This local project was a response to parent advocates' coordinated message and request. A growing number of people with complex service needs, who were eligible for CILA services and willing to accept services as described and funded by the State under its Medicaid Waiver program, had been unable to secure placement close to home. With encouragement from the Governor's office and support from the Champaign County Administrator, the Boards issued a Request for Proposals to purchase up to four homes suitable for up to four individuals each and identify an appropriate provider. Three responses were submitted. In fall 2014, Individual Advocacy Group (IAG) was selected as the provider, and two houses were purchased and renovated for compliance with State CILA Rules.

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From 2015 through 2019, both homes were operational and served residents as planned. IAG experienced the same funding and workforce challenges that have threatened community-based provider capacity across Illinois and the country. Additional homes were not purchased due to the higher cost of the first two. To address the workforce and revenue issues, expansion of non-traditional day program services or increased client base through host home, family, and intermittent CILA were explored with the families of eligible people, the Independent Service Coordination unit, and the state's Division of DD. We reviewed and revised all agreements, between the two Boards, the provider, and the property manager, Joel Ward Homes, and at the beginning of 2020, had some hope of keeping the project going.

COVID-19 and mitigation efforts impacted I/DD operations early in 2020, adding to the staffing shortage. In the summer of 2020, the IAG homes were further rocked by the loss of a key staff person to gun violence. At that time, their CEO expressed concern that she would not be able to expand Champaign County operations enough to continue here. In December of 2020, residents of the first home found CILA placements out of county. At the end of this month, the second home will be vacant, as residents have secured placements out of county (one with IAG).

Kim Bowdry, Associate Director for Intellectual/Developmental Disabilities, has engaged a number of CILA providers in serious discussion about establishing a presence in Champaign County, either to 'take over' our CILA homes or to serve the residents in other local homes. She consulted with Ed McManus about best options and followed up on his suggestions. Importantly, both Ed and the final CILA provider commented that IAG was the best option for projects such as this one, and that if they could not make this work, it was probably not doable.

Given the poor outlook, staff will not recommend re-issuing an RFP seeking a provider to continue this project, although we have prepared such a draft. Instead, we recommend that the Boards seek to sell each property, as the market is favorable to sellers.

CCDDB members expressed their disappointment in having to sell the homes. Dr. Kennedy requested staff to research the cost of keeping the empty houses for a year or more.

**MOTION: Ms. Ruesch moved, pending appraisal and similar approval by the CCDDB, to authorize the Executive Director to obtain at least three proposals from local, licensed realtors who are interested in listing each CILA house for sale. The proposal is to include the realtor's qualifications and experience, the realtor's plan to market the property or properties, the realtor's commission and any other expenses the Board would incur regarding the realtor, and the realtor's proposed reasonable selling price along with their method of making such a determination. The Boards shall select the realtor who offers the best value to the Boards and set the initial asking price. The Board reserves the right to reject any and all proposals. Ms. Suter seconded the motion. A roll call vote was taken and the motion passed.**

**Successes and Other Agency Information:**

Hannah Sheets from Community Choices and Annette Becherer from DSC provided updates.

**OLD BUSINESS:**

**Update of 2021 Disability Resource Expo:**

A Briefing Memorandum was included in the packet. The Expo Steering Committee voted to not have an event in-person this year.

**CCDDB and CCMHB Schedules and CCDDB Timeline:**

Meeting schedules were included in the Board packet.

**Acronyms and Glossary:**

A list of commonly used acronyms was included for information.

**CCMHB Input:**

The CCMHB will meet this evening with many of the same agenda items as the CCDDB.

**Staff Reports:**

Included in the board packet for information only were reports from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, Shandra Summerville, and Chris Wilson.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 9:55 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

*\*Minutes are in draft form and subject to CCDDB approval.*

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

7/09/21

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VENDOR NO	VENDOR NAME	TRN B	TR	CD	TRN NO	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL	DISABILITY	FUND								
***	DEPT NO. 050	DEVLPMNTL	DISABILITY	BOARD								
90	CHAMPAIGN COUNTY	TREASURER						MENT	HLTH BD FND 090			
	6/11/21	06 VR 108-	48		621283		6/16/21	108-050-533.07-00	PROFESSIONAL SERVICES	MAY ADMIN FEE	32,731.00	
	6/11/21	06 VR 108-	48		621283		6/16/21	108-050-533.07-00	PROFESSIONAL SERVICES	JUN ADMIN FEE	32,731.00	
	7/01/21	01 VR 108-	58		622089		7/09/21	108-050-533.07-00	PROFESSIONAL SERVICES	JUL ADMIN FEE	32,731.00	
										VENDOR TOTAL	98,193.00 *	
104	CHAMPAIGN COUNTY	TREASURER						HEAD	START FUND 104			
	6/11/21	06 VR 108-	41		621285		6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY SOC/EMOT DEV SV	1,788.00	
	6/11/21	06 VR 108-	41		621285		6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN SOC/EMOT DEV SV	1,798.00	
										VENDOR TOTAL	3,586.00 *	
161	CHAMPAIGN COUNTY	TREASURER						REG	PLAN COMM FND075			
	6/11/21	06 VR 108-	40		621287		6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY DECISION SUPPOR	25,957.00	
	6/11/21	06 VR 108-	40		621287		6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN DECISION SUPPOR	25,961.00	
	7/01/21	01 VR 108-	52		622094		7/09/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL DECISION SUPPOR	25,957.00	
										VENDOR TOTAL	77,875.00 *	
11585	C-U	AUTISM NETWORK										
	6/11/21	06 VR 108-	43		621325		6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMM OUTREACH	1,250.00	
	6/11/21	06 VR 108-	43		621325		6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMM OUTREACH	1,250.00	
	7/01/21	01 VR 108-	53		622116		7/09/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMM OUTREACH	3,166.00	
										VENDOR TOTAL	5,666.00 *	
11587	CU	ABLE										
	6/11/21	06 VR 108-	42		621326		6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMM OUTREACH	1,433.00	
	6/11/21	06 VR 108-	42		621326		6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMM OUTREACH	1,437.00	
										VENDOR TOTAL	2,870.00 *	
11680	CAMP	NEW HOPE										
	6/24/21	01 VR 108-	51		621945		6/30/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	J CRITES 6/28-7/2	300.00	

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VENDOR TOTAL

300.00 \*

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CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

7/09/21

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VENDOR NO	VENDOR NAME	TRN B	TR	TRN DTE	NO	PO NO	CHECK NO	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 108	DEVLPMNTL	DISABILITY	FUND								
18203	COMMUNITY CHOICES, INC							SUITE 210				
	6/11/21	06	VR	108-	44	621351	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMMUNITY LIVIN	7,416.00	
	6/11/21	06	VR	108-	44	621351	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CUSTOM EMPLOY	15,166.00	
	6/11/21	06	VR	108-	44	621351	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY SELF DETERMINAT	12,166.00	
	6/11/21	06	VR	108-	44	621351	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMMUNITY LIVIN	7,424.00	
	6/11/21	06	VR	108-	44	621351	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CUSTOM EMPLOY	15,174.00	
	6/11/21	06	VR	108-	44	621351	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN SELF DETERMINAT	12,174.00	
	7/01/21	01	VR	108-	54	622127	7/09/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMMUNITY LIVIN	9,308.00	
	7/01/21	01	VR	108-	54	622127	7/09/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CUSTOM EMPLOY	16,750.00	
	7/01/21	01	VR	108-	54	622127	7/09/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL SELF DETERMINAT	11,750.00	
										VENDOR TOTAL	107,328.00 *	
22300	DEVELOPMENTAL SERVICES CENTER OF							CHAMPAIGN COUNTY INC				
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CLINICAL SVCS	14,500.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMMUNITY EMPLO	30,114.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COMMUNITY LIVIN	38,003.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CONNECTIONS	7,083.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY EMPLOYMENT FIRS	6,667.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY INDIV/FAMILY SU	35,754.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY SERVICE COORD	36,321.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CLINICAL SVCS	14,500.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMMUNITY EMPLO	30,116.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COMMUNITY LIVIN	38,007.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN CONNECTIONS	7,087.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN EMPLOYMENT FIRS	6,663.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN INDIV/FAMILY SU	35,764.00	
	6/11/21	06	VR	108-	46	621370	6/16/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN SERVICE COORD	36,327.00	
	7/01/21	01	VR	108-	55	622141	7/09/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CLINICAL SVCS	14,500.00	
	7/01/21	01	VR	108-	55	622141	7/09/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMMUNITY EMPLO	30,114.00	
	7/01/21	01	VR	108-	55	622141	7/09/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMMUNITY FIRST	70,638.00	
	7/01/21	01	VR	108-	55	622141	7/09/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COMMUNITY LIVIN	38,003.00	
	7/01/21	01	VR	108-	55	622141	7/09/21	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CONNECTIONS	7,083.00	

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

7/09/21

VENDOR NO	VENDOR NAME	TRN B TR	TRN NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
7/01/21	01 VR 108-	55	622141	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL EMPLOYMENT FIRS	6,667.00			
7/01/21	01 VR 108-	55	622141	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL INDIV/FAMILY SU	35,754.00			
7/01/21	01 VR 108-	55	622141	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL SERVICE COORD	36,321.00			
						VENDOR TOTAL	575,986.00 *			
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
54930	PERSONS ASSUMING CONTROL OF THEIR				ENVIRONMENT, INC					
6/22/21	02 VR 108-	49	621749	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY CONSUMER CONTRO	2,022.00			
7/01/21	01 VR 108-	56	622191	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CONSUMER CONTRO	2,022.00			
						VENDOR TOTAL	4,044.00 *			
56902	PRAIRIE WIND				415 N. DUNLAP					
6/22/21	02 VR 108-	50	621753	108-050-533.92-00	CONTRIBUTIONS & GRANTS	J BOLSER 6/10	100.00			
						VENDOR TOTAL	100.00 *			
61780	ROSECRANCE, INC.									
6/11/21	06 VR 108-	47	621457	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY COORD SVC DD/MI	2,929.00			
6/11/21	06 VR 108-	47	621457	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN COORD SVC DD/MI	2,931.00			
7/01/21	01 VR 108-	57	622201	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COORD SVC DD/MI	2,929.00			
						VENDOR TOTAL	8,789.00 *			
						DEPARTMENT TOTAL	884,737.00 *			
						DEVLPMNTL DISABILITY FUND	884,737.00 *			

REPORT TOTAL \*\*\*\*\* 2,466,447.39 \*

10.B.



**DECISION MEMORANDUM**

DATE: July 21, 2021  
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)  
FROM: Lynn Canfield, Leon Bryson, and Kim Bowdry  
SUBJECT: University of Illinois "Building Evaluation Capacity: Year 7" Proposal

**Background:**

For the last six years, the Champaign County Mental Health Board (CCMHB) has contracted with the University of Illinois to build evaluation capacity of funded programs. The initial proposal was the result of meetings with evaluators, staff, and Board representatives. We have since met annually to review past performance and agency engagement and to gauge interest in continuing the project. Two years ago, the CCDDB joined. Board representatives have included Drs. Thom Moore, William Gingold, Anne Robin, and Julian Rappaport. Staff participants are the Executive and Associate Directors. Consultants are Dr. Nicole Allen and Dr. Mark Aber, who have worked with funded agencies for many years and are familiar with the mission and work of the Boards.

On July 6, 2021, we met for review of the past year and discussion of this support during PY2022. Drs. Allen and Aber reviewed the PY2021 emphasis on continuing partners, with focus on utility of the data as some agencies had requested more of this type of support. Greater continuity of contact helped develop confidence in this area and expand on previous work. Surveys of past programs showed positive attitudes toward the array of supports. While two new target programs funded by the CCMHB were very active, it was more difficult to engage fully with a new target I/DD program, in spite of positive experiences during their first year of support. Two years ago, as discussion of renewing the CCMHB contract began, the CCDDB expressed an interest and I/DD target programs were included. Although COVID-19 prevented CCDDB-funded agencies from target program participation during PY21, they did make use of the greater access to logic model workshops, consultation bank, and online resource repository. The UIUC Evaluation Capacity Building team developed new trainings related to data collection and analysis and helped the CCDDB and CCMHB staff with evaluation of the outcome sections of select applications. In addition, the UIUC team worked with members of the CCDDB and CCMHB and staff to develop a Logic Model representing our own work. *(This document is included with a planning memo elsewhere in the Board packet.)*

The evaluation team presents an annual report on the outcome of work with funded programs to the Board and to funded agencies each year. The presentation to the Developmental Disabilities Board is scheduled for September 22. The evaluators and agencies with PY21 targeted programs will present at the August or September meeting of the Mental Health and Developmental Disabilities Agencies Council (MHDDAC). Throughout the last year, a representative of the evaluation team has periodically attended meetings of the MHDDAC to report on activities and services available to CCDDB/CCMHB funded programs.

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A copy of the University of Illinois "Building Evaluation Capacity: Year 7" Proposal for Program Year 2022 is attached. New for PY22 is guidance for CCDDDB/CCMHB staff in developing principles for the review of proposed agency outcomes. Another planning meeting will take place in the fall, especially to ensure the balance of support to agency programs.

## Budget Impact:

The first year the CCMHB contracted for evaluation support was for an assessment of evaluation requirements and agency reports. Building off that assessment, years 2-6 focused on developing evaluation capacity within programs, including targeted intensive support to a small set of programs each year as well as quarterly follow-up with previously assisted targeted programs. Other services include supporting any CCDDDB or CCMHB funded program through what is known as the "consultation bank" where a program can request technical assistance, holding Logic Model and data collection and analysis workshops, and building an online resource of documents and other evaluation related materials developed with supported agencies.

Renewal is recommended, to continue the progress achieved by prior targeted programs, to engage new programs with intensive evaluation technical assistance, and to offer consultation and other supports to all CCMHB and CCDDDB funded programs and to the Boards. The proposed cost is \$83,625 and includes support to CCDDDB programs. CCMHB participation offsets the total contract amount by \$48,377 for a final cost to the CCDDDB of \$35,248.

Contingent on continued participation by the CCMHB, staff recommends the Board approve the contract proposal. Under the Intergovernmental Agreement, CCDDDB participation would equal the agreed upon administrative cost rate of 42.15%.

## Decision Section:

Motion: Move to accept the University of Illinois Capacity Building Evaluation: Year 7 Proposal and authorize the Executive Director to enter into a contract with the University of Illinois with a total cost of \$83,625, the CCDDDB share being \$35,248.

- Approved
- Denied
- Modified
- Additional Information Needed

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*A Proposal to Build Evaluation Capacity for Programs  
Funded by the Champaign County Mental Health Board (CCMHB) and Champaign  
County Developmental Disabilities Board (CCDDB)  
Year 7, FY 2022*

*Abstract*

The aim of this effort is to continue to build evaluation capacity for programs funded by the Champaign County Mental Health (CCMHB) and Developmental Disabilities Board (CCDDB). In Year 7, we propose to continue to implement the recommendations and specific plans identified via Year 1 assessment of current evaluation activities and priorities and to build upon previous effort. Specifically, we will provide evaluation support to CCMHB and CCDDB funded agencies, work closely with agencies identified for intensive partnership to develop evaluation activities, and provide training/workshops on the development of logic models as well as on data collection, storage and use. In the coming year we will continue to engage partnerships with previously targeted programs to encourage greater data usage and translation.

*Proposal and Deliverables*

*Statement of Purpose:*

The aim of this effort is to continue to build evaluation capacity for programs funded by the Champaign County Mental Health (CCMHB) and Developmental Disabilities Board (CCDDB). In Year 7, we propose to continue to implement the recommendations and specific plans identified via Year 1 assessment of current evaluation activities and priorities and to build upon our previous efforts over the last few years. In particular, we aim to intensify partnerships with previously targeted programs to encourage greater data usage and translation.

Specifically, we propose the following activities and deliverables.

1. Continue to Create a Learning Organization among Funded Agencies and the CCMHB/CCDDB
  - a. Prepare new “targeted” agencies to share information at MHDDAC meetings once/year by Summer, 2022 (as schedules allow). The actual presentation will occur in the July or August following the end of the fiscal year at the MHDDAC meeting
2. Continue to Support the Development of Theory of Change Logic Models.
  - a. Offer 2 logic modeling workshops to support funded programs in model development in Fall 2021
  - b. Schedule and announce logic model training dates with 30 days advance notice
  - c. Provide follow-up support to targeted agencies who submit a model to the team for review (and to agencies who choose to develop the model using “hours” from the consultation bank)

3. Choose three Programs for Targeted Evaluation Development in Consultation (up to two CCMHB and one CCDDDB)
  - a. Work in collaboration with up to three funded programs to develop evaluation plans and support them in the implementation of those plans (e.g., instrument development, data gathering, data reporting)
  - b. The goal would be to guide an evaluation plan and process that can be implemented and sustained by the program in subsequent years
4. Choose three Programs for Targeted Evaluation Data Usage in Consultation (up to two CCMHB and one CCDDDB)
  - a. Work in collaboration with up to three funded programs to support ongoing evaluation implementation (e.g., data collection, data usage, data translation).
  - b. The goal would be to emphasize translating evaluation findings to inform program activities and facilitate usage of evaluation data to make informed programmatic decisions.
5. Invite follow-up with all previously targeted agencies via the Consultation Bank. This could include (depending on agency need):
  - a. Reviewing evaluation implementation progress
  - b. Revising and refining logic models
  - c. Reviewing gathered data and developing processes to analyze and present data internally and externally
6. Continue the Evaluation Consultation Bank with Agencies Who Have not Had Targeted Partnerships
  - a. Offer a bank of consultation hours for use by funded programs
  - b. Funded programs would request hours based on specific tasks
    - i. Developing an evaluation focus
    - ii. Completing a logic model
    - iii. Developing and sustaining evaluation activities (particularly in targeted agencies)
    - iv. Reporting data
7. Continue to Build a “Buffet” of Tools
  - a. Maintain and expand a Google drive or other web-based repository for measures developed with and/or for funded programs
8. Offer up to three workshops with CCMHB/CCDDDB funded agencies regarding data usage fundamentals including, for example:
  - a. Data storage (setting up excel, confidential storage, identity keys)
  - b. Basic analysis (shareware, means, standard deviations, change over time)
  - c. Conceptualizing process and outcome evaluation questions based on the theory of change logic model
  - d. Applying evaluation findings to inform programmatic decision-making

9. Meet with CCMHB/CCDDB members as requested to provide information on, for example:
  - a. The varied uses of evaluation
  - b. Logic modeling process
  - c. CCMHB/CCDDB goals and priorities with regard to evaluation
  - d. Instantiating evaluation practices for the CCMHB and the boards' funded programs
  
10. Provide training and support to CCMHB/CCDDB staff regarding criteria for review of evaluation section of applications for funding.

Agency: Champaign County Mental Health Board

PI: Mark Aber

Title: A Proposal to Build Evaluation Capacity for Programs  
 Period of Performance - 07/01/2021-06/30/2022  
 Year 7

Category	Appt Type	Cal	Overall Effort on			7/1/21
			Cal	Acad	Sum	
Personnel:		%				6/30/22
PD/PI- Mark Aber	1 summer month	8.3%			1.00	7,215
Co-inv.- Nathan Todd	.75 summer month	6.3%			0.75	7,666
Co-inv.- Nicole Allen		0.0%			-	0
GRA-Psychology	11 months @ 50%	50.0%	5.50			24,639
GRA-Psychology	11 months @ 50%	50.0%	5.50			24,639
Academic hourly	# hours/week \$\$/hour					0
Student hourly						0
Fringe	Acad 46.91%, GRA 9.91%, Others 7.66%					11,864
Total Salaries, Wages & Fringe						76,023
Equipment						0
Travel						
Domestic:						0
Foreign						0
Other Direct Costs:						
Materials and Supplies						0
Expensed Equipment						0
Publication Costs						0
Service Costs:						
Tuition Remission 64.0%	Requested a waiver-due to previous 6 years activity					0
<b>Total Direct Costs</b>						<b>76,023</b>
Facilities/Administrative Costs 10%						7,602
<b>Total Costs</b>						<b>83,625</b>
MTDC Base						76,023

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## Budget Justification

Mark Aber (1 mo) (\$7,215 x 46.91%% benefits), Nathan Todd (1 mo) (\$7,666 x 46.91%% benefits). Drs. Mark Aber and Nathan Todd would co-lead these evaluation activities. Both would reserve time throughout the year and intensively during a summer month (most likely May 15th to June 15th) to execute project deliverables. Dr. Nicole Allen will assist with the project.

Two Research Assistants- 11 mos (\$49,278- 11mo 50% fte x 9.91%% benefits). A research assistant would assist in all facets of project execution which would but not be limited to supporting evaluation planning, workshop development, and collaboration/funded program partnership.

Fringe Benefit Rates: 46.91% for SURS (non-self-managed), 41.81% for SURS (self-managed), 7.66% for non-SURS employees, 9.91% for Graduate Assistants, 0.01% for students enrolled at or more than half time, and 7.66% for students enrolled at less than half time of salaries and wages, per the Negotiated Fringe Cost Rate Agreement with the Office of Naval Research.  
\$11,864

Indirect Costs (10% of Total Direct Costs \$76,023) = \$7,602

GRAND TOTAL \$83,625

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**UI Program Evaluation Team**  
**CCMHB Targeted Programs by Agency/Program year**

**PY17**

**Community Choices – Connect program**  
**Rosecrance – Criminal Justice program**  
**Family Services – Senior Counseling & Advocacy program**  
**Promise Healthcare - Wellness & Justice program**

**PY18**

**CCRPC - Youth Assessment Center/MHB program**  
**Courage Connection – Courage Connection program**  
**DREAAM House – DREAAM program**  
**GROW in Illinois – Peer Support program**

**PY19**

**Community Service Center of Northern Champaign County - Resource Connection program**  
**CUAP - TRUCE program**  
**Rattle the Stars - Youth Suicide Prevention Education program**

**PY20 - CCMHB**

**Champaign County Head Start/Early Head Start – Early Childhood Mental Health Services program**  
**Crisis Nursery (CN) – Beyond Blue Champaign County program**  
**Uniting Pride Center (The UP Center) – Children, Youth, & Families program**

**PY20 – CCDDDB**

**Community Choices – Community Living program**  
**Developmental Services Center (DSC) – Apartment Services program**

**PY21 - CCMHB**

**Cunningham Children’s Home (NEW)**  
**RACES (NEW)**  
**Community Service Center of Northern Champaign County (continuing)**  
**GROW in Illinois (continuing)**  
**Rosecrance Criminal Justice (continuing)**  
**Uniting Pride Center (The UP Center) (continuing)**

**PY21 – CCDDDB**

**Community Choices (continuing)**

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**UI Program Evaluation Team**  
**CCMHB Targeted Programs by Agency/Program year**

**PY2022 CCMHB Eligible Agencies (no prior Targeted Program)**

**Champaign County Christian Health Center**

POB 5005 Champaign, IL 61825

217-766-6425

ED: Crystal Hogue [ccchcdirector@outlook.com](mailto:ccchcdirector@outlook.com)

**Champaign County Health Care Consumers**

44 E. Main St., Champaign 61820

217-352-6533

ED: Claudia Lenhoff ([claudia@shout.net](mailto:claudia@shout.net))

**Children's Advocacy Center (CAC)**

201 W. Kenyon Rd., Champaign, IL 61820

217-384-1266 or 217-778-6448

ED: Kari May ([kmay@co.champaign.il.us](mailto:kmay@co.champaign.il.us))

**Don Moyer Boys & Girls Club (DMBGC)**

201 E. Park St. POB 1396 Champaign 61824-1396

217-355-5437

Executive Director: Sam Banks (Charles Burton as of October)

[sbanks@dmbgc-cu.org](mailto:sbanks@dmbgc-cu.org)

**FirstFollowers**

Bethel A.M.E. Church

POB 8923 Champaign, IL 61826

[FirstFollowersCU@gmail.com](mailto:FirstFollowersCU@gmail.com)

Director: Marlon Mitchell

[marlonmitchell@sbcglobal.net](mailto:marlonmitchell@sbcglobal.net)

**Mahomet Area Youth Club (MAYC)**

700 W. Main St., Mahomet, IL 61853

217-590-2860

Executive Director: Sara Balgoyen

[sara@mahometyouth.org](mailto:sara@mahometyouth.org)

**RACES**

301 S. Vine St, Ste. 211 Urbana, IL 61801

217-344-6298

Director: TBA

[aime@cu-races.org](mailto:aime@cu-races.org)

**Refugee Assistance Center (RAC)**

201 W. Kenyon Rd., Suite 4D, Champaign 61820

217-344-8455

Director: Lisa Wilson ([ecirmac@hotmail.com](mailto:ecirmac@hotmail.com))

**Urbana Neighborhood Connections Center (UNCC)**

1401 E Main St, Urbana, IL 61801

217-954-1749

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**UI Program Evaluation Team**  
**CCMHB Targeted Programs by Agency/Program year**

Director: Janice Mitchell  
janice@urbanconnectionscenter.org

**PY2022 CCDDDB Eligible Agencies (no prior targeted program)**

**CU Autism Network**  
PO Box 17024, Urbana, IL 61803  
(412) 953-8434  
President: Julie Palermo ([jpalermo.cuan@gmail.com](mailto:jpalermo.cuan@gmail.com))

**Persons Assuming Control of their Environment (PACE)**  
1317 E. Florida Ave., Urbana, IL 61801  
(217) 344-5433 TTY: (217) 344-5024  
Executive Director: Nancy McClellan-Hickey ([nmch@pacecil.org](mailto:nmch@pacecil.org))

**Rosecrance Central Illinois**  
2302 Moreland Boulevard, Champaign, IL 61822  
(217) 398-8080 Fax: (217) 398-0172  
Interim Director: Gail Raney  
[graney@rosecrance.org](mailto:graney@rosecrance.org)  
Financial Contact: Peggy Schneider 373-2432

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## **BRIEFING MEMORANDUM**

DATE: July 21, 2021  
TO: Members, Champaign County Developmental Disabilities Board (CCDDDB)  
FROM: Lynn Canfield, Executive Director  
SUBJECT: Review of Strategic Plan and Funding Priorities

### **Background**

The purpose of this memorandum is to set the stage for evaluating and planning Champaign County's system of supports and services for its residents who have Intellectual and Developmental Disabilities (I/DD). Strategic plans and objectives and annual funding priorities are typically reviewed during the fall, as the Board establishes priorities and decision support criteria for Program Year 2023 (July 1, 2022 to June 30, 2023) and the next Three-Year Plan with Objectives for Fiscal Year 2022 (January 1 to December 31, 2022). Board members have offered suggestions for strengthening the allocation process. These will have a positive impact on the strategic plan and priorities under development, as technical requirements are also a reflection of the values of Board, staff, and community.

Consultants with the UIUC Evaluation Capacity project worked with staff and members of both the CCDDDB and the Champaign County Mental Health Board (CCMHB) during Spring of 2021 to create the logic model for our work. Two final versions are attached.

### **Community Needs Assessment**

In September and October 2018, the CCMHB reviewed and approved a community needs assessment, which is completed every three years as part of the strategic planning process. CCMHB staff partner with the Regional Vermilion-Champaign Executive Committee, representatives from health and behavioral health sectors which have similar requirements to complete community needs assessments and three-year plans. The result was a shared health plan, the brief version of which is attached, enhancing our current efforts toward a 2021 Community Needs Assessment Report, which provides context for a new strategic plan.

### **Program Year 2022 (Current) CCDDDB Priorities**

Based on the current Three Year Plan and public board discussions and many collaborations involving CCDDDB members or staff, the Board approved the following priorities for funding for the Program Year 2022 and then in May 2021 made awards to agencies offering services associated with each.

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Priority: Self-Advocacy

Nationally most care is provided by family, friends, and community. Parents and self-advocates define and improve the system of supports, including non-traditional resources, and raise awareness of disabilities and of how the system works. Self-advocacy and family support organizations, especially those governed by people who have I/DD and their families/supporters, might focus on: improved understanding of the personal experience of I/DD, resources, and rights; peer mentoring and networking to support other family- or self-advocates; navigating the service system; engaging in system-level advocacy; and distributing current information on any helpful resources.

**1 organization, 1 program, totaling \$38,000**

*CU Autism Network – Community Outreach Programs*

Priority: Linkage and Coordination

The CCDDDB will support advocacy efforts to connect people who have I/DD to appropriate state funding and other resources. Conflict-free Case Management (CFCM) and Person-Centered Planning (PCP) are federal standards required for all Home and Community Based Services. Different from CFCM, intensive case management or coordination of services may be helpful to people with more complex support needs related to aging, co-occurring conditions, or traumatic experiences. Planning and assessment activities should have no risk of conflict of interest; advocacy, linkage, and coordination of services should be guided by a Person-Centered Plan.

**3 organizations, 3 programs, totaling \$782,497**

*CCRPC-Community Services – Decision Support PCP \$311,489*

*DSC – Service Coordination \$435,858*

*Rosecrance Central Illinois – Coordination of Services: DD/MI \$35,150*

Priority: Home Life

People who have disabilities should have options for housing of their choice, in their own communities, with people they choose, with supports appropriate to their needs and preferences. Given the limitations of residential options funded by the state/federal partnership, proposals may offer creative approaches to independent community living in Champaign County, especially for those who qualify for but receive no services. Home Life supports will also include: finding, securing, and maintaining a home; preparing to live more independently or with a different set of people; and similar.

**2 organizations, 2 programs, totaling \$657,040**

*Community Choices, Inc. – Community Living \$201,000*

*DSC – Community Living (formerly Apartment Services) \$456,040*

Priority: Personal Life and Resilience

Delivered in the least segregated environments and selected by the person, supports for personal success and resilience may include: assistive technology and accessibility supports; speech or occupational therapy; respite or personal support in the individual's home; personal care in other settings; training toward greater self-sufficiency; transportation assistance; strategies to improve physical and mental health, and more.

**2 organizations, 3 programs, totaling \$627,325**

*DSC – Clinical Services \$174,000*

*DSC – Individual and Family Support \$429,058*

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*Persons Assuming Control of Their Environment (PACE)– Consumer Control in Personal Support \$24,267*

Priority: Work Life

Job development and matching, job coaching, job skills training in community work settings, and innovative employment supports may help people achieve their desired outcomes. Proposed programs should incorporate recommended or innovative practices, the principles of Employment First, and a focus on people's aspirations and abilities, in the most integrated community settings possible. Paid internships may produce positive results for people traditionally directed to sheltered day programs. People may desire support for paths to self-employment/business ownership. Job matching and educating employers about the benefits of working with people who have I/DD should lead to work for people with I/DD.

**2 organizations, 3 programs, totaling \$642,370**

*Community Choices, Inc. – Customized Employment \$201,000*

*DSC – Community Employment \$361,370*

*DSC/Community Choices – Employment First \$80,000*

Priority: Community Life and Relationships

Flexible support for people with I/DD can stabilize home and community life in person-centered, family-driven, and culturally appropriate ways, and should emphasize social and community integration. Of interest would be: facilitation of social and volunteer or mentoring opportunities; support for development of social and communication skills; connection to opportunities available to community members who do not necessarily have I/DD; and access to preferred recreation, hobby, leisure, or worship activities.

**2 organizations, 3 programs, totaling \$1,094,659**

*Community Choices, Inc. – Self-Determination Support \$162,000*

*DSC – Community First \$847,659*

*DSC – Connections \$85,000*

Priority: Young Children and their Families (collaboration with the CCMHB)

Services and supports not covered by Early Intervention or under the School Code, for young children with developmental and social-emotional concerns, might include: coordinated, home-based services addressing all areas of development and taking into consideration the needs of the family; early identification of delays through consultation with child care providers, pre-school educators, medical professionals, and other providers of service; education, coaching, and facilitation to focus on strengthening personal and family support networks; or systematic identification and mobilization of individual and family gifts and capacities, to access community associations and learning spaces. Through the Boards' intergovernmental agreement, the Champaign County Mental Health Board (CCMHB) has funded these programs, which complement programs addressing behavioral health of very young children and their families, and for which service providers collaborate as a System of Care for children and families. For PY2022, the CCMHB may continue this priority area as a demonstration of their continued commitment to people with I/DD.

**2 organizations, 2 programs, totaling \$718,521**

*CILA Expansion CCMHB Commitment \$ 0 for 2020, mortgage paid off in 2019*

*CCRPC Head Start/EHS – Early Childhood MH Services \$121,999 (DD portion)*

*DSC – Family Development \$596,522*

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### Overarching Priorities:

- Underserved/Underrepresented Populations and Countywide Access
- Inclusion, Integration, and Anti-Stigma
- Outcomes
- Coordinated System
- Budget and Program Connectedness
- Person Centered Planning (PCP)
- Added Value and Uniqueness, which includes Approach/Methods/Innovation, Staff Credentials, and Resource Leveraging.

### CCDDB Three Year Plan Goals, 2019-2021

#### A COORDINATED, ACCESSIBLE CONTINUUM OF SERVICES AND SUPPORTS

1. Support a **continuum of services** to meet the needs of people with intellectual and/or developmental disabilities (I/DD), along with their families, residing in Champaign County.  
*(Eight objectives for 2021.)*
2. Sustain the commitment to improving outcomes for members of **underrepresented and underserved populations**.  
*(Five objectives for 2021.)*
3. Improve **access to and engagement in services** through increased coordination among providers, community stakeholders, people with I/DD, their families, and other key supporters.  
*(Five objectives for 2021.)*
4. Encourage high-quality **person-centered planning** and follow-through for people served by funding from the CCDDB and, through the Intergovernmental Agreement, from the CCMHB.  
*(Four objectives for 2021.)*
5. Continue the collaborative working relationship with the Champaign County Mental Health Board (CCMHB).  
*(Four objectives for 2021.)*

#### CHILDREN AND FAMILY FOCUSED PROGRAMS AND SERVICES

6. Identify children at-risk of developmental delay or disability and support **early intervention services and family supports**.  
*(Two objectives for 2021.)*
7. Support **access to services and programs** for youth and adults with I/DD, with a preference for evidence-based practices to increase positive outcomes.  
*(Two objectives for 2021.)*

#### COMMUNITY ENGAGEMENT AND ADVOCACY

8. Promote **inclusion and respect** of people with I/DD, through broad based community education efforts.  
*(Seven objectives for 2021.)*
9. Stay abreast of **emerging issues** affecting service and support systems and access to services and be proactive through concerted **advocacy efforts**.  
*(Seven objectives for 2021.)*

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## Suggested Actions

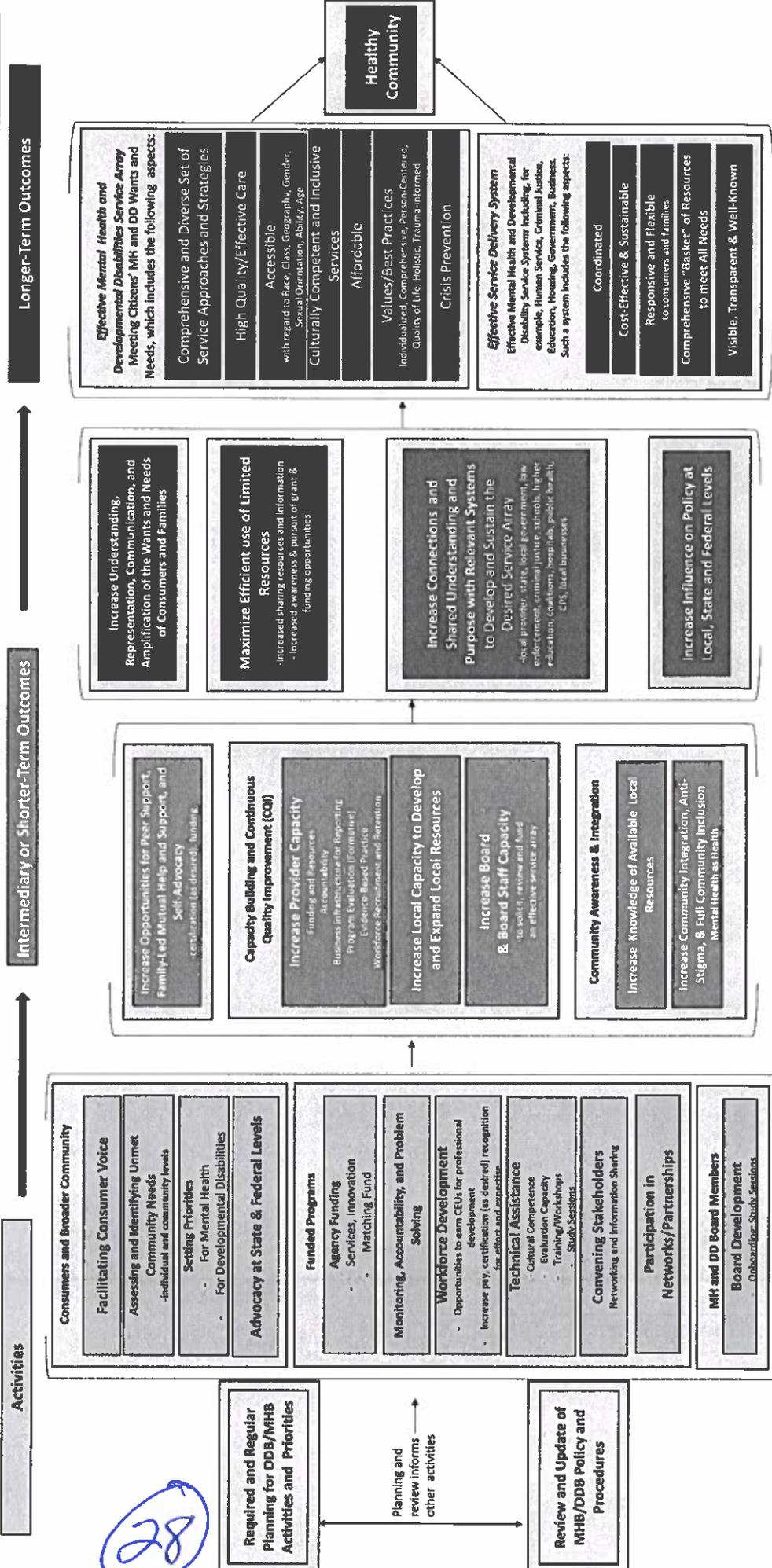
As in previous years, the September board meeting packet will include a DRAFT Three Year Plan for 2022-2024 with draft objectives for the coming year. This document will be distributed to providers, and stakeholders for input, and a final draft presented in November for board consideration. No change is suggested to this process. The Associate Directors have organized a focus group to discuss and review a survey which will be distributed. Data from this and other relevant surveys and reports, along with discussion of relevant considerations, will be included in a community needs assessment report as context for the draft of the new strategic plan.

A draft document of priorities for funding for the next cycle (in this case, Program Year 2023) is scheduled for presentation to the board in October, to be finalized in November or December. The COVID-19 pandemic and related epidemics revealed gaps and disparities in our healthcare and service systems, making them more deadly for the people most central to our mission. Board members may desire to discuss priorities more deeply as well as with the developments of 2020 and 2021 in mind. Additional time may be needed, possibly during the October 20, 9AM board meeting or a study session called for this purpose.

In addition, CCDDDB and CCMHB members are welcome to join each other's meetings and may be especially interested in discussions of priorities.

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Purpose: To deploy county tax dollars to promote health and wellbeing in the community, including through a) the promotion of a local system of services for the prevention and treatment of mental or emotional, intellectual or developmental, and substance use disorders, and b) the advancement of a local system of programs and services for the treatment of people with intellectual and/or developmental disabilities, in accordance with the assessed priorities of the citizens of Champaign County.



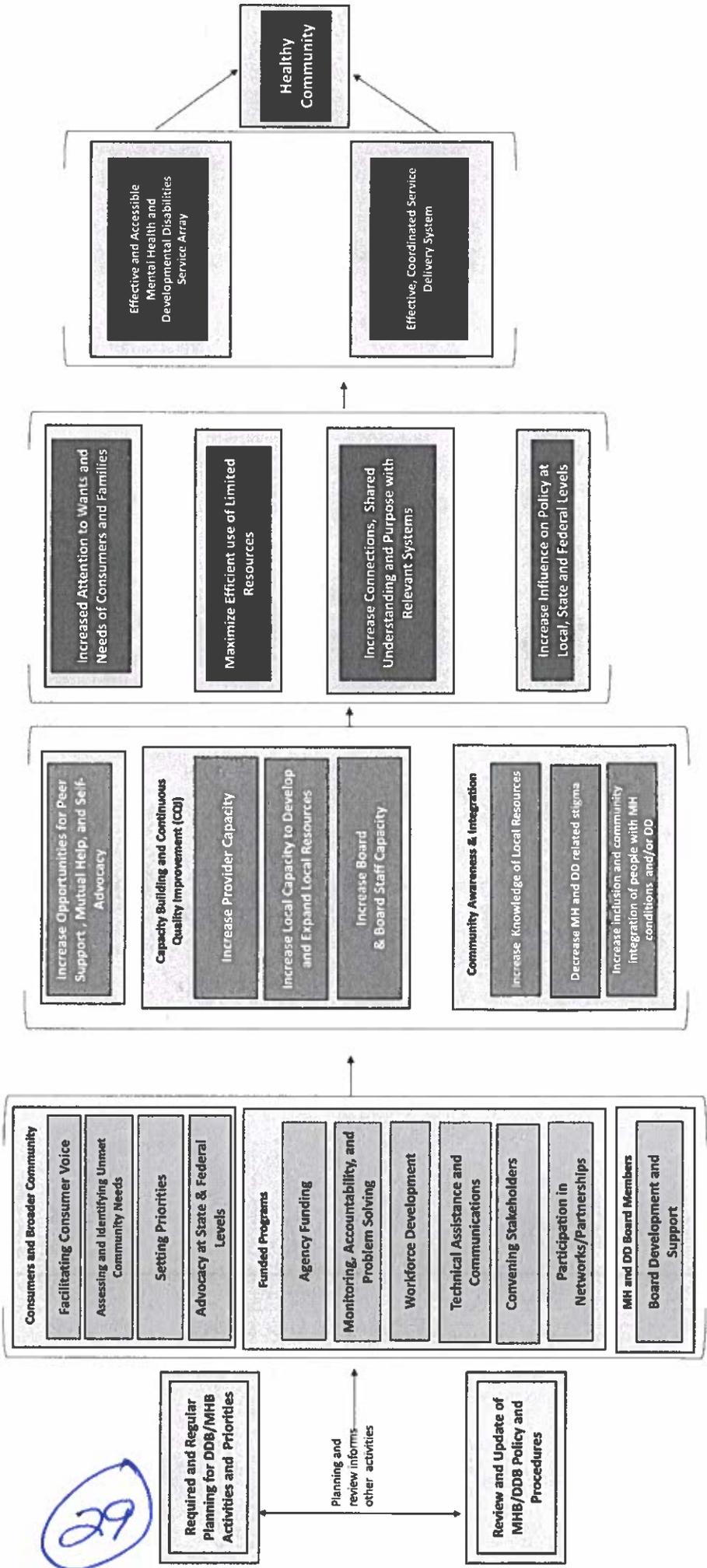
28

Purpose: To deploy county tax dollars to promote health and wellbeing in the community, including through a) the promotion of a local system of services for the prevention and treatment of mental or emotional, intellectual or developmental, and substance use disorders, and b) the advancement of a local system of programs and services for the treatment of people with intellectual and/or developmental disabilities, in accordance with the assessed priorities of the citizens of Champaign County.

Activities

Intermediary or Shorter-Term Outcomes

Longer-Term Outcomes



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# COMMUNITY HEALTH IMPROVEMENT PLAN

CHAMPAIGN COUNTY, ILLINOIS  
2021-2023

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# COMMUNITY HEALTH IMPROVEMENT PLAN

Chaundra Bishop  
Community Health Plan Coordinator

## CHAMPAIGN REGIONAL EXECUTIVE COMMITTEE MEMBERS

Awais Vaid  
Champaign-Urbana Public Health District

Elizabeth Silver  
Carle Foundation Hospital

Julie Pryde  
Champaign-Urbana Public Health District

Melissa Rome  
Vermilion County Health Department

Jim Russell  
Vermilion County Mental Health Board

John Walsh  
Carle Foundation Hospital

Jake Ozier  
OSF HealthCare

Sue Grey  
United Way of Champaign County

Mary Suprenant  
United Way of Danville Area

Lynn Canfield  
Champaign County Mental Health Board



The Champaign-Urbana Public Health District (CUPHD) is the local public health authority for the Cities of Champaign and Urbana and Champaign County. CUPHD, in conjunction with Carle Foundation Hospital, OSF Hospital, and United Way of Champaign County, used the Mobilizing for Action through Planning and Partnership (MAPP) model, a community-based model that necessitates community engagement at all levels to conduct the Champaign Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). We assessed the current health status of the community, identified needs, and created a comprehensive plan to improve our community's health by acquiring input from community partners, planners, elected officials, and residents.

The MAPP is composed of four assessments. The use of survey monkey was imperative to completing each assessment; approximately 25 community leaders submitted information for the assessment, reviewed the community health data, set a vision, and identified priorities and goals for the 2021-2023 Community Health Improvement Plan.

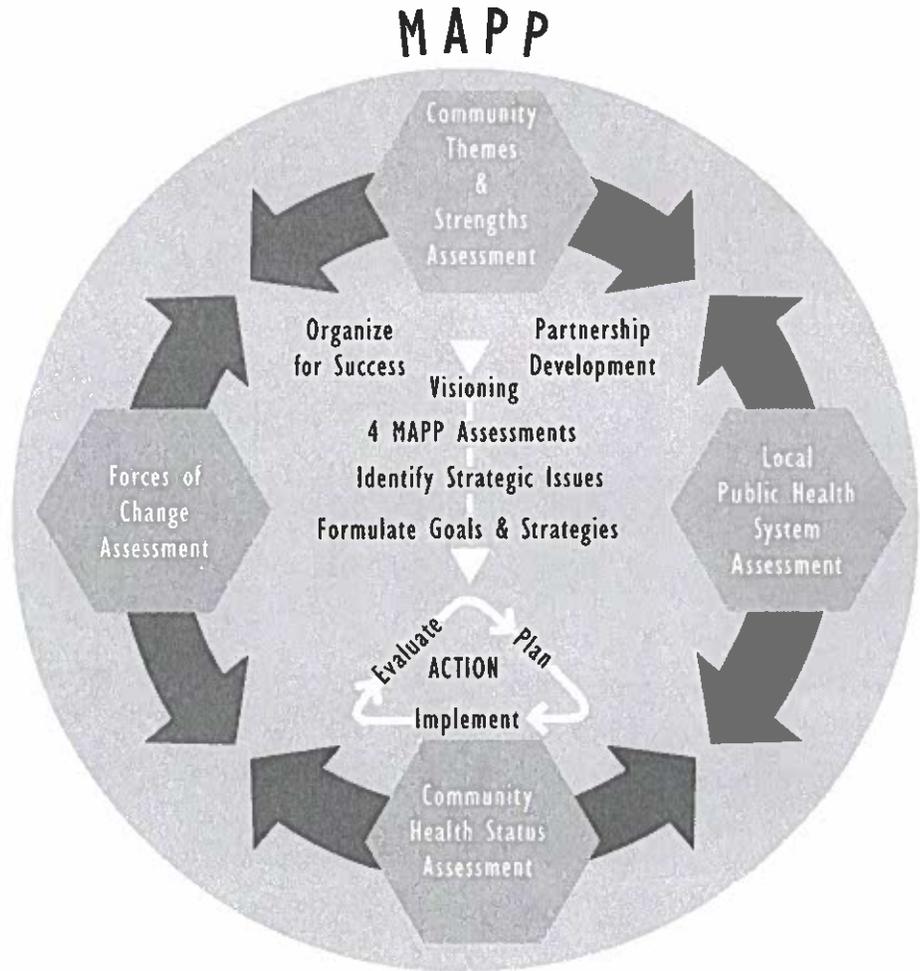
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# THE PLANNING PROCESS

The Champaign County Community Health Plan was created using the Mobilizing for Action through Planning and Partnerships (MAPP) Model.

This collaborative approach to community health planning was developed by the National Association of County and City Health Officials (NACCHO) in cooperation with the Public Health Practice Program Office and the Centers for Disease Control and Prevention (CDC).

MAPP helps communities form effective partnerships that can better identify their unique circumstances and needs in order to use their resources wisely.



1

**The COMMUNITY THEMES & STRENGTHS ASSESSMENT**  
uses participants to make a list of issues of importance to the community, identify community assets, and outline quality of life concerns

2

**The LOCAL PUBLIC HEALTH SYSTEM ASSESSMENT**  
measures the local public health systems' ability to conduct essential public health services

3

**The COMMUNITY HEALTH STATUS ASSESSMENT**  
collects and analyzes health data and describes health trends, risk factors, health behaviors, and issues of special concern

4

**The FORCES OF CHANGE ASSESSMENT**  
identifies local health, social, environmental, and economic trends that affect the community or public health system

MAPP's 4 components

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# VISION

Champaign County will be the Healthiest and Safest, Environmentally Sustainable Community to Live, Work, and Visit in the State of Illinois.

# PRIORITIES

Priorities to address in the 2021-2023 implementation cycle.



## 1 BEHAVIORAL HEALTH

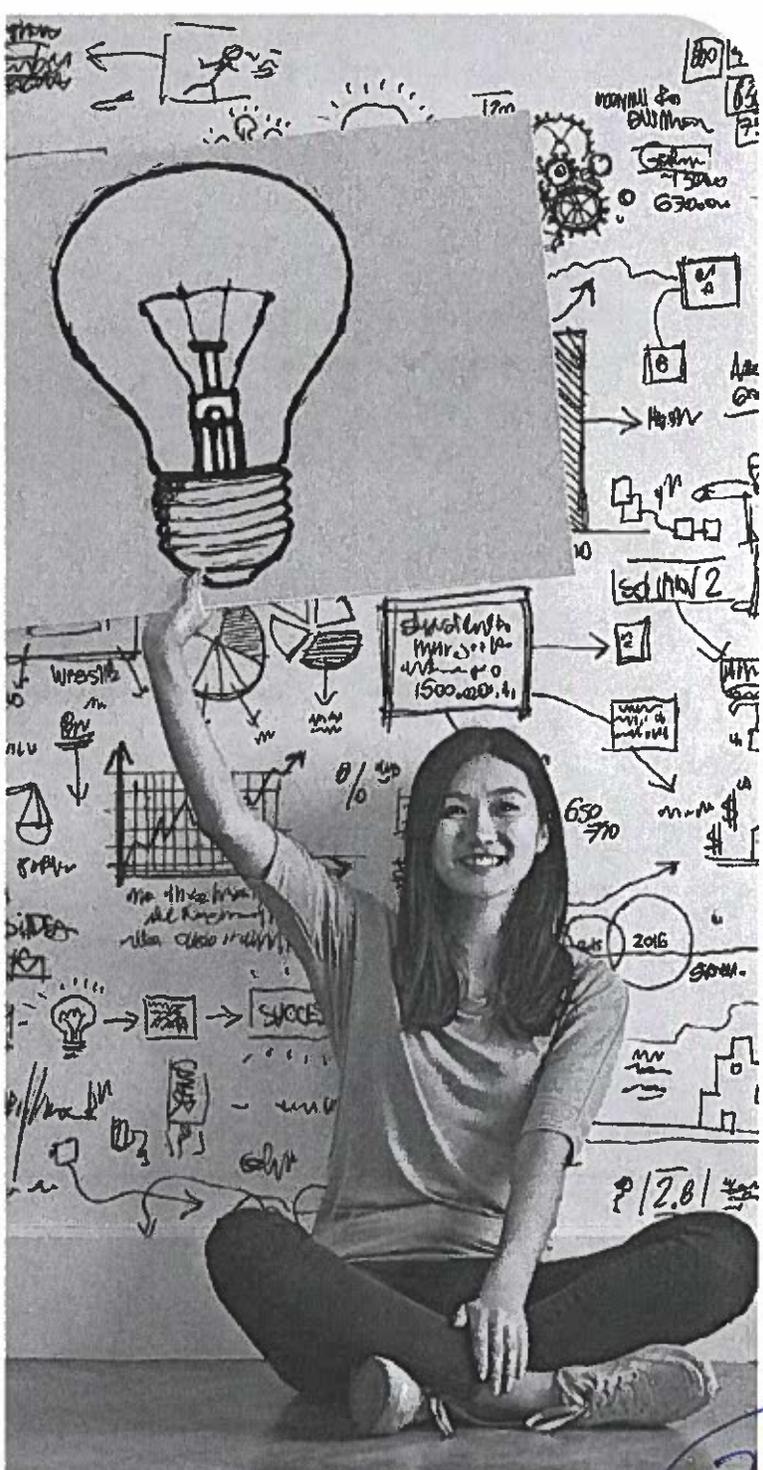
Increase capacity, create behavioral health triage center, promote education and training on mental and behavioral health to reduce stigma, provide youth-targeted prevention programs.

## 2 REDUCE OBESITY & PROMOTE HEALTHY LIFESTYLES

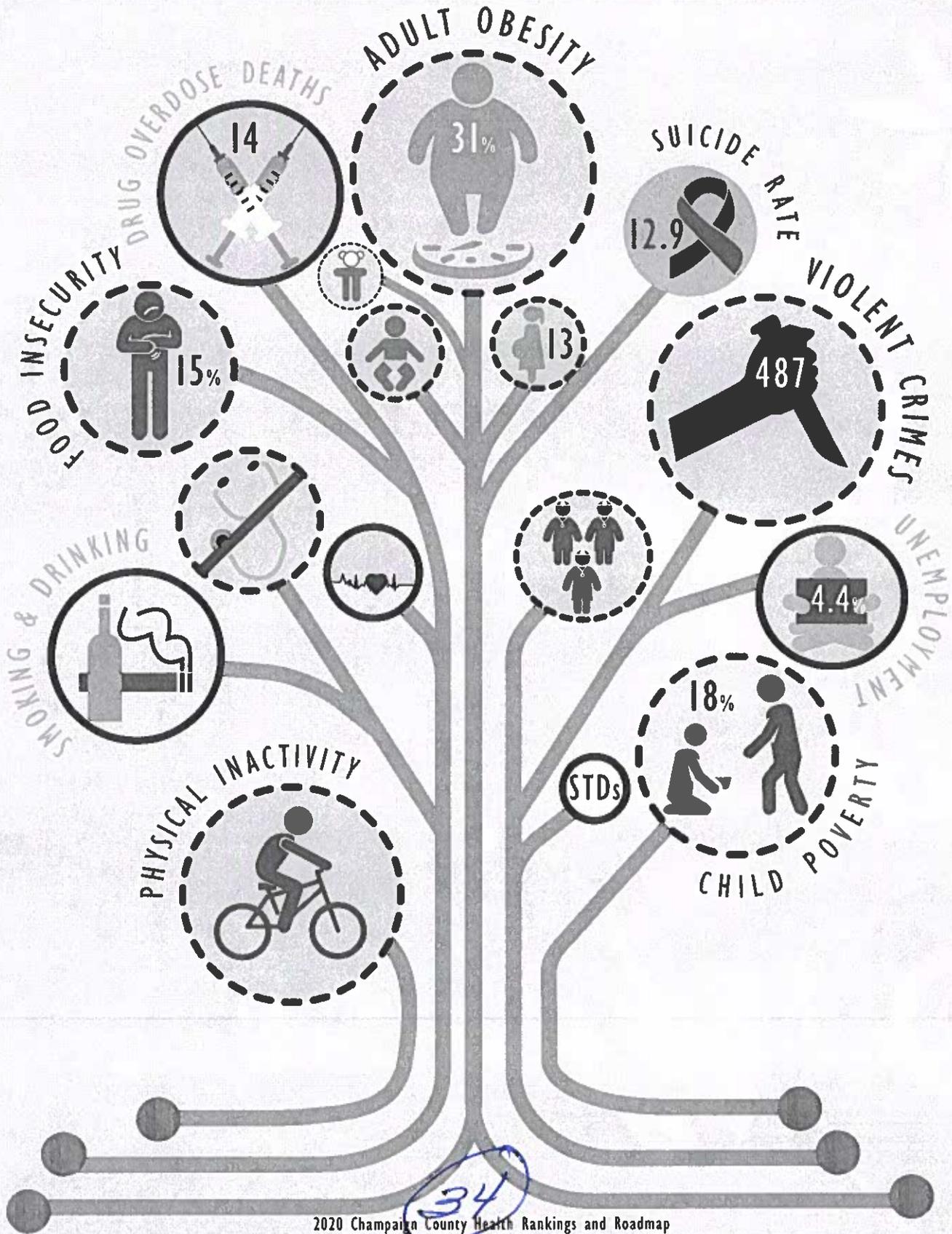
Improve access to healthy food options, expand physical activity prescription program, and increase access to physical activity.

## 3 VIOLENCE

Promote police-community relations, increase community engagement, and reduce community violence through partnering with local initiatives.



# OUR HEALTH STATUS



2020 Champaign County Health Rankings and Roadmap

# OUR HEALTH STATUS

The Champaign County Teen Birth Rate (the number of births per 1,000 female population ages 15-19) at 13 was lower than the State of Illinois Rate of 21



## SUICIDE RATE

The Champaign County Suicide Rate (the number of deaths due to suicide per 100,000 population) at 12.9 was higher than the State of Illinois Rate of 10.3 but lower than the National Rate of 13.4



## VIOLENT CRIMES

The Champaign County Violent Crime Rate (the number of reported violent crime offenses per 100,000 populations) at 487 was higher than the State of Illinois Rate of 403



The Champaign County Unemployment Rate (the percentage of population ages 16 and older unemployed but seeking work) at 4.4% was higher than the State of Illinois Rate of 4.3%



The Champaign County Child Poverty Rate (percentage of people under age 18 in poverty) of 18% was higher than the State of Illinois Rate of 16%



## CHILD POVERTY

The Champaign County Sexually Transmitted Infections (Chlamydia Rate: the number of newly diagnosed chlamydia cases per 100,000 population) of 813.8 was higher than the State of Illinois' Rate of 589.9

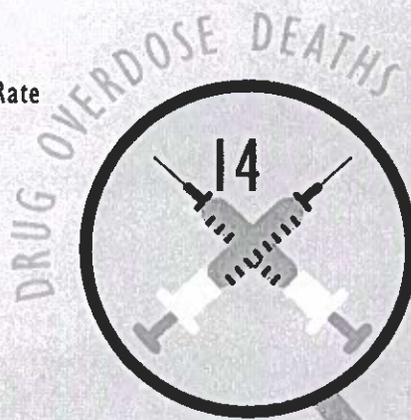


# OUR HEALTH STATUS

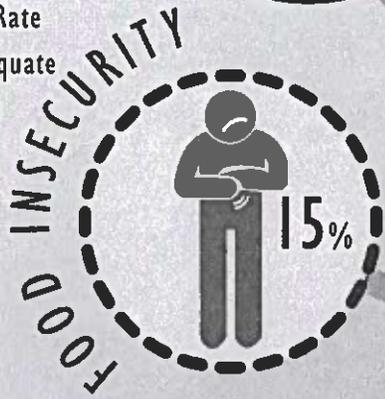
The Champaign County Adult Obesity Rate (the percentage of the adult population (age 20 and older) that reports a body mass index (BMI) greater than or equal to 30 kg/m<sup>2</sup>) at 31% was higher than the State of Illinois Rate of 30%



The Champaign County Drug Overdose Death Rate (the number of drug poisoning deaths per 100,000 population) at 14 was lower than the State of Illinois Rate of 21



The Champaign County Food Insecurity Rate (percentage of population who lack adequate access to food) at 15% was higher than the State of Illinois Rate of 11%



The Champaign County Infant Mortality Rate (the number of all infant deaths (within 1 year), per 1,000 live births) of 7% was higher than the State of Illinois Rate of 6%



The Champaign County Child Mortality Rate (the number of deaths among children under age 18 per 100,000 population) was 70 which was higher than the State of Illinois Rate of 52



2020 Champaign County Health Rankings and Roadmap

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# OUR HEALTH STATUS

The Champaign County Excessive Drinking Rate (the percentage of adults reporting binge or heavy drinking) of 21% was at par with the State of Illinois Rate

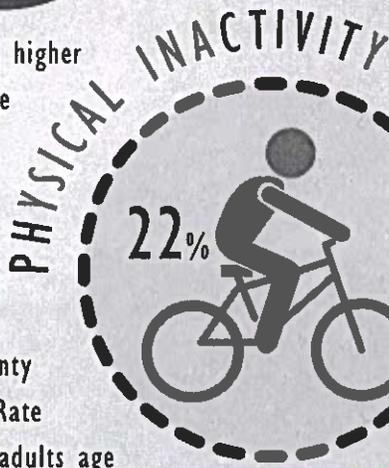
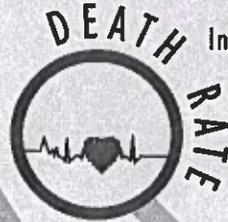
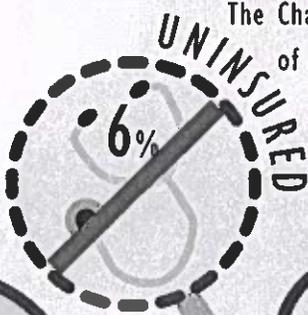
The Champaign County Adult Smoking Rate (the percentage of adults who are current smokers) of 16% was higher than the State of Illinois Smoking Rate of 15%

The Champaign County Physical Inactivity Rate (the percentage of adults age 20 and over reporting no leisure-time physical activity) of 22% was at par with the State of Illinois Rate

The Champaign County Uninsured Rate (the percentage of population under age 65 without health insurance) of 6% was lower than the State of Illinois Uninsured Rate of 8%.

In 2018, the leading causes of death in Champaign County were due to heart disease, cancer, and accidents.

SMOKING & DRINKING



	Champaign	Illinois
Primary Care Physicians	1,050:1	1,250:1
Dentists	1,560:1	1,280:1
Mental Health Providers	400:1	440:1

- The ratio of population to primary care physicians for Champaign County is lower than the ratio for Illinois.
- The ratio of population to dentists in Champaign County is higher than the ratio for Illinois.
- The ratio of mental health providers per 100,000 has improved significantly over the past decade.

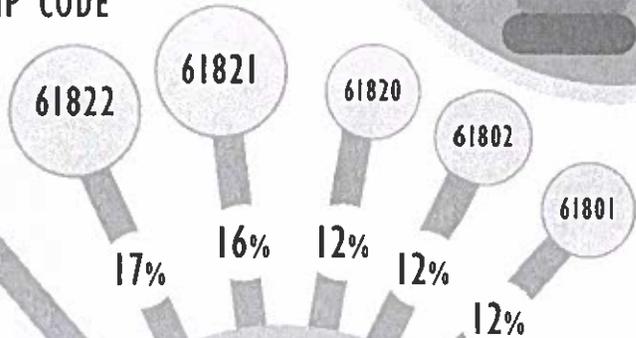
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# COMMUNITY HEALTH SURVEY

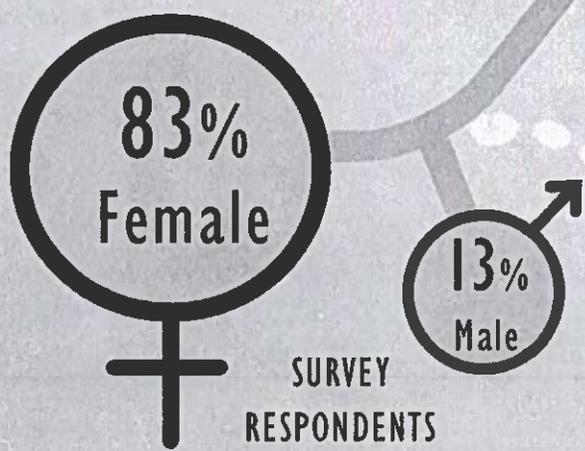
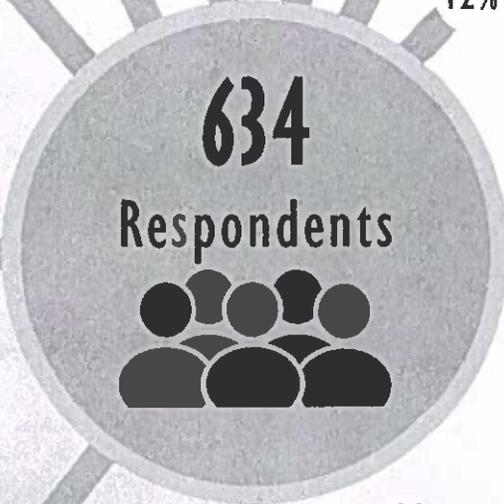
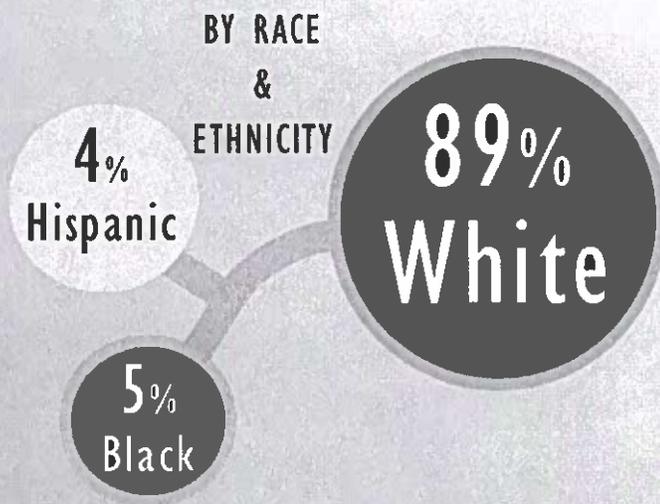
## SURVEY ADMINISTERED



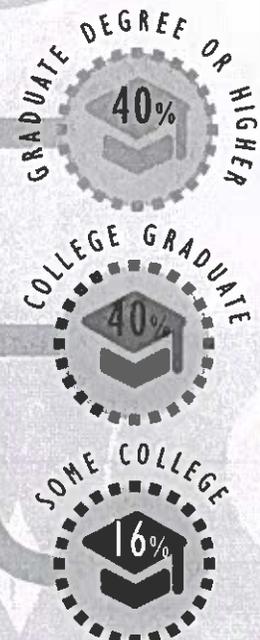
## SURVEY RESPONDENTS BY ZIP CODE



## SURVEY RESPONDENTS BY RACE & ETHNICITY



## SURVEY RESPONDENTS BY SEX



## SURVEY RESPONDENTS BY EDUCATION

\*\*This survey was conducted during a pandemic and access to various populations of the community was limited\*\*

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# COMMUNITY CONCERNS ON HEALTH

CHILD ABUSE & NEGLECT  
47%



MENTAL HEALTH  
81%



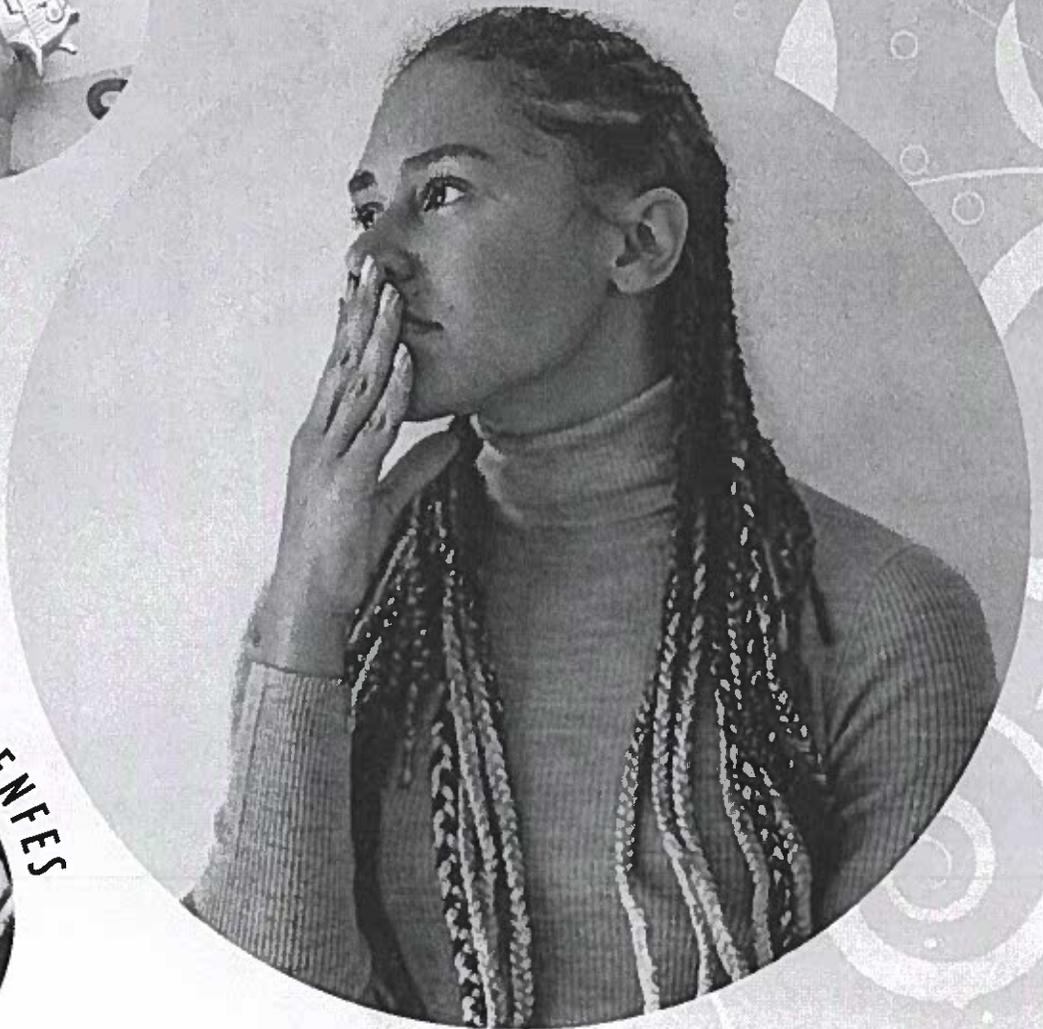
GUN VIOLENCE  
47%



INFECTIOUS DISEASES  
42%



SENIOR/ AGING CHALLENGES  
40%

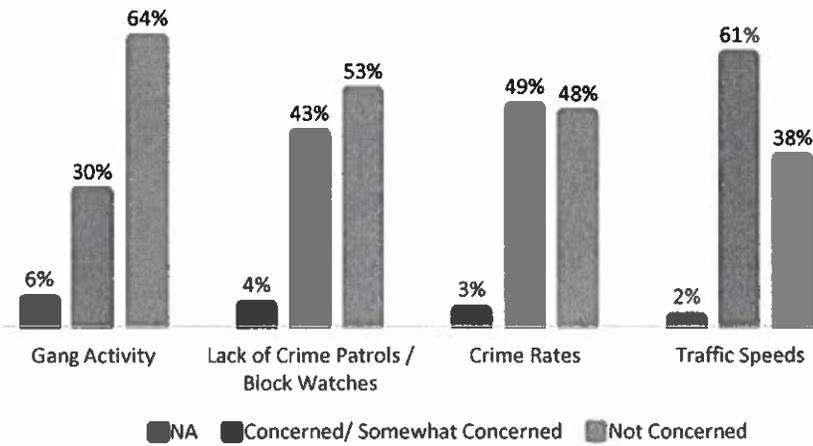


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# NEIGHBORHOOD SAFETY CONCERNS

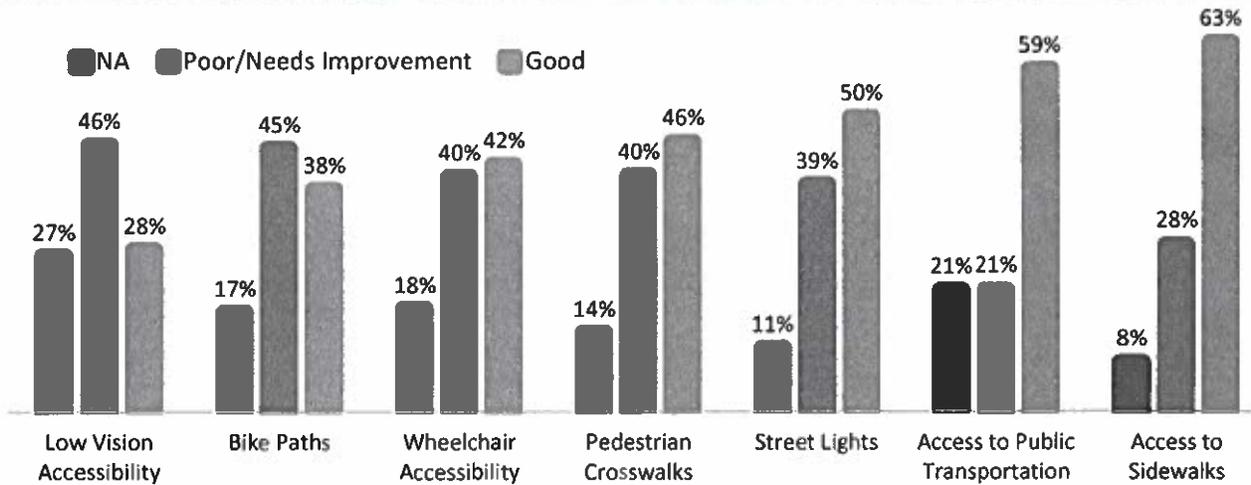
WERE CONCERNED/ SOMEWHAT CONCERNED ABOUT TRAFFIC SPEEDS

61%



■ NA ■ Concerned/ Somewhat Concerned ■ Not Concerned

■ NA ■ Poor/Needs Improvement ■ Good



FELT THAT THE NEIGHBORHOOD STREETS WERE NOT ADEQUATELY LIT

27%

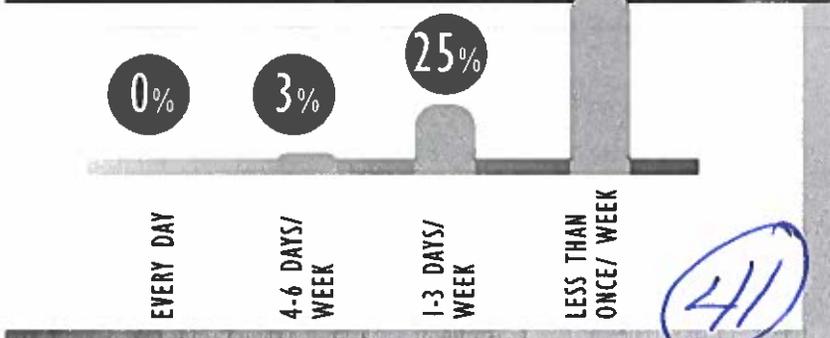
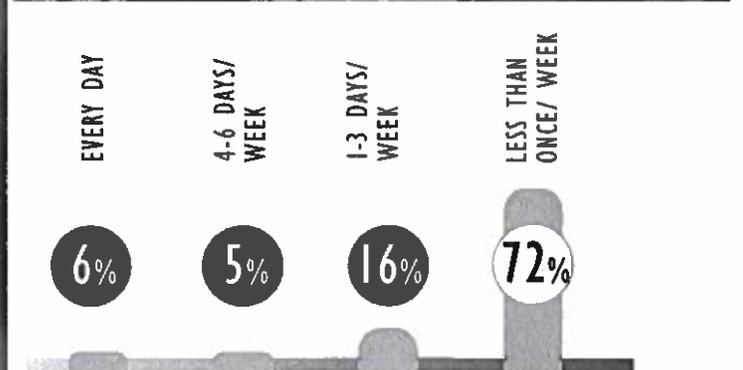
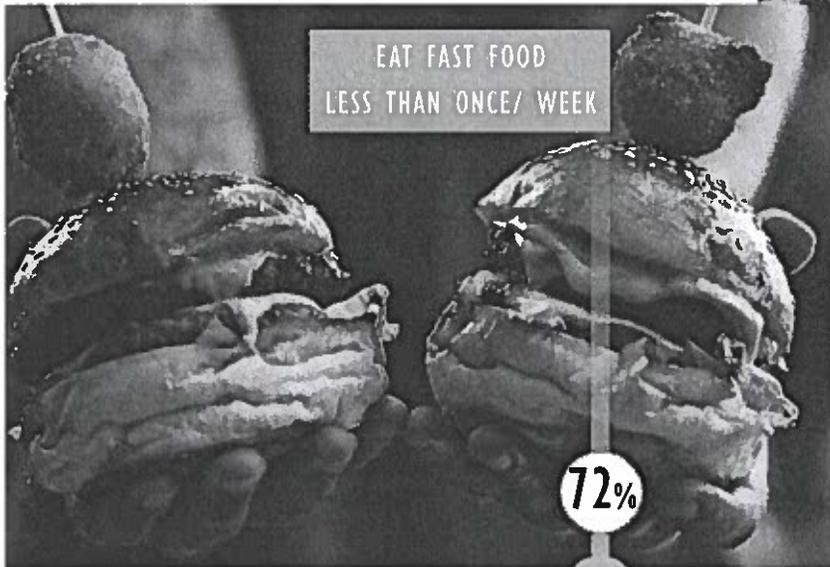
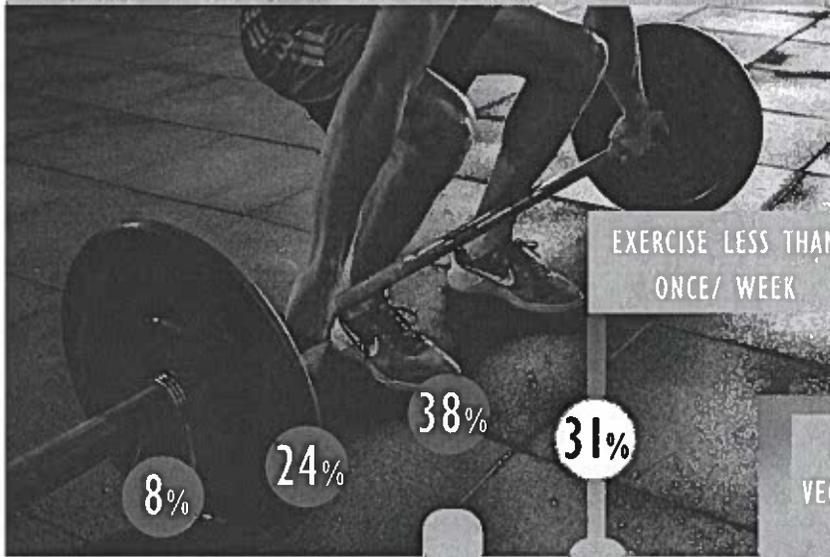
FELT THAT ACCESS TO PUBLIC TRANSPORTATION WAS GOOD

59%

Image courtesy: MTD.org



# HEALTH BEHAVIORS OF SURVEY RESPONDENTS



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# FORCES OF CHANGE ASSESSMENT



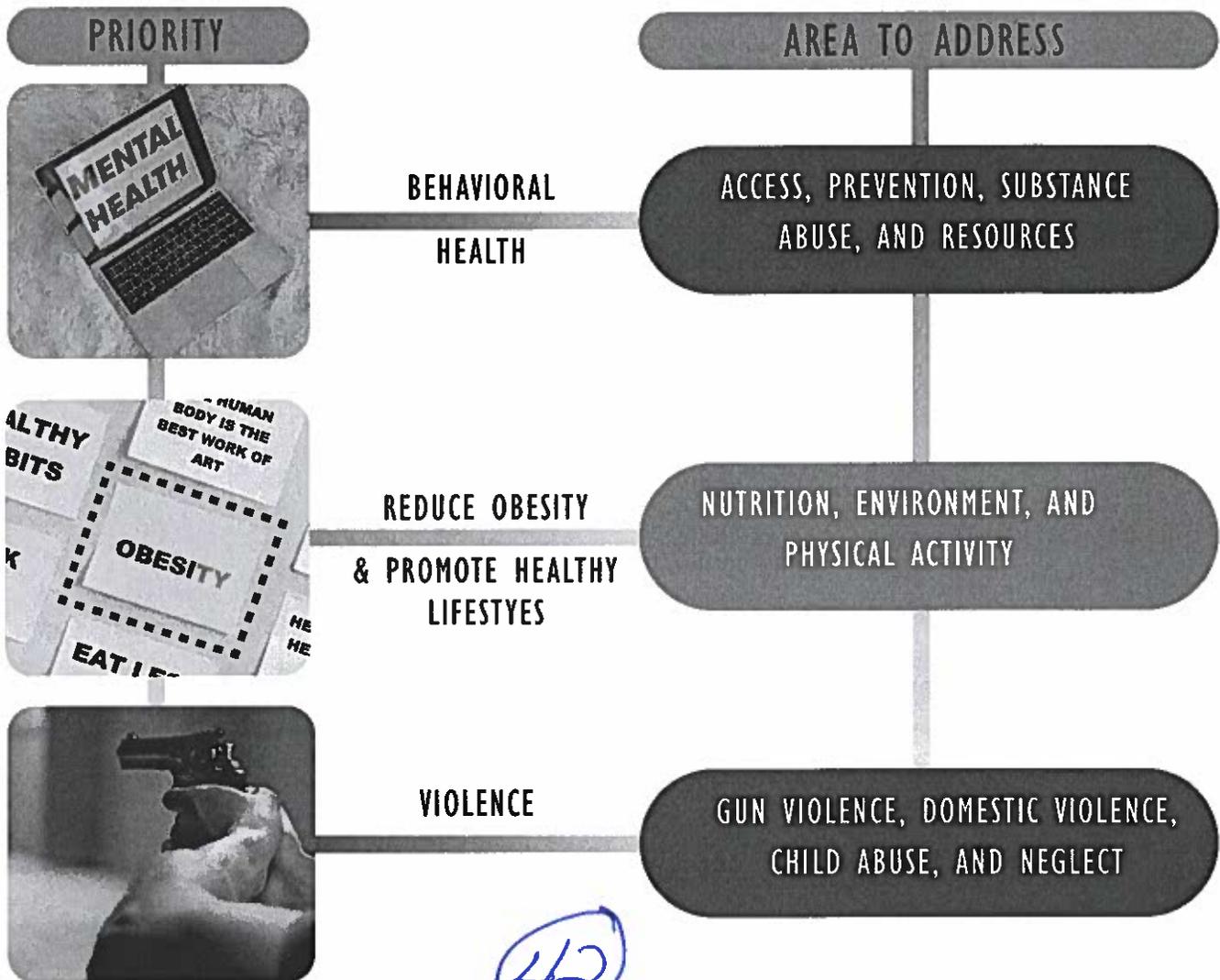
CHANGE

SAME

THE FORCES OF CHANGE ASSESSMENT OBSERVES WHAT IS OCCURRING OR MIGHT OCCUR THAT IMPACTS THE HEALTH OF THE COMMUNITY OR LOCAL PUBLIC HEALTH SYSTEM, AND WHAT THREATS OR OPPORTUNITIES ARE GENERATED BY THESE OCCURRENCES.

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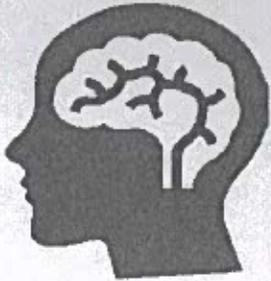
INDIVIDUALS REPRESENTING VARIOUS AGENCIES WITHIN CHAMPAIGN COUNTY, MET AND DETERMINED THE FOLLOWING THREE AREAS WILL HAVE PRIORITY FOCUS OVER THE NEXT THREE YEARS



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# PRIORITIES AND GOALS

## BEHAVIORAL HEALTH



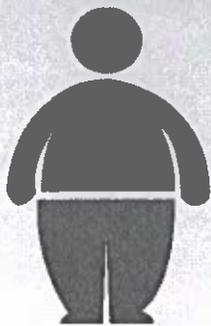
### GOAL



MAKE ADVANCEMENTS IN BEHAVIORAL HEALTH FOR CHAMPAIGN COUNTY RESIDENTS BY EXPANDING ACCESS TO PREVENTION, INTERVENTION, AND TREATMENT SERVICES



## REDUCE OBESITY & PROMOTE HEALTHY LIFESTYLES



### GOAL



INCREASE OPPORTUNITIES FOR ACTIVE LIVING IN CHAMPAIGN COUNTY COMMUNITIES BY 2023



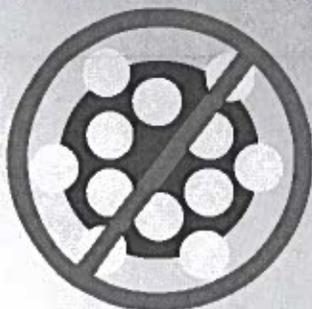
### GOAL



IMPROVE ACCESS TO, INTEREST IN, AND AFFORDABILITY OF HEALTHY FOODS



## VIOLENCE



### GOAL



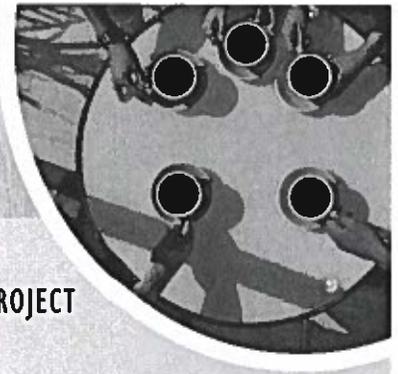
DECREASE GUN VIOLENCE, DOMESTIC VIOLENCE, & CHILD ABUSE & NEGLECT IN THE COMMUNITY BY INCREASING COMMUNITY ENGAGEMENT, FOSTERING BETTER RELATIONSHIPS BETWEEN LAW ENFORCEMENT & CITIZENS, & IMPLEMENTING ANTI-VIOLENCE INITIATIVES



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# COMMUNITY PARTNERS



CARLE FOUNDATION HOSPITAL  
CHAMPAIGN COUNTY SHERIFF'S OFFICE  
CHAMPAIGN COUNTY BOARD OF HEALTH  
CHAMPAIGN COUNTY HEAD START  
CHAMPAIGN COUNTY HEALTH CARE CONSUMERS  
CHAMPAIGN COUNTY MENTAL HEALTH BOARD  
CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION  
CHAMPAIGN PARK DISTRICT  
CHAMPAIGN POLICE DEPARTMENT  
CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT  
CHRISTIE CLINIC  
CITY OF CHAMPAIGN NEIGHBORHOOD SERVICES  
CITY OF URBANA  
COMMUNITY GARDENS AT LEIRMAN  
COURT APPOINTED SPECIAL ADVOCATES FOR CHILDREN  
CRIS HEALTHY AGING  
CRISIS NURSERY  
C-U AT HOME  
C-U MASS TRANSIT DISTRICT  
CUNNINGHAM CHILDREN'S HOME  
DEVELOPMENTAL SERVICES CENTER  
FAITH IN ACTION  
FAMILY RESILIENCY CENTER  
FAMILY SERVICE CENTER

GREATER COMMUNITY AIDS PROJECT  
HABITAT FOR HUMANITY  
HEALTHY CHAMPAIGN COUNTY  
ILLINOIS DENTAL SOCIETY  
LAND OF LINCOLN LEGAL ASSISTANCE  
MCKINLEY HEALTH CENTER  
MIDWEST CENTER FOR INVESTIGATIVE REPORTING  
NATIONAL ALLIANCE ON MENTAL ILLNESS  
OSF HEALTHCARE HEART OF MARY MEDICAL CENTER  
PARKLAND COLLEGE  
PRAIRIE CENTER  
PROSPERITY GARDEN  
ROSECRANCE  
UNITED WAY OF CHAMPAIGN COUNTY  
UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE  
UNIVERSITY OF ILLINOIS AT URBANA CHAMPAIGN  
UNIVERSITY OF ILLINOIS EXTENSION OFFICE  
UNIVERSITY OF ILLINOIS POLICE DEPARTMENT  
URBANA ADULT EDUCATION  
URBANA NEIGHBORHOOD CONNECTIONS CENTER  
URBANA PARK DISTRICT  
URBANA POLICE DEPARTMENT  
URBANA SCHOOL DISTRICT  
WELLS FARGO

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# RESOURCES

TO ACCESS A COMPLETE COPY OF THE CHAMPAIGN COUNTY COMMUNITY HEALTH IMPROVEMENT PLAN,  
PLEASE VISIT  
[WWW.C-UPHD.ORG](http://WWW.C-UPHD.ORG)

FOR ADDITIONAL DATA ABOUT CHAMPAIGN COUNTY,  
PLEASE VISIT  
[WWW.COUNTYHEALTHRANKINGS.ORG](http://WWW.COUNTYHEALTHRANKINGS.ORG)  
[HTTP://WWW.DPH.ILLINOIS.GOV/DATA-STATISTICS](http://WWW.DPH.ILLINOIS.GOV/DATA-STATISTICS)

TO LEARN MORE ABOUT THE MAPP PROCESS,  
PLEASE VISIT THE NATIONAL ASSOCIATION OF CITY AND COUNTY HEALTH OFFICIALS (NACCHO) AT  
[WWW.NACCHO.ORG/TOPICS/INFRASTRUCTURE/MAPP](http://WWW.NACCHO.ORG/TOPICS/INFRASTRUCTURE/MAPP)



**Public Health**  
Prevent. Promote. Protect.

## CHAMPAIGN COUNTY

COMMUNITY HEALTH IMPROVEMENT PLAN

2021-2023

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10.D.

DATE: July 21, 2021 and July 28, 2021  
TO: Members, Champaign County Mental Health Board (CCMHB) and  
Champaign County Developmental Disabilities Board (CCDDB)  
FROM: Lynn Canfield, Executive Director  
SUBJECT: CILA Facilities Project Updates

To support Board discussion of possible next steps for the CILA Facilities Project, several documents are included as attachments to this cover letter. The Boards will have a special joint meeting on Wednesday, July 28, 2021 at 5:45PM in the Shields-Carter Room (and on Zoom) during which they may agree to take action or identify which additional information will be helpful prior to decisions.

At June 23 meetings, the Boards approved posting of the following notice for Realtor Bids:

Notification of Bid Process: The Executive Director of the Champaign County Developmental Disabilities Board and the Champaign County Mental Health Board is seeking bid proposals from local, licensed realtors who are interested in listing one of our houses for sale. The proposal should include the realtor's qualifications and experience, the realtor's plan to market the property or properties, the realtor's commission and any other expenses the Boards would incur regarding the realtor, and the realtor's proposed reasonable selling price along with their method of making such a determination. The Boards shall select the realtor who offers the best value to the Boards and set the initial asking price. The Boards reserve the right to reject any and all proposals. Proposals are due to the CCMHB/CCDDB Director by no later than Friday, July 9 at 4:30PM. Please email [lynn@ccmhb.org](mailto:lynn@ccmhb.org).

Three bids were submitted, and appraisals completed for each property. These and other related materials are attached:

1. Appraisal Reports for each property.
2. Max Mitchell email, realtor bids for each property, supporting materials.
3. Nick Ward email, realtor bids for each property, supporting materials.
4. Genia Laslie email, realtor bid.
5. The current Intergovernmental Agreement between the CCDDB and CCMHB.
6. Draft budget for maintaining the homes without occupants.
7. Draft Request for Proposals if a provider of CILA services is to be sought.

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# APPRAISAL OF REAL PROPERTY



### LOCATED AT

3707 Englewood Dr  
Champaign, IL 61822

Lot 715 Glenshire Subdivision Number 7 and Replat of Lot 631 of Glenshire Subdivision Number 6

### FOR

Lynn Canfield, Executive Director  
1776 E. Washington St.  
Urbana, IL 61802

### AS OF

07/02/2021

### BY

Paul J. Sailor  
Paul J. Sailor  
P. O. Box 3002  
Champaign, IL 61824-3002  
(217) 398-0100  
appraisalhomes@comcast.net

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# RESIDENTIAL APPRAISAL SUMMARY REPORT

File No.: 21051

Property Address: 3707 Englewood Dr City: Champaign State: IL Zip Code: 61822  
 County: Champaign Legal Description: Lot 715 Glenshire Subdivision Number 7 and Replat of Lot 631 of Glenshire  
 Subdivision Number 6 Assessor's Parcel #: 44-20-16-375-046  
 Tax Year: 2020 R.E. Taxes: \$ 0 Special Assessments: \$ 0 Borrower (if applicable): None  
 Current Owner of Record: Champaign County Board for Care and Treatment Occupant:  Owner  Tenant  Vacant  Manufactured Housing  
 Project Type:  PUD  Condominium  Cooperative  Other (describe) HOA: \$ 235 per year  per month  
 Market Area Name: Glenshire Map Reference: 16580 Census Tract: 0012.05  
 The purpose of this appraisal is to develop an opinion of:  Market Value (as defined) or  other type of value (describe)  
 This report reflects the following value (if not Current, see comments):  Current (the Inspection Date is the Effective Date)  Retrospective  Prospective  
 Approaches developed for this appraisal:  Sales Comparison Approach  Cost Approach  Income Approach (See Reconciliation Comments and Scope of Work)  
 Property Rights Appraised:  Fee Simple  Leasehold  Leased Fee  Other (describe)  
 Intended Use: Client engaged the appraiser for an appraisal for potential sale price. Intended User of this Appraisal Report is Lynn Canfield, Executive Director, Champaign County Developmental Disabilities Board, Champaign County Mental Health Board.  
 Intended User(s) (by name or type): Client: Lynn Canfield, Executive Director  
 Client: Lynn Canfield, Executive Director Address: 1776 E. Washington St, Urbana, IL 61802  
 Appraiser: Paul J. Sailor Address: P. O. Box 3002, Champaign, IL 61824-3002  
 Location:  Urban  Suburban  Rural  
 Built up:  Over 75%  25-75%  Under 25%  
 Growth rate:  Rapid  Stable  Slow  
 Property values:  Increasing  Stable  Declining  
 Demand/supply:  Shortage  In Balance  Over Supply  
 Marketing time:  Under 3 Mos.  3-6 Mos.  Over 6 Mos.  
 Predominant Occupancy:  Owner 90  Tenant 10  Vacant (0-5%)  Vacant (>5%)  
 One-Unit Housing: PRICE \$ (000) AGE (yrs) Low High Pred  
 Present Land Use: One-Unit 80% 2-4 Unit 5% Multi-Unit 5% Comm'l 5% Other 5%  
 Change in Land Use:  Not Likely  Likely  In Process  
 Market Area Boundaries, Description, and Market Conditions (including support for the above characteristics and trends): North - Colleen Dr., East - Interstate-57, South - Kirby Ave., West - Staley Rd. The subject neighborhood consists of single family dwellings of various description with few 2-4 & multi-family dwellings, commons areas, ponds and limited business use. More business use to the north of the neighborhood and grain producing farm land to the west. The University of Illinois at Urbana - Champaign main campus, one of the largest employers of the area, is located within approximately 4 miles to the east. The market area values appear stable to increasing. Supply & demand appear to indicate a current shortage of properties listed for sale. Many properties sell for more than their list price.  
 Dimensions: 78.5' x 105' Site Area: 8,242 sf  
 Zoning Classification: SF1 Description: Single Family Residential  
 Zoning Compliance:  Legal  Legal nonconforming (grandfathered)  Illegal  No zoning  
 Are CC&Rs applicable?  Yes  No  Unknown Have the documents been reviewed?  Yes  No Ground Rent (if applicable) \$  
 Highest & Best Use as improved:  Present use, or  Other use (explain) Highest & Best Use is the present Single Family Residential. Other uses would not be permitted by zoning.  
 Actual Use as of Effective Date: Single Family Residence Use as appraised in this report: Single Family Residence  
 Summary of Highest & Best Use: Highest & Best Use is the current single family residential use. Other uses would not be economically feasible nor permitted by zoning.  
 Utilities: Public Other Provider/Description Off-site Improvements Type Public Private Topography Level - Slightly above street  
 Electricity   200 Amp Panel Street Concrete   Size Average  
 Gas   Curb/Gutter Concrete   Shape Rectangular  
 Water   Sidewalk Concrete   Drainage To Lot Lines  
 Sanitary Sewer   Street Lights None   View Beneficial / Water  
 Storm Sewer   Alley None    
 Other site elements:  Inside Lot  Corner Lot  Cul de Sac  Underground Utilities  Other (describe)  
 FEMA Spect Flood Hazard Area  Yes  No FEMA Flood Zone X FEMA Map # 17019C0406D FEMA Map Date 10/02/2013  
 Site Comments: Subject is located in a residential neighborhood. Views are beneficial with a pond to the rear. Site sq. ft. is similar to other nearby properties in the area.  
 General Description: # of Units 1 # of Stories 1 Type Det. Design (Style) Ranch Actual Age (Yrs.) 24 Effective Age (Yrs.) 20  
 Exterior Description: Foundation Masonry/Avg Exterior Walls Vinyl&Brick/Avg Roof Surface Comp Shingle/Avg Gutters & Dwnspsts Metal/Avg Window Type Double Hung/Avg Storm/Screens Yes  
 Foundation: Slab None Crawl Space Yes Basement None Sump Pump None Dampness None Noted Settlement None Noted Infestation None Noted  
 Basement: Area Sq. Ft. 0 % Finished Ceiling Walls Floor Outside Entry Heating Type Forced Air Fuel Natural Gas Cooling Central Yes Other None  
 Interior Description: Floors Carpet, Wood Lam, Cerl/Avg Walls Drywall/Avg Trim/Finish Wood Painted/Avg Bath Floor Ceramic Tile/Avg Bath Wainscot Fiberglass Unit/Avg Doors Panel/Avg  
 Appliances: Refrigerator Range/Oven Disposal Dishwasher Fan/Hood Microwave Washer/Dryer  
 Attic:  None  Stairs  Drop Stair  Scuttle  Doorway  Floor  Heated  Finished  
 Amenities: Fireplace(s) # 1 Pazo None Deck Wood Stoop Wood Fence Wood Pool None  
 Woodstove(s) # 0  
 Car Storage:  None Garage # of cars (4 Tot) Attach. 2 Garage Detach. Blt-in Carport Driveway Surface 2 2 Lane Concrete  
 Finished area above grade contains: 7 Rooms 4 Bedrooms 2 Bath(s) 1,993 Square Feet of Gross Living Area Above Grade  
 Additional features: Front stoop, wood deck and fence to rear. Fireplace and cathedral ceiling in living room. One bathroom has a large shower for easy access. The bathroom appears to have previously been attached to the largest bedroom.  
 Describe the condition of the property (including physical, functional and external obsolescence): The subject dwelling appears in average overall condition. The kitchen appears in average condition. Average upkeep and maintenance are noted. No repairs appear necessary at this time. The appraiser makes no guarantees or warranties as to the mechanical or structural soundness of the property. The appraisers observation or inspection should not be confused with a home inspection by a licensed home inspector, which is a much more in-depth inspection of the property and improvements. The change of floor plan to include an accessible bathroom with common access, not a private bathroom off of a bedroom, could limited the subject's market appeal.



# RESIDENTIAL APPRAISAL SUMMARY REPORT

File No.: 21051

My research  did  did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal

Data Source(s): **Champaign County Assessor**

1st Prior Subject Sale/Transfer  
 Date: **10/27/2020**  
 Price: **0**  
 Source(s): **County Assessor**  
 2nd Prior Subject Sale/Transfer

Analysis of sale/transfer history and/or any current agreement of sale/listing: **Public records indicate that the subject sold 10/27/2020 by Champaign County Mental Health Board to Champaign County Board for Care and Treatment of Persons With a Development Disability. There is no sale price listed. No other sales of subject were found in the past 3 years. No other sales of comps were found in the 12 months prior to the effective date of appraisal or since.**

SALES COMPARISON APPROACH TO VALUE (if developed)  The Sales Comparison Approach was not developed for this appraisal.

FEATURE	SUBJECT	COMPARABLE SALE # 1	COMPARABLE SALE # 2	COMPARABLE SALE # 3
Address	3707 Englewood Dr Champaign, IL 61822	4107 Crail Rd Champaign, IL 61822	3922 Englewood Dr Champaign, IL 61822	3906 Glenn Brooke Rd Champaign, IL 61822
Proximity to Subject		0.38 miles NW	0.17 miles W	0.20 miles NW
Sale Price	\$	\$ 225,000	\$ 230,000	\$ 220,000
Sale Price/GLA	\$/sq.ft.	\$ 135.62 /sq.ft.	\$ 108.18 /sq.ft.	\$ 114.46 /sq.ft.
Data Source(s)	Interior observation	CCAR MLS #11070950	CCAR MLS #10919099	CCAR MLS #1077659B
Verification Source(s)	Assessor, MLS	Exterior Observations, Assessor	Exterior Observations, Assessor	Exterior Observations, Assessor
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION
Sales or Financing		ArmLth	ArmLth	ArmLth
Concessions		None	Closing Costs \$1,000	None
Date of Sale/Time		06/21 - 25 Days	03/21 - 36 days	08/20 - 1 day
Rights Appraised	Fee Simple	Fee Simple	Fee Simple	Fee Simple
Location	Average	Equal	Equal	Equal
Site	8,242 sf	9,885 sf	8,000 sf	10,880 sf
View	Beneficial / Water	Beneficial / Water	Neutral Residential	Neutral Residential
Design (Style)	Ranch	Ranch	Ranch	Ranch
Quality of Construction	Average	Average	Average	Average
Age	24	21	23	22
Condition	Average	Average	Average	Average
Above Grade	Total Bdrms Baths	Total Bdrms Baths	Total Bdrms Baths	Total Bdrms Baths
Room Count	7 4 2	7 3 2	7 3 2-1/2	7 4 2
Gross Living Area	1,993 sq.ft.	1,659 sq.ft.	2,126 sq.ft.	1,922 sq.ft.
Basement & Finished	0	0	0	0
Rooms Below Grade	0	0	0	0
Functional Utility	Adequate	Adequate	Adequate	Adequate
Heating/Cooling	Forced Air/Central	Forced Air/Central	Forced Air/Central	Forced Air/Central
Energy Efficient Items	Insulation	Insulation	Insulation	Insulation
Garage/Carport	2-Car Att. Garage	3-Car Att. Garage	3-Car Att. Garage	2-Car Att. Garage
Porch/Patio/Deck	Stoop, Deck	Stoop, Patio	Stoop, Deck	Stoop, Patio
Fireplace	1 Fireplace	1 Fireplace	1 Fireplace	1 Fireplace
Net Adjustment (Total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 5,000	<input type="checkbox"/> + <input checked="" type="checkbox"/> - \$ -6,500	<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 5,000
Adjusted Sale Price of Comparables		\$ 230,000	\$ 223,500	\$ 225,000

Summary of Sales Comparison Approach **Extensive research of area sales found these comparable sales to be the most recent & similar to the subject. All comps sold within the past 12 months. Comparable sales are adjusted for differences between subject and comps. Sq. ft. adjustments \$30. per sq. ft., rounded to the nearest \$500. Comp 1 is adjusted for its smaller sq. ft. of living area and its larger garage. Comps 2, 3 & 4 View adjustments based on Subject view of pond to rear, Comps residential views. Comp 2 is adjusted for its additional half bathroom, larger sq. ft. & larger garage. No additional adjustments are necessary for Comps 3 & 4. All adjustments are based on market research and are within normal mortgage underwriting guidelines. Adjusted sales data indicates a subject market value range of \$223,500. to \$230,000. The comps included in this appraisal report are found to be the most similar in terms of location, style, age, size, functional utility and market appeal. Realtor comments and interior photos indicate similar condition for the subject and all comps. The final reconciliation of value, toward the lower of the value range, takes into consideration the subject lack of attached bathroom off bedroom.**

The appraiser has not provided any services in regard to the subject property within the past three years.

This appraisal report contains a digital signature which is password protected. This report cannot be altered once the password has been entered. This appraisal report contains original digital photos of the subject, which have not been re-touched or altered. All comparable sales were viewed by the appraiser from the front street, CCAR MLS Realtor data & photos, public records and aerial mapping. Comp photos from MLS. The intended user(s) of this appraisal report should be aware that the term "inspection" may be found in this standard appraisal form. The term "inspection" or "appraiser inspection" used in this report is to mean the appraiser made a visual observation of the property, either from the exterior or interior and exterior. The terms must not be confused with a home inspection which is a much more in-depth inspection of the various components of the property and improvements. Unless otherwise noted herein the appraiser considers, and assumes the structure(s) and mechanical systems are in normal condition. The appraiser is an Illinois Certified Residential Real Estate Appraiser and not a licensed home inspector nor a building code inspector or enforcer.

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Indicated Value by Sales Comparison Approach \$ **224,000**

# RESIDENTIAL APPRAISAL SUMMARY REPORT

File No.: 21051

**COST APPROACH TO VALUE (if developed)**  The Cost Approach was not developed for this appraisal

Provide adequate information for replication of the following cost figures and calculations.  
Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value):

---

**COST APPROACH**

ESTIMATED <input type="checkbox"/> REPRODUCTION OR <input type="checkbox"/> REPLACEMENT COST NEW	OPINION OF SITE VALUE	= \$
Source of cost data:	DWELLING	Sq. Ft. @ \$ = \$
Quality rating from cost service:		Sq. Ft. @ \$ = \$
Effective date of cost data:		Sq. Ft. @ \$ = \$
Comments on Cost Approach (gross living area calculations, depreciation, etc.):		Sq. Ft. @ \$ = \$
The Cost Approach is considered but not found to be applicable for the subject older dwelling. This information is not pertinent to buyers.		Sq. Ft. @ \$ = \$
		Sq. Ft. @ \$ = \$
		Sq. Ft. @ \$ = \$
		Sq. Ft. @ \$ = \$
		Sq. Ft. @ \$ = \$
	Garage/Carport	Sq. Ft. @ \$ = \$
	Total Estimate of Cost-New	= \$
	Less Physical	Functional External
	Depreciation	= \$
	Depreciated Cost of Improvements	= \$
	"As-is" Value of Site Improvements	= \$
		= \$
		= \$
Estimated Remaining Economic Life (if required):	Years	INDICATED VALUE BY COST APPROACH = \$

**INCOME APPROACH TO VALUE (if developed)**  The Income Approach was not developed for this appraisal

Estimated Monthly Market Rent \$ \_\_\_\_\_ X Gross Rent Multiplier \_\_\_\_\_ = \$ \_\_\_\_\_ Indicated Value by Income Approach

Summary of Income Approach (including support for market rent and GRM): **The predominance of owner occupied properties in the subject neighborhood and privately rented properties makes rental data scarce and the income approach less applicable.**

---

**PUD**

**PROJECT INFORMATION FOR PUDs (if applicable)**  The Subject is part of a Planned Unit Development

Legal Name of Project: \_\_\_\_\_

Describe common elements and recreational facilities: \_\_\_\_\_

---

Indicated Value by: Sales Comparison Approach \$ **224,000** Cost Approach (if developed) \$ \_\_\_\_\_ Income Approach (if developed) \$ \_\_\_\_\_

Final Reconciliation **All approaches to value are considered in this assignment. The Sales Comparison Approach gives the best estimate of value for this property. The Cost Approach, because of difficulty in estimating depreciation, is not considered dependable. The Income Approach is not reliable due to the predominance of owner occupied properties in the area and corresponding lack of market rental data.**

---

**RECONCILIATION**

This appraisal is made  "as is",  subject to completion per plans and specifications on the basis of a Hypothetical Condition that the improvements have been completed,  subject to the following repairs or alterations on the basis of a Hypothetical Condition that the repairs or alterations have been completed,  subject to the following required inspection based on the Extraordinary Assumption that the condition or deficiency does not require alteration or repair \_\_\_\_\_

This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda.

Based on the degree of inspection of the subject property, as indicated below, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my (our) Opinion of the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: \$ **224,000**, as of: **07/02/2021**, which is the effective date of this appraisal. If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.

---

**ATTACHMENTS**

A true and complete copy of this report contains **15** pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report.

Attached Exhibits:

<input type="checkbox"/> Scope of Work	<input checked="" type="checkbox"/> Limiting Cond./Certifications	<input type="checkbox"/> Narrative Addendum	<input type="checkbox"/> Photograph Addenda	<input type="checkbox"/> Sketch Addendum
<input checked="" type="checkbox"/> Map Addenda	<input checked="" type="checkbox"/> Additional Sales	<input type="checkbox"/> Cost Addendum	<input type="checkbox"/> Flood Addendum	<input type="checkbox"/> Manuf. House Addendum
<input type="checkbox"/> Hypothetical Conditions	<input checked="" type="checkbox"/> Extraordinary Assumptions			

---

**SIGNATURES**

Client Contact: \_\_\_\_\_ Client Name: **Lynn Canfield, Executive Director**

E-Mail: \_\_\_\_\_ Address: **1776 E. Washington St., Urbana, IL 61802**

**APPRaiser**  **Superior** 

Appraiser Name: **Paul J. Sailor** Supervisory or Co-Appraiser Name: \_\_\_\_\_

Company: **Paul J. Sailor** Company: \_\_\_\_\_

Phone: **(217) 398-0100** Fax: \_\_\_\_\_

E-Mail: **appraisalhomes@comcast.net** E-Mail: \_\_\_\_\_

Date of Report (Signature): **07/12/2021** Date of Report (Signature): \_\_\_\_\_

License or Certification #: **556.002138** State: **IL** License or Certification #: \_\_\_\_\_ State: \_\_\_\_\_

Designation: \_\_\_\_\_ Designation: \_\_\_\_\_

Expiration Date of License or Certification: **09/30/2021** Expiration Date of License or Certification: \_\_\_\_\_

Inspection of Subject:  Interior & Exterior  Interior Only  None Inspection of Subject:  Interior & Exterior  Exterior Only  None

Date of Inspection: **07/02/2021** Date of Inspection: \_\_\_\_\_

# ADDITIONAL COMPARABLE SALES

File No.: 21051

FEATURE	SUBJECT	COMPARABLE SALE # 4	COMPARABLE SALE # 5	COMPARABLE SALE # 6	
Address	3707 Englewood Dr Champaign, IL 61822	4102 Englewood Dr Champaign, IL 61822			
Proximity to Subject		0.27 miles W			
Sale Price	\$	\$ 224,000	\$	\$	
Sale Price/GLA	\$ /sq.ft.	\$ 107.28 /sq.ft.	\$ /sq.ft.	\$ /sq.ft.	
Data Source(s)	Interior observation	CCAR MLS #10723879			
Verification Source(s)	Assessor, MLS	Exterior Observations, Assessor			
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-) \$ Adjust.	DESCRIPTION	+(-) \$ Adjust.
Sales or Financing		Armlth			
Concessions		None			
Date of Sale/Time		07/20 - 6 days			
Rights Appraised	Fee Simple	Fee Simple			
Location	Average	Average			
Size	8,242 sf	8,100 sf	0		
View	Beneficial / Water	Neutral/Residential	+5,000		
Design (Style)	Ranch	Ranch			
Quality of Construction	Average	Average			
Age	24	30	0		
Condition	Average	Average			
Above Grade	Total Bdrms Baths	Total Bdrms Baths	Total Bdrms Baths	Total Bdrms Baths	Total Bdrms Baths
Room Count	7 4 2	8 3 2	0		
Gross Living Area	1,993 sq.ft.	2,088 sq.ft.	0		
Basement & Finished	0	0			
Rooms Below Grade	0	0			
Functional Utility	Adequate	Adequate			
Heating/Cooling	Forced Air/Central	Forced Air/Central			
Energy Efficient Items	Insulation	Insulation			
Garage/Carport	2-Car Att. Garage	2-Car Att. Garage			
Porch/Patio/Deck	Stoop, Deck	Stoop, Deck			
Fireplace	1 Fireplace	1 Fireplace			
Net Adjustment (Total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 5,000	<input type="checkbox"/> + <input type="checkbox"/> - \$	<input type="checkbox"/> + <input type="checkbox"/> - \$	
Adjusted Sale Price of Comparables		\$ 229,000	\$	\$	
Summary of Sales Comparison Approach	See comments on previous pages				

SALES COMPARISON APPROACH

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**Subject Photo Page**

Borrower	None				
Property Address	3707 Englewood Dr				
City	Champaign	County	Champaign	State	IL Zip Code 61822
Lender/Client	Lynn Canfield, Executive Director				



**Subject Front**

3707 Englewood Dr  
 Sales Price  
 Gross Living Area 1,993  
 Total Rooms 7  
 Total Bedrooms 4  
 Total Bathrooms 2  
 Location Average  
 View Beneficial / Water  
 Site 8,242 sf  
 Quality Average  
 Age 24



**Subject Rear**



**Subject Street**

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### Photograph Addendum

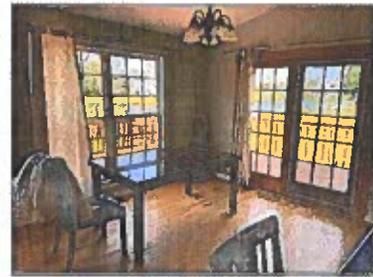
Borrower	None						
Property Address	3707 Englewood Dr						
City	Champaign	County	Champaign	State	IL	Zip Code	61822
Lender/Client	Lynn Canfield, Executive Director						



**Living Room**



**Kitchen**



**Nook**



**Bedroom**



**Bedroom**



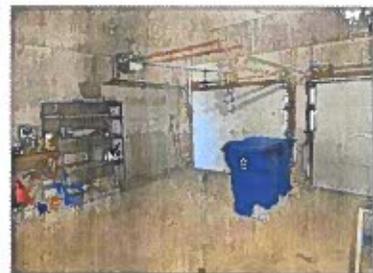
**Bedroom**



**Bathroom**



**Utility**



**Garage**



**View of Pond to Rear**



### Comparable Photo Page

Borrower	None				
Property Address	3707 Englewood Dr				
City	Champaign	County	Champaign	State	IL Zip Code 61822
Lender/Client	Lynn Canfield, Executive Director				



#### Comparable 1

4107 Crail Rd  
 Prox. to Subject 0.38 miles NW  
 Sales Price 225,000  
 Gross Living Area 1,659  
 Total Rooms 7  
 Total Bedrooms 3  
 Total Bathrooms 2  
 Location Equal  
 View Beneficial / Water  
 Site 9,885 sf  
 Quality Average  
 Age 21



#### Comparable 2

3922 Englewood Dr  
 Prox. to Subject 0.17 miles W  
 Sales Price 230,000  
 Gross Living Area 2,126  
 Total Rooms 7  
 Total Bedrooms 3  
 Total Bathrooms 2-1/2  
 Location Equal  
 View Neutral, Residential  
 Site 8,000 sf  
 Quality Average  
 Age 23



#### Comparable 3

3906 Glenn Brooke Rd  
 Prox. to Subject 0.20 miles NW  
 Sales Price 220,000  
 Gross Living Area 1,922  
 Total Rooms 7  
 Total Bedrooms 4  
 Total Bathrooms 2  
 Location Equal  
 View Neutral, Residential  
 Site 10,880 sf  
 Quality Average  
 Age 22

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**Comparable Photo Page**

Borrower	None						
Property Address	3707 Englewood Dr						
City	Champaign	County	Champaign	State	IL	Zip Code	61822
Lender/Client	Lynn Canfield, Executive Director						



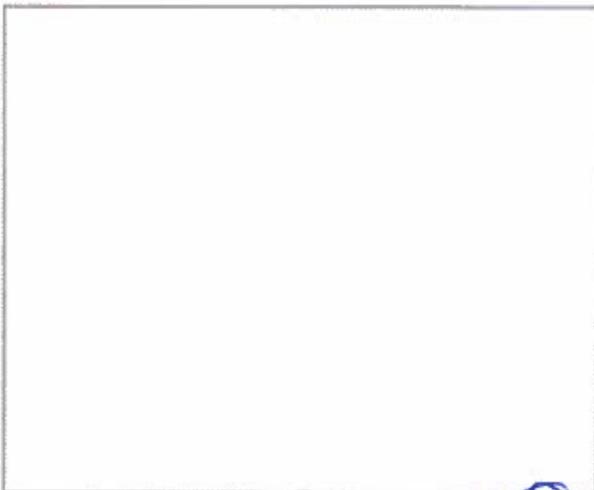
**Comparable 4**

4102 Englewood Dr  
 Prox. to Subject 0.27 miles W  
 Sale Price 224,000  
 Gross Living Area 2,088  
 Total Rooms 8  
 Total Bedrooms 3  
 Total Bathrooms 2  
 Location Average  
 View Neutral/Residential  
 Site 8,100 sf  
 Quality Average  
 Age 30



**Comparable 5**

Prox. to Subject  
 Sale Price  
 Gross Living Area  
 Total Rooms  
 Total Bedrooms  
 Total Bathrooms  
 Location  
 View  
 Site  
 Quality  
 Age



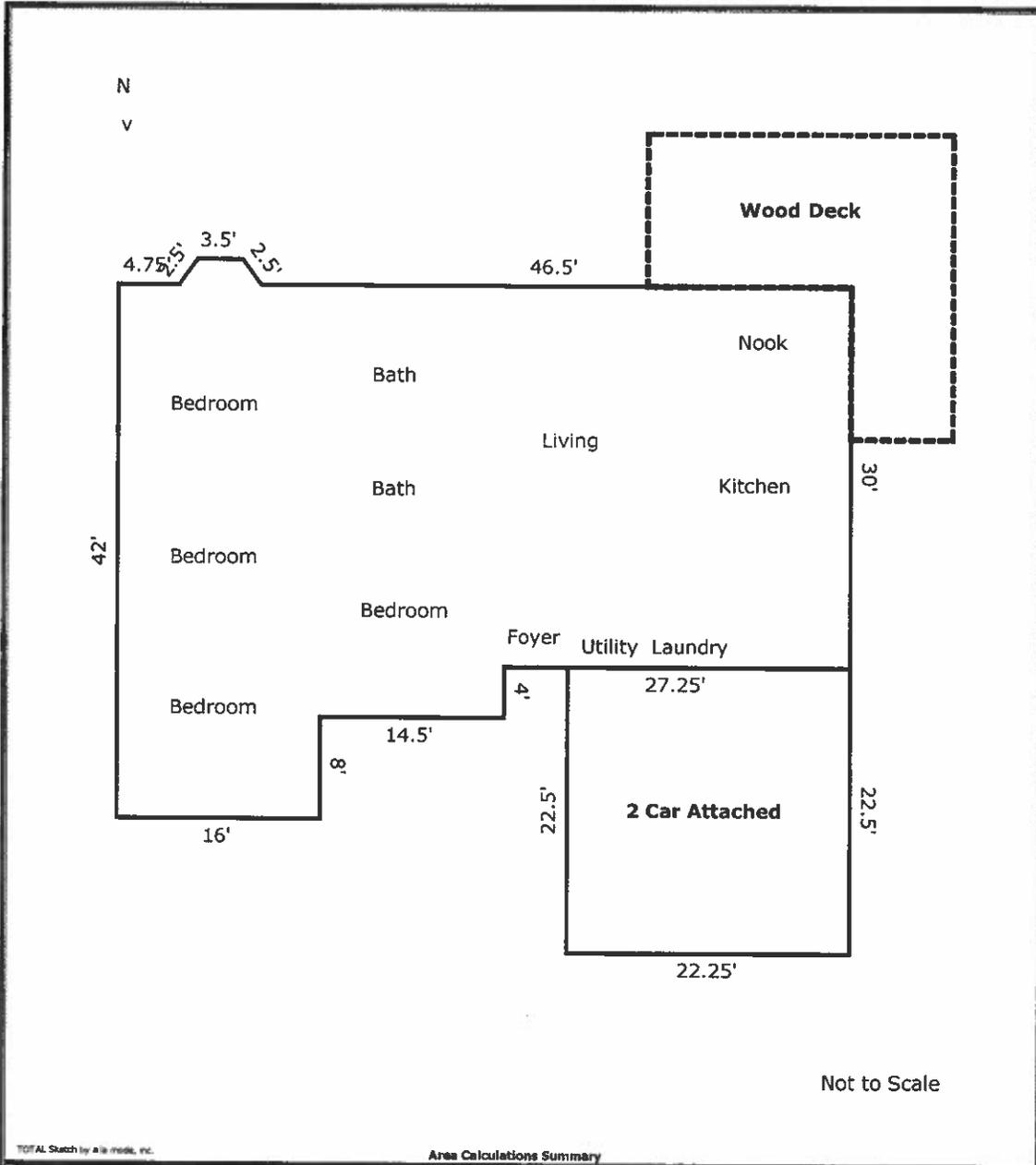
**Comparable 6**

Prox. to Subject  
 Sale Price  
 Gross Living Area  
 Total Rooms  
 Total Bedrooms  
 Total Bathrooms  
 Location  
 View  
 Site  
 Quality  
 Age

55

### Building Sketch

Borrower	None		
Property Address	3707 Englewood Dr		
City	Champaign	County	Champaign
		State	IL
		Zip Code	61822
Lender/Client	Lynn Canfield, Executive Director		



TOTAL Sketch by a la mode, inc.

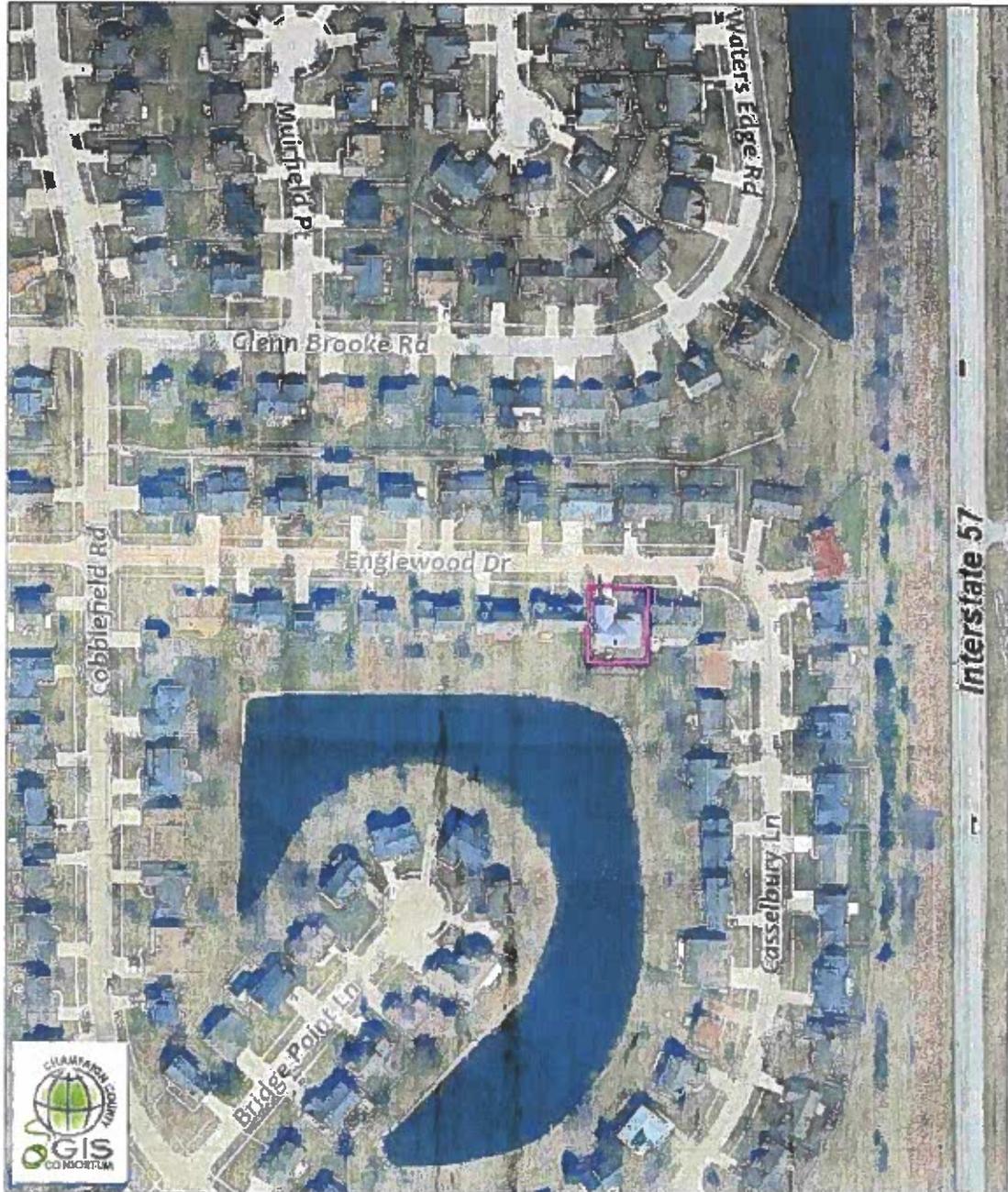
#### Area Calculations Summary

Living Area	Area	Calculation Details
First Floor	1992.5 Sq ft	$0.5 \times 1.5 \times 2 = 1.5$ $0.5 \times 2 \times 1.5 = 1.5$ $3.5 \times 2 = 7$ $30 \times 27.25 = 817.5$ $30.5 \times 34 = 1037$ $8 \times 16 = 128$
<b>Total Living Area (Rounded):</b>	<b>1993 Sq ft</b>	
<b>Non-living Area</b>		
Wood Deck	384 Sq ft	$12 \times 16 = 192$ $24 \times 8 = 192$
2 Car Attached	500.63 Sq ft	$22.25 \times 22.5 = 500.62$

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Plat Map

GIS Webmap Public Interface Champaign County, Illinois



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This map application was prepared with geographic information system (GIS) data created by the Champaign County GIS Consortium (CCGIS), or other CCGIS membership. These entities do not warrant or guarantee the accuracy or suitability of GIS data for any purpose. The GIS data within this application is intended to be used as a general index to spatial information and not intended for detailed, site-specific analysis or resolution of legal matters. Users assume all risk arising from the use or misuse of this application and information contained herein. The use of this application constitutes acknowledgment of this disclaimer.

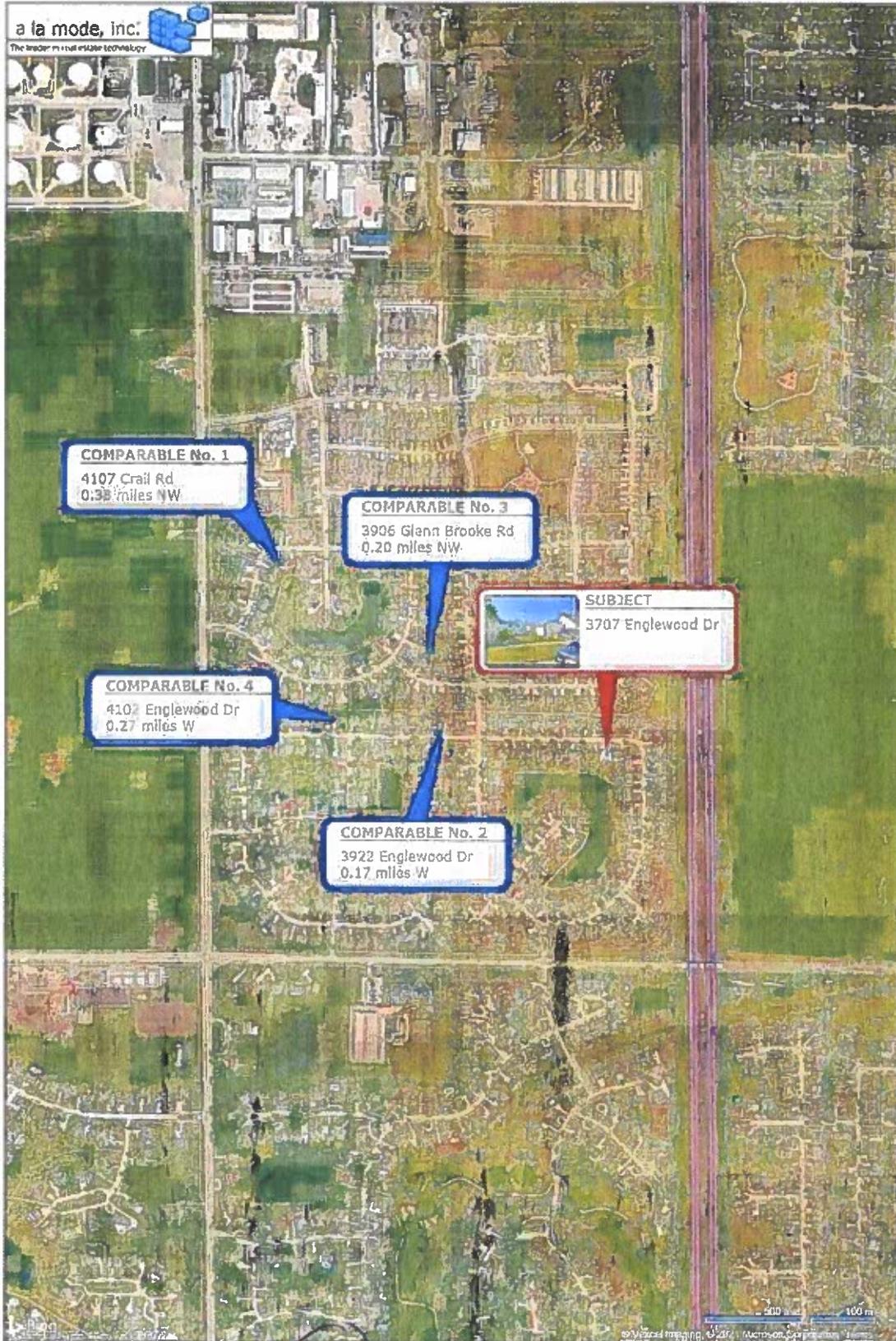


Date: Monday, July 12, 2021

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### Location Map

Borrower	None				
Property Address	3707 Englewood Dr				
City	Champaign	County	Champaign	State	IL Zip Code 61822
Lender/Client	Lynn Canfield, Executive Director				



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File No. 21051

**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale. (Source: FDC Interagency Appraisal and Evaluation Guidelines, October 27, 1994.)

\* Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of custom or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

### STATEMENT OF LIMITING CONDITIONS AND CERTIFICATION

**CONTINGENT AND LIMITING CONDITIONS:** The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is valued on the basis of it being under responsible ownership.
2. Any sketch provided in the appraisal report may show approximate dimensions of the improvements and is included only to assist the reader of the report in visualizing the property. The appraiser has made no survey of the property.
3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
4. Any distribution of valuation between land and improvements in the report applies only under the existing program of utilization. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
5. The appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous waste, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. This appraisal report must not be considered an environmental assessment of the subject property.
6. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
7. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
8. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
9. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower, the mortgagee or its successors and assigns, the mortgage insurer, consultants, professional appraisal organizations, any state or federally approved financial institution, or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.
10. The appraiser is not an employee of the company or individual(s) ordering this report and compensation is not contingent upon the reporting of a predetermined value or direction of value or upon an action or event resulting from the analysis, opinions, conclusions, or the use of this report. This assignment is not based on a required minimum, specific valuation, or the approval of a loan.

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**CERTIFICATION** The appraiser certifies and agrees that:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial and unbiased professional analyses, opinions, and conclusions.
3. Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
9. Unless otherwise indicated, I have made a personal inspection of the interior and exterior areas of the property that is the subject of this report, and the exteriors of all properties listed as comparables.
10. Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certificate. (If there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report)

esent alamo de coo verty Search 65405507

**ADDRESS OF PROPERTY ANALYZED:** 3707 Englewood Dr, Champaign, IL 61822

**APPRAISER:**

Signature: *Paul J. Sailor*  
 Name: Paul J. Sailor  
 Title: \_\_\_\_\_  
 State Certification #: 556.002138  
 or State License #: \_\_\_\_\_  
 State: IL Expiration Date of Certification or License: 09/30/2021  
 Date Signed: 07/12/2021

**SUPERVISORY or CO-APPRAISER (if applicable):**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 State Certification #: \_\_\_\_\_  
 or State License #: \_\_\_\_\_  
 State: \_\_\_\_\_ Expiration Date of Certification or License: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

Did  Did Not Inspect Property

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# APPRAISAL OF REAL PROPERTY



### LOCATED AT

3506 Royal Oak Ct  
Champaign, IL 61822

Lot 321 Minor Lake West Number 3 Subdivision Replat of Lot 228 of Minor Lake West Number 2 Sub

### FOR

Lynn Canfield, Executive Director  
1776 E. Washington St  
Urbana, IL 61802

### AS OF

07/02/2021

### BY

Paul J. Sailor  
Paul J. Sailor  
P. O. Box 3002  
Champaign, IL 61824-3002  
(217) 398-0100  
appraisehomes@comcast.net

# RESIDENTIAL APPRAISAL SUMMARY REPORT

File No.: 21052

Property Address: 3506 Royal Oak Ct City: Champaign State: IL Zip Code: 61822

County: Champaign Legal Description: Lot 321 Minor Lake West Number 3 Subdivision Replat of Lot 228 of Minor Lake West Number 2 Sub Assessor's Parcel #: 03-20-21-204-038

Tax Year: 2020 A.E. Taxes: \$ 0 Special Assessments: \$ 0 Borrower (if applicable): None

Current Owner of Record: Champaign County Board for Care and Treatment Occupant:  Owner  Tenant  Vacant  Manufactured Housing

Project Type:  PUD  Condominium  Cooperative  Other (describe) HOA: \$ 0 per year  per month

Market Area Name: Minor Lake Map Reference: 16580 Census Tract: 0012.06

The purpose of this appraisal is to develop an opinion of:  Market Value (as defined), or  other type of value (describe)

This report reflects the following value (if not current, see comments):  Current (the Inspection Date is the Effective Date)  Retrospective  Prospective

Approaches developed for this appraisal:  Sales Comparison Approach  Cost Approach  Income Approach (See Reconciliation Comments and Scope of Work)

Property Rights Appraised:  Fee Simple  Leasehold  Leased Fee  Other (describe)

Intended Use: Client engaged the appraiser for an appraisal for potential sale price. Intended User of this Appraisal Report is Lynn Canfield, Executive Director, Champaign County Developmental Disabilities Board, Champaign County Mental Health Board.

Intended User(s) (by name or type): Client: Lynn Canfield, Executive Director CCDD, CCMHB

Client: Lynn Canfield, Executive Director Address: 1776 E. Washington St, Urbana, IL 61802

Appraiser: Paul J. Sailor Address: P. O. Box 3002, Champaign, IL 61824-3002

Location: <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	Prevalent Occupancy	One-Unit Housing	Present Land Use	Change in Land Use
Built up: <input checked="" type="checkbox"/> Over 75% <input type="checkbox"/> 25-75% <input type="checkbox"/> Under 25%	OWNER 90	PRICE (\$000)	One-Unit 90% <input checked="" type="checkbox"/> Not Likely	<input type="checkbox"/> Likely <input type="checkbox"/> In Process *
Growth rate: <input type="checkbox"/> Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow	Tenant 10	AGE (yrs)	2-4 Unit 1% <input type="checkbox"/> * To:	
Property values: <input checked="" type="checkbox"/> Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Declining	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Vacant (0-5%)	125 Low 20	Multi-Unit 1%	
Demand/supply: <input checked="" type="checkbox"/> Shortage <input type="checkbox"/> In Balance <input type="checkbox"/> Over Supply	<input type="checkbox"/> Vacant (>5%)	450 High 65	Comm 2%	
Marketing time: <input checked="" type="checkbox"/> Under 3 Mos. <input type="checkbox"/> 3-6 Mos. <input type="checkbox"/> Over 6 Mos.		250 Pred 40	Other 6%	

Market Area Boundaries, Description, and Market Conditions (including support for the above characteristics and trends): North - Kirby Ave., East - Duncan Rd., South - Windsor Rd., West - Interstate-57. The subject neighborhood consists of single family dwellings of various description with few 2-4 & multi-family dwellings, commons areas, ponds and limited agriculture use. More business use to the south part of the neighborhood in the Duncan Rd. & Windsor Rd. area. The University of Illinois at Urbana - Champaign main campus, one of the largest employers of the area, is located within approximately 4 miles to the east. The market area values appear stable to increasing. Supply & demand appear to indicate a current shortage of properties listed for sale. Many properties sell for more than their list price.

Dimensions: 60.99' x 32.01' x 150' x 80' x 152.30' Site Area: 12,602 sf

Zoning Classification: R1 Description: Single Family Residential

Zoning Compliance:  Legal  Legal nonconforming (grandfathered)  Illegal  No zoning

Are CC&Rs applicable?  Yes  No  Unknown Have the documents been reviewed?  Yes  No Ground Rent (if applicable) \$ /

Highest & Best Use as improved:  Present use, or  Other use (explain) Highest & Best Use is the present Single Family Residential. Other uses would not be permitted by zoning.

Actual Use as of Effective Date: Single Family Residence Use as appraised in this report: Single Family Residence

Summary of Highest & Best Use: Highest & Best Use is the current single family residential use. Other uses would not be economically feasible nor permitted by zoning.

Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Private	Topography	Level - Slightly above street
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	200 Amp Panel	Street	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size	Average
Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Curb/Gutter	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shape	Slightly Irregular
Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Sidewalk	Concrete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage	To Lot Lines
Sanitary Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Street Lights	None	<input type="checkbox"/>	<input type="checkbox"/>	View	Neutral Residential
Storm Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Alley	None	<input type="checkbox"/>	<input type="checkbox"/>		

Other site elements:  Inside Lot  Corner Lot  Cul de Sac  Underground Utilities  Other (describe)

FEMA Spect Flood Hazard Area  Yes  No FEMA Flood Zone X FEMA Map # 17019C0406D FEMA Map Date 10/02/2013

Site Comments: Subject is located in a residential neighborhood. Views are neutral residential. Site sq. ft. is similar to other nearby properties in the area.

General Description	Exterior Description	Foundation	Basement	Heating
# of Units: 1 <input type="checkbox"/> Acc. Unit	Foundation: Masonry/Avg	Slab: None	Area Sq. Ft.: 0	Type: Forced Air
# of Stories: 1	Exterior Walls: Vinyl Siding/Avg	Crawl Space: Yes	% Finished: _____	Fuel: Natural Gas
Type: <input checked="" type="checkbox"/> Det. <input type="checkbox"/> Alt. <input type="checkbox"/>	Roof Surface: Comp Shingle/Avg	Basement: None	Ceiling: _____	
Design (Style): Ranch	Gutters & Dwnspnts: Metal/Avg	Sumpp Pump: <input type="checkbox"/> None	Walls: _____	Cooling: _____
<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Und.Cons.	Window Type: Double Hung/Avg	Dampness: <input type="checkbox"/> None Noted	Floor: _____	Central: Yes
Actual Age (Yrs.): 24	Stormy/Screens: Yes	Settlement: None Noted	Outside Entry: _____	Other: None
Effective Age (Yrs.): 20		Infestation: None Noted		

Interior Description	Appliances	Attic	Amenities	Woodstove(s)	Car Storage
Floors: Wood Lam Resil/Avg	Refrigerator: <input type="checkbox"/>	Attic: <input type="checkbox"/> None	Fireplace(s): 1	Woodstove(s): 0	Garage: # of cars ( 4 Tot)
Walls: Drywall/Avg	Range/Oven: <input type="checkbox"/>	Drop Star: <input type="checkbox"/>	Patio: Concrete		Attach: 2 Garage
Trim/Finish: Wood Stained/Avg	Disposal: <input checked="" type="checkbox"/>	Scuttle: <input checked="" type="checkbox"/>	Deck: None		Detach: _____
Bath Floor: Resilient Tile/Avg	Dishwasher: <input checked="" type="checkbox"/>	Doorway: <input checked="" type="checkbox"/>	Porch: Stoop		Bt.-In: _____
Bath Wainscot: Fiberglass Unit/Avg	Fan/Hood: <input type="checkbox"/>	Floor: <input type="checkbox"/>	Fence: Wood		Carport: _____
Doors: Flush/Avg	Microwave: <input type="checkbox"/>	Heated: <input type="checkbox"/>	Pool: None		Driveway: 2 2 Lane
	Washer/Dryer: <input type="checkbox"/>	Finished: <input type="checkbox"/>			Surface: Concrete

Finished area above grade contains: 8 Rooms 4 Bedrooms 3 Bath(s) 2,182 Square Feet of Gross Living Area Above Grade

Additional features: Front stoop, concrete patio & wood fence to rear. One bedroom has attached full bathroom and walk-in closet.

Describe the condition of the property (including physical, functional and external obsolescence): The subject dwelling appears in average overall condition. The kitchen appears in average condition. Average upkeep and maintenance are noted. Walls have been patched and not painted. No other repairs appear necessary at this time. The appraiser makes no guarantees or warranties as to the mechanical or structural soundness of the property. The appraisers observation or inspection should not be confused with a home inspection by a licensed home inspector, which is a much more in-depth inspection of the property and improvements.

# RESIDENTIAL APPRAISAL SUMMARY REPORT

File No.: 21052

My research  did  did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.

Data Source(s) **Champaign County Assessor**

1st Prior Subject Sale/Transfer: **10/27/2020** Analysis of sale/transfer history and/or any current agreement of sale/listing: **Public records indicate that the subject sold 10/27/2020 by Champaign County Mental Health Board to Champaign County Board for Care and Treatment of Persons With a Development Disability. There is no sale price listed. No other sales of subject were found in the past 3 years. No other sales of comps were found in the 12 months prior to the effective date of appraisal or since.**

2nd Prior Subject Sale/Transfer: \_\_\_\_\_

SALES COMPARISON APPROACH TO VALUE (if developed)		<input type="checkbox"/> The Sales Comparison Approach was not developed for this appraisal		
FEATURE	SUBJECT	COMPARABLE SALE # 1	COMPARABLE SALE # 2	COMPARABLE SALE # 3
Address	3506 Royal Oak Ct Champaign, IL 61822	3507 Royal Oak Ct Champaign, IL 61822	3003 Valleybrook Dr Champaign, IL 61822	3506 Roxford Dr Champaign, IL 61822
Proximity to Subject		0.03 miles SW	0.75 miles SE	0.08 miles NE
Sale Price	\$	\$ 260,000	\$ 257,000	\$ 255,000
Sale Price/GLA	\$ /sq.ft.	\$ 117.75 /sq.ft.	\$ 116.29 /sq.ft.	\$ 98.27 /sq.ft.
Data Source(s)	Interior observation	CCAR MLS #11000545	CCAR MLS #11002172	CCAR MLS #10944956
Verification Source(s)	Assessor, MLS	Exterior Observations, Assessor	Exterior Observations, Assessor	Exterior Observations, Assessor
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION
Sales or Financing		ArmLth	ArmLth	ArmLth
Concessions		Closing Costs \$10,000	None	None
Date of Sale/Time		05/21 - 11 days	04/21 - 8 days	03/21 - 36 days
Rights Appraised	Fee Simple	Fee Simple	Fee Simple	Fee Simple
Location	Average	Average	Average	Average
Site	12,602 sf	16,732 sf	13,136 sf	10,350 sf
View	Neutral, Residential	Neutral, Residential	Neutral, Residential	Neutral, Residential
Design (Style)	Ranch	Colonial	Ranch	Colonial
Quality of Construction	Average	Average	Average	Average
Age	24	19	47	25
Condition	Average	Average	Average	Average
Above Grade	Total Bdrms Baths	Total Bdrms Baths	Total Bdrms Baths	Total Bdrms Baths
Room Count	8 4 3	8 4 2-1/2	8 4 2-1/2	9 5 2-1/2
Gross Living Area	2,182 sq.ft.	2,208 sq.ft.	2,210 sq.ft.	2,595 sq.ft.
Basement & Finished	0	0	0	0
Rooms Below Grade	0	0	0	0
Functional Utility	Adequate	Adequate	Adequate	Adequate
Heating/Cooling	Forced Air/Central	Forced Air/Central	Forced Air/Central	Forced Air/Central
Energy Efficient Items	Insulation	Insulation	Insulation	Insulation
Garage/Carport	2-Car Att. Garage	2-Car Att. Garage	2-Car Att. Garage	2-Car Att. Garage
Porch/Patio/Deck	Stoop, Patio	Porch, Deck	Porch, Patio	Stoop, Patio
Fireplace	None	None	1 Fireplace	None
Net Adjustment (Total)		\$ -7,500	\$ 6,000	\$ -10,000
Adjusted Sale Price of Comparables		\$ 252,500	\$ 263,000	\$ 245,000

Summary of Sales Comparison Approach: Extensive research of area sales found these comparable sales to be the most recent & similar to the subject. All comps sold within the past 9 months. Comparable sales are adjusted for differences between subject and comps. Sq. ft. adjustments \$30. per sq. ft., rounded to the nearest \$500. Comp 1 Concessions adjustment based on Seller paid Buyer closing costs, Room adjustment based on Subject three full bathrooms, Comp two full & one half bathroom. Comp 2 Age adjustment based on normal wear & tear, Room adjustment based on Comp two full & one half bathroom. Comp 4 Age adjustment based on normal wear & tear, Room adjustment based on Subject three full bathrooms, Comp two full bathrooms. No recent comps were found with three full bathrooms. All adjustments are based on market research and are within normal mortgage underwriting guidelines. Adjusted sales data indicates a subject market value range of \$243,500. to \$263,000. The comps included in this appraisal report are found to be the most similar in terms of location, style, age, size, functional utility and market appeal. Realtor comments and interior photos indicate similar condition for the subject and all comps. The comps included in this appraisal report are found to be the most similar properties, sold recently in the subject market area and the best available.

The appraiser has not provided any services in regard to the subject property within the past three years.

This appraisal report contains a digital signature which is password protected. This report cannot be altered once the password has been entered. This appraisal report contains original digital photos of the subject, which have not been re-touched or altered. All comparable sales were viewed by the appraiser from the front street, CCAR MLS Realtor data & photos, public records and aerial mapping. Comp photos from MLS. The intended user(s) of this appraisal report should be aware that the term "inspection" may be found in this standard appraisal form. The term "inspection" or "appraiser inspection" used in this report is to mean the appraiser made a visual observation of the property, either from the exterior or interior and exterior. The terms must not be confused with a home inspection which is a much more in-depth inspection of the various components of the property and improvements. Unless otherwise noted herein the appraiser considers, and assumes the structure(s) and mechanical systems are in normal condition. The appraiser is an Illinois Certified Residential Real Estate Appraiser and not a licensed home inspector nor a building code inspector or enforcer.

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Indicated Value by Sales Comparison Approach \$ **263,000**

# RESIDENTIAL APPRAISAL SUMMARY REPORT

File No.: 21052

**COST APPROACH TO VALUE** (if developed)  The Cost Approach was not developed for this appraisal.

Provide adequate information for replication of the following cost figures and calculations.  
Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value):

---

**COST APPROACH**

ESTIMATED	<input type="checkbox"/> REPRODUCTION OR	<input type="checkbox"/> REPLACEMENT COST NEW	OPINION OF SITE VALUE	= \$
Source of cost data:			DWELLING	Sq. Ft. @ \$ = \$
Quality rating from cost service:	Effective date of cost data:			Sq. Ft. @ \$ = \$
Comments on Cost Approach (gross living area calculations, depreciation, etc.):				Sq. Ft. @ \$ = \$
<b>The Cost Approach is considered but not found to be applicable for the subject older dwelling. This information is not pertinent to buyers.</b>				Sq. Ft. @ \$ = \$
				Sq. Ft. @ \$ = \$
				Sq. Ft. @ \$ = \$
			Garage/Carport	Sq. Ft. @ \$ = \$
			Total Estimate of Cost-New	= \$
			Less Physical	
			Less Functional	
			Less External	
			Depreciation	= \$(
			Depreciated Cost of Improvements	= \$
			As-is Value of Site Improvements	= \$
				= \$
				= \$
Estimated Remaining Economic Life (if required): 40 Years			INDICATED VALUE BY COST APPROACH	= \$

**INCOME APPROACH TO VALUE** (if developed)  The Income Approach was not developed for this appraisal.

Estimated Monthly Market Rent \$ \_\_\_\_\_ X Gross Rent Multiplier \_\_\_\_\_ = \$ \_\_\_\_\_ Indicated Value by Income Approach

Summary of Income Approach (including support for market rent and GRM): **The predominance of owner occupied properties in the subject neighborhood and privately rented properties makes rental data scarce and the income approach less applicable.**

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**PUD**

PROJECT INFORMATION FOR PUDs (if applicable)  The Subject is part of a Planned Unit Development.

Legal Name of Project: \_\_\_\_\_

Describe common elements and recreational facilities: \_\_\_\_\_

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**RECONCILIATION**

Indicated Value by Sales Comparison Approach \$ \_\_\_\_\_ Cost Approach (if developed) \$ \_\_\_\_\_ Income Approach (if developed) \$ \_\_\_\_\_

Final Reconciliation: **All approaches to value are considered in this assignment. The Sales Comparison Approach gives the best estimate of value for this property. The Cost Approach, because of difficulty in estimating depreciation, is not considered dependable. The Income Approach is not reliable due to the predominance of owner occupied properties in the area and corresponding lack of market rental data.**

This appraisal is made  "as is",  subject to completion per plans and specifications on the basis of a Hypothetical Condition that the improvements have been completed,  subject to the following repairs or alterations on the basis of a Hypothetical Condition that the repairs or alterations have been completed,  subject to the following required inspection based on the Extraordinary Assumption that the condition or deficiency does not require alteration or repair \_\_\_\_\_

This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda.

Based on the degree of inspection of the subject property, as indicated below, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my (our) Opinion of the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: \$ **250,000** as of: **07/02/2021**, which is the effective date of this appraisal. If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.

A true and complete copy of this report contains **15** pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report.

Attached Exhibits:

<input type="checkbox"/> Scope of Work	<input checked="" type="checkbox"/> Limiting Cond./Certifications	<input type="checkbox"/> Narrative Addendum	<input checked="" type="checkbox"/> Photograph Addenda	<input checked="" type="checkbox"/> Sketch Addendum
<input checked="" type="checkbox"/> Map Addenda	<input checked="" type="checkbox"/> Additional Sales	<input type="checkbox"/> Cost Addendum	<input type="checkbox"/> Flood Addendum	<input type="checkbox"/> Manuf. House Addendum
<input type="checkbox"/> Hypothetical Conditions	<input checked="" type="checkbox"/> Extraordinary Assumptions			

---

**ATTACHMENTS**

Client Contact: \_\_\_\_\_ Client Name: **Lynn Canfield, Executive Director**

E-Mail: \_\_\_\_\_ Address: **1776 E. Washington St., Urbana, IL 61802**

**APPRAISER** [esgn.alamode.com/verify](https://esgn.alamode.com/verify) Serial# **DBF21302**

**SUPERVISORY APPRAISER** (if required) or **CO-APPRAISER** (if applicable)

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**SIGNATURES**

Appraiser Name: **Paul J. Sailor** (Signature)

Company: **Paul J. Sailor**

Phone: **(217) 398-0100** Fax: \_\_\_\_\_

E-Mail: **appraisehomes@comcast.net**

Date of Report (Signature): **07/12/2021**

License or Certification #: **556.002138** State: **IL**

Designation: \_\_\_\_\_

Expiration Date of License or Certification: **09/30/2021**

Inspection of Subject:  Interior & Exterior  Exterior Only  None

Date of Inspection: **07/02/2021**

Supervisory or Co-Appraiser Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date of Report (Signature): \_\_\_\_\_

License or Certification #: \_\_\_\_\_ State: \_\_\_\_\_

Designation: \_\_\_\_\_

Expiration Date of License or Certification: \_\_\_\_\_

Inspection of Subject:  Interior & Exterior  Exterior Only  None

Date of Inspection: \_\_\_\_\_



# ADDITIONAL COMPARABLE SALES

File No.: 21052

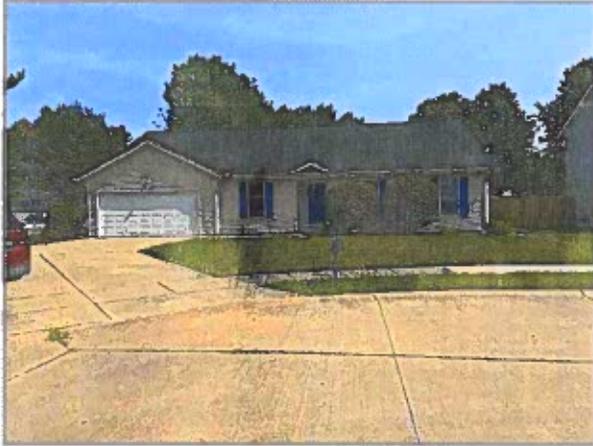
FEATURE		SUBJECT		COMPARABLE SALE # 4		COMPARABLE SALE # 5		COMPARABLE SALE # 6			
Address		3506 Royal Oak Ct Champaign, IL 61822		1809 Bridgestone Dr Champaign, IL 61822							
Proximity to Subject				0.15 miles E							
Sale Price		\$		\$ 227,500		\$		\$			
Sale Price/GLA		\$ /sq.ft.		\$ 118.24 /sq.ft.		\$ /sq.ft.		\$ /sq.ft.			
Data Source(s)		Interior observation		CCAR MLS #10851218							
Verification Source(s)		Assessor, MLS		Exterior Observations, Assessor							
VALUE ADJUSTMENTS		DESCRIPTION		DESCRIPTION		+(-) \$ Adjust.		DESCRIPTION		+(-) \$ Adjust.	
Sales or Financing				Arml th							
Concessions				None							
Date of Sale/Time				10/20 - 17 days							
Rights Appraised		Fee Simple		Fee Simple							
Location		Average		Average							
Site		12,602 sf		11,861 sf		0					
View		Neutral Residential		Neutral Residential							
Design (Style)		Ranch		Ranch							
Quality of Construction		Average		Average							
Age		24		44		+5,000					
Condition		Average		Average							
Above Grade		Total	Bdrms	Baths	Total	Bdrms	Baths	Total	Bdrms	Baths	
Room Count		8	4	3	7	3	2	+5,000			
Gross Living Area		2,182 sq.ft.		1,924 sq.ft.		+7,500		sq.ft.		sq.ft.	
Basement & Finished		0		0							
Rooms Below Grade		0		0							
Functional Utility		Adequate		Adequate							
Heating/Cooling		Forced Air/Central		Forced Air/Central							
Energy Efficient Items		Insulation		Insulation							
Garage/Carport		2-Car Att. Garage		2-Car Att. Garage							
Porch/Patio/Deck		Stoop, Patio		Stoop Deck Patio		0					
Fireplace		None		1 Fireplace		-1,500					
Net Adjustment (Total)				<input checked="" type="checkbox"/> + <input type="checkbox"/> -		\$ 16,000		<input type="checkbox"/> + <input type="checkbox"/> -		\$	
Adjusted Sale Price of Comparables						\$ 243,500				\$	
Summary of Sales Comparison Approach <span style="float: right;">See comments on previous pages.</span>											

SALES COMPARISON APPROACH

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### Subject Photo Page

Borrower	None				
Property Address	3506 Royal Oak Ct				
City	Champaign	County	Champaign	State	IL Zip Code 61822
Lender/Client	Lynn Canfield, Executive Director				



#### Subject Front

3506 Royal Oak Ct  
 Sales Price  
 Gross Living Area 2,182  
 Total Rooms 8  
 Total Bedrooms 4  
 Total Bathrooms 3  
 Location Average  
 View Neutral, Residential  
 Site 12,602 sf  
 Quality Average  
 Age 24



#### Subject Rear

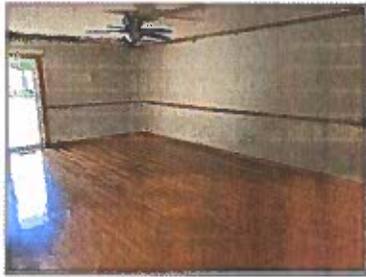


#### Subject Street

*(Handwritten signature/initials)*

### Photograph Addendum

Borrower	None				
Property Address	3506 Royal Oak Ct				
City	Champaign	County	Champaign	State	IL Zip Code 61822
Lender/Client	Lynn Canfield, Executive Director				



Living Room



Dining Room



Kitchen



Bedroom 1



Bedroom 2



Bedroom 3



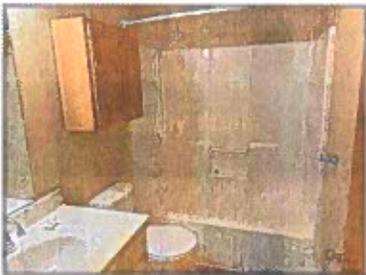
Family Room



Bedroom 4



Bathroom 1



Bathroom 2



Bathroom 3



Bathroom 3



Laundry



Garage

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**Comparable Photo Page**

Borrower	None				
Property Address	3506 Royal Oak Ct				
City	Champaign	County	Champaign	State	IL Zip Code 61822
Lender/Client	Lynn Canfield, Executive Director				



**Comparable 1**

3507 Royal Oak Ct  
 Prox. to Subject 0.03 miles SW  
 Sales Price 260,000  
 Gross Living Area 2,208  
 Total Rooms 8  
 Total Bedrooms 4  
 Total Bathrooms 2-1/2  
 Location Average  
 View Neutral, Residential  
 Site 16,732 sf  
 Quality Average  
 Age 19



**Comparable 2**

3003 Valleybrook Dr  
 Prox. to Subject 0.75 miles SE  
 Sales Price 257,000  
 Gross Living Area 2,210  
 Total Rooms 8  
 Total Bedrooms 4  
 Total Bathrooms 2-1/2  
 Location Average  
 View Neutral, Residential  
 Site 13,136 sf  
 Quality Average  
 Age 47



**Comparable 3**

3506 Roxford Dr  
 Prox. to Subject 0.08 miles NE  
 Sales Price 255,000  
 Gross Living Area 2,595  
 Total Rooms 9  
 Total Bedrooms 5  
 Total Bathrooms 2-1/2  
 Location Average  
 View Neutral, Residential  
 Site 10,350 sf  
 Quality Average  
 Age 25

608

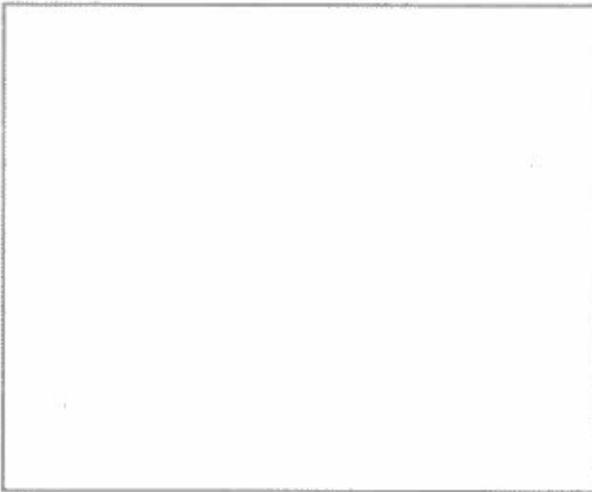
### Comparable Photo Page

Borrower	None				
Property Address	3506 Royal Oak Ct				
City	Champaign	County	Champaign	State	IL Zip Code 61822
Lender/Client	Lynn Canfield, Executive Director				



#### Comparable 4

1809 Bridgestone Dr  
 Prox. to Subject 0.15 miles E  
 Sale Price 227,500  
 Gross Living Area 1,924  
 Total Rooms 7  
 Total Bedrooms 3  
 Total Bathrooms 2  
 Location Average  
 View Neutral Residential  
 Site 11,861 sf  
 Quality Average  
 Age 44



#### Comparable 5

Prox. to Subject  
 Sale Price  
 Gross Living Area  
 Total Rooms  
 Total Bedrooms  
 Total Bathrooms  
 Location  
 View  
 Site  
 Quality  
 Age



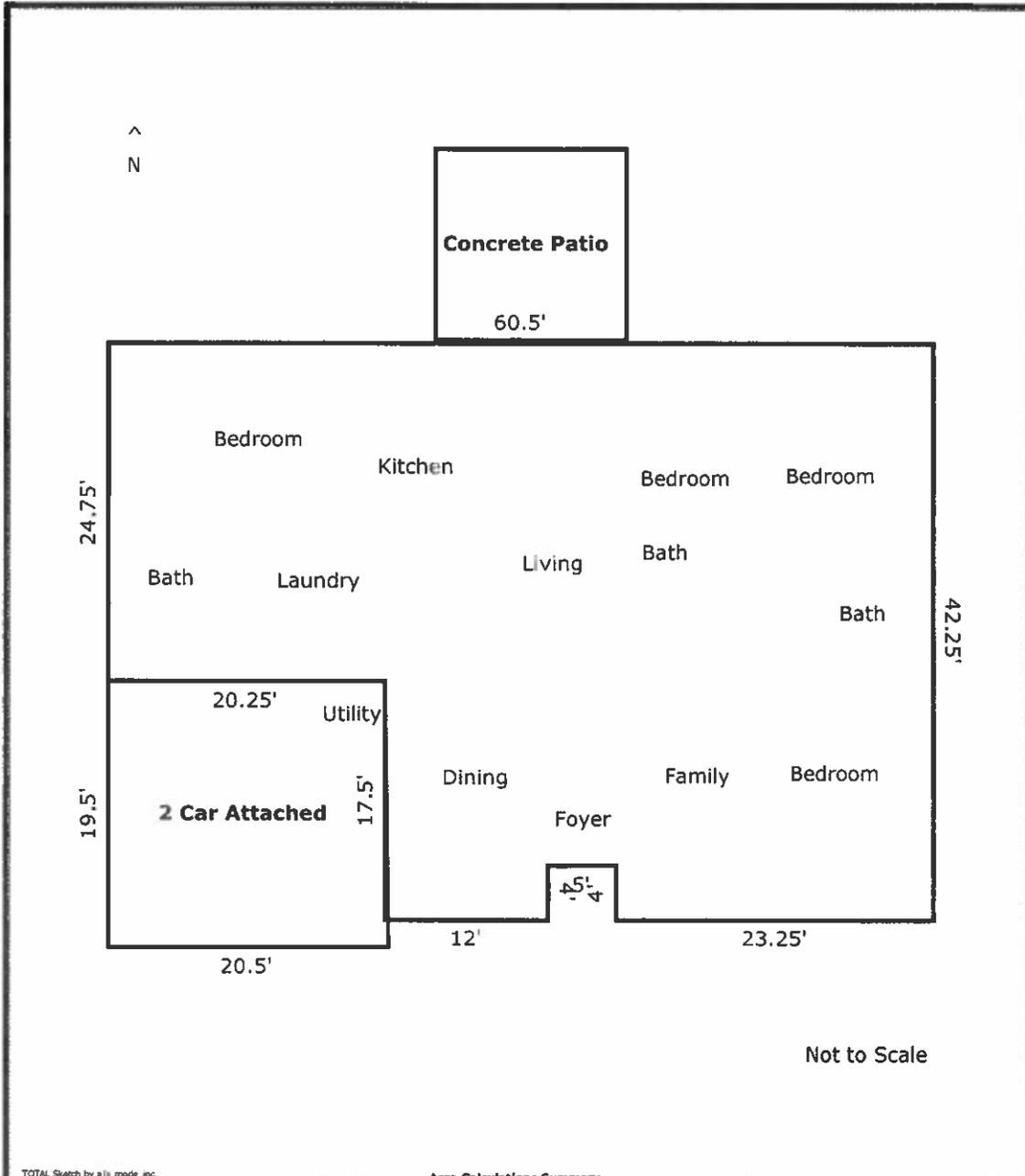
#### Comparable 6

Prox. to Subject  
 Sale Price  
 Gross Living Area  
 Total Rooms  
 Total Bedrooms  
 Total Bathrooms  
 Location  
 View  
 Site  
 Quality  
 Age

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### Building Sketch

Borrower	None				
Property Address	3506 Royal Oak Ct				
City	Champaign	County	Champaign	State	IL Zip Code 61822
Lender/Client	Lynn Canfield, Executive Director				



Not to Scale

TOTAL Sketch by a la mode, inc

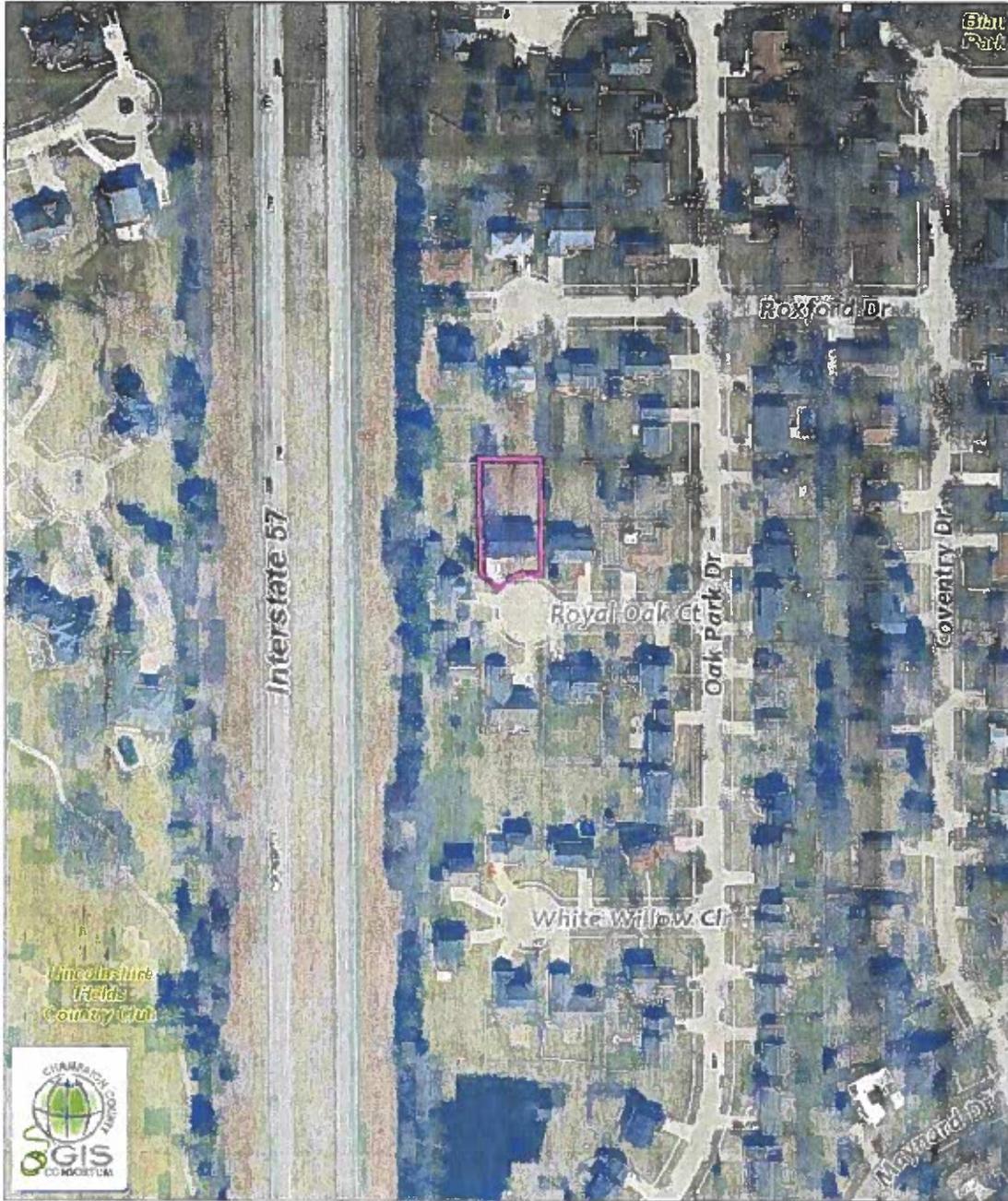
#### Area Calculations Summary

Living Area		Calculation Details
First Floor	2181.75 Sq ft	$24.75 \times 20.25 = 501.19$ $40.25 \times 38.25 = 1539.56$ $4 \times 23.25 = 93$ $12 \times 4 = 48$
<b>Total Living Area (Rounded):</b>	<b>2182 Sq ft</b>	
<b>Non-living Area</b>		
Concrete Patio	196 Sq ft	$14 \times 14 = 196$
2 Car Attached	397.31 Sq ft	$19.5 \times 20.25 = 394.88$ $0.5 \times 19.5 \times 0.25 = 2.44$

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# Plat Map

## GIS Webmap Public Interface Champaign County, Illinois



Lincolnshire  
Fields  
Country Club



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This map application was prepared with geographic information system (GIS) data created by the Champaign County GIS Consortium (CCGIS), or other CCGIS member agency. These entities do not warrant or guarantee the accuracy or suitability of GIS data for any purpose. The GIS data within this application is intended to be used as a general index to spatial information and not intended for detailed, site-specific analysis or resolution of legal matters. Users assume all risk arising from the use or misuse of this application and information contained herein. The use of this application constitutes acknowledgment of this disclaimer.

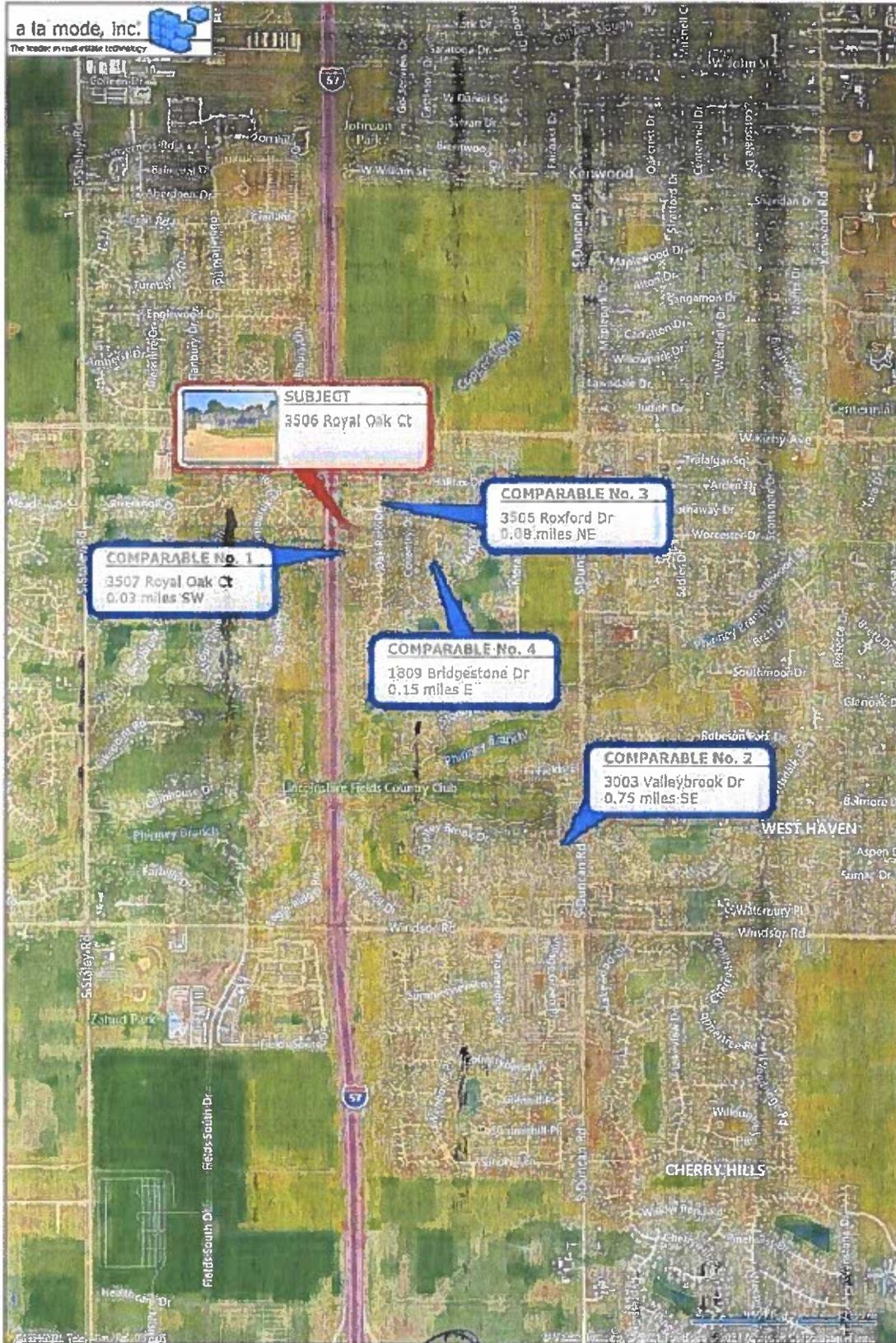


Date: Monday, July 12, 2021

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### Location Map

Borrower	None				
Property Address	3506 Royal Oak Ct				
City	Champaign	County	Champaign	State	IL Zip Code 61822
Lender/Client	Lynn Canfield, Executive Director				



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File No. 21052

**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale. (Source: FDIC Interagency Appraisal and Evaluation Guidelines, October 27, 1994)

\* Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area, these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

### STATEMENT OF LIMITING CONDITIONS AND CERTIFICATION

**CONTINGENT AND LIMITING CONDITIONS:** The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is valued on the basis of it being under responsible ownership.
2. Any sketch provided in the appraisal report may show approximate dimensions of the improvements and is included only to assist the reader of the report in visualizing the property. The appraiser has made no survey of the property.
3. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
4. Any distribution of valuation between land and improvements in the report applies only under the existing program of utilization. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
5. The appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous waste, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. This appraisal report must not be considered an environmental assessment of the subject property.
6. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
7. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
8. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
9. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower, the mortgagee or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution, or any department, agency, or instrumentality of the United States or any state or the District of Columbia, except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.
10. The appraiser is not an employee of the company or individual(s) ordering this report and compensation is not contingent upon the reporting of a predetermined value or direction of value or upon an action or event resulting from the analysis, opinions, conclusions, or the use of this report. This assignment is not based on a required minimum, specific valuation, or the approval of a loan.

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Page 1 of 2

File No. 21052

CERTIFICATION: The appraiser certifies and agrees that

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial and unbiased professional analyses, opinions, and conclusions.
3. Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
9. Unless otherwise indicated, I have made a personal inspection of the interior and exterior areas of the property that is the subject of this report, and the exterior of all properties listed as comparables.
10. Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the names of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

esign.alamode.com/verify Serial DBF 21302

ADDRESS OF PROPERTY ANALYZED: 3506 Royal Oak Ct, Champaign, IL 61822

APPRAISER:

Signature: *Paul J. Sailor*  
 Name: Paul J. Sailor  
 Title: \_\_\_\_\_  
 State Certification #: 556.002138  
 or State License #: \_\_\_\_\_  
 State: IL Expiration Date of Certification or License: 09/30/2021  
 Date Signed: 07/12/2021

SUPERVISORY or CO-APPRAISER (if applicable):

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 State Certification #: \_\_\_\_\_  
 or State License #: \_\_\_\_\_  
 State: \_\_\_\_\_ Expiration Date of Certification or License: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_



Did  Did Not Inspect Property

**From:** [max@maxmitchell.com](mailto:max@maxmitchell.com)  
**To:** [lvnn@ccmhb.org](mailto:lvnn@ccmhb.org)  
**Subject:** presentation for 3707 Englewood Dr 3506 Royal Oak Ct  
**Date:** Friday, July 9, 2021 11:07:16 AM  
**Attachments:** [image001.png](#)  
[Champaign County Presentation Lynn Canfield.pdf](#)  
[3707 Englewood Dr CMA doc.pdf](#)  
[3506 Royal Oak Ct CMA doc.pdf](#)

---

Lynn,

Attached please find the presentation, CMA, Max Mitchell Exclusive 10-Day Selling System, sellers net sheet for the above properties.

Please let me know if you need any further information. I will look forward to successfully selling these properties for your organization.

Max

	<p>Max Mitchell, Realtor, RE/MAX Realty Associates 471-002297 <b>217-373-4804</b></p>	<p>RE/MAX Realty Associates REALTOR® <b>217-373-4804</b> Max@MaxMitchell.com www.movewithmax.com</p>	
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**Max Mitchell**, Realtor®, GRI, CRS

RE/MAX Realty Associates

2009 Fox Drive

Champaign IL 61820

217.373.4804

[Max@MaxMitchell.com](mailto:Max@MaxMitchell.com)

[www.MoveWithMax.com](http://www.MoveWithMax.com)

TO: Champaign County Board, Champaign County Board Care, Lynn Canfield [lynn@ccmhb.org](mailto:lynn@ccmhb.org)

FROM: Max Mitchell, GRI, CRS REMAX REALTY ASSOCIATES [Max@MaxMitchell.com](mailto:Max@MaxMitchell.com)

July 9, 2021

Evaluation for:

3707 Englewood, Champaign, IL., built 1997, 1988 sq. ft., 4BDR., 2BTH, 2 car garage, ranch

3506 Royal Court, Champaign, IL., built 1997, 2162 sq. ft., 4 bdr., 3 bth, 2 car garage, ranch

Full CMA reports included within this proposal.

MAX MITCHELL

Licensed since 1975

Additional education:

Graduate REALTORS Institute

Certified Residential Specialist

Career sales: 2,200+ successfully closed transactions in Champaign & Piatt Counties.

My plan to market the properties:

Max Mitchell, Exclusive 10 Day Selling System – Plan attached

I prepared a thorough Market Study for the properties, also called a Comparative Market Analysis. Please find the CMAs attached.

3707 Englewood, Champaign, IL. \$225,000 - \$230,000

3506 Royal Oak Ct., Champaign, IL. \$180,000 - \$190,000 proximity to I-57 was considered

I also prepared a sellers Net Sheet which gives you all costs associated with the sale of the properties. This gives you how much you are going to walk away with after the sale. These are all the standard closing fees and expenses including real estate commission charged by REMAX Realty Associates. IT is further broken down to show you the co-brokerage amount being paid to a cooperating broker bringing a buyer for the property. I am happy to answer any questions you may have regarding the net sheet.

Once we have a serious buyer or two, we can set down and negotiate the best price and terms that work for your organization. I will continue working through home inspections and keeping you informed of the buyers financing to get us to a successful CLOSE for the properties.

Respectfully submitted,

**Max Mitchell**

# MAX MITCHELL'S EXCLUSIVE 10-DAY SELLING SYSTEM

Higher. Faster. Easier. Satisfaction Guaranteed!

## PRE-MARKETING:

1. Promote immediately to your PC, Hot Buyer list, and on social media.
  1. Shoot short video from the property when you take the listing for social media.
  2. Take a few photos of the best features of the house at the time of listing... post on coming soon on your site and social media.
2. Property inspection scheduled (recommended).
3. FREE Professional staging consultation to get your home in "showcase" showing condition.
4. Home professionally staged (recommended).
5. Necessary repairs and touch-ups made to the property.
6. Professional Marketing Photos and HD Video and Drone taken of the property and emailed to Seller for approval.
7. Marketing Description written and submitted to Seller for approval.
8. Custom Color Flyers designed & produced.
9. Direct Mail Campaign "Coming soon" to 200+ neighboring homeowners.
10. Complimentary Home Warranty Sellers' Coverage ordered by listing agent.
11. Your property pre-marketed and promoted through Max's personal real estate networks, to our company, Realtor networks, and Personal Circle.
12. Post the "Coming Soon" information on our Real Estate Office Facebook page with pictures.
13. Post to "Coming Soon" on MLS and web portals such as Zillow and [realtor.com](http://realtor.com).



14. Post on [ThePLS.com](http://ThePLS.com) (free)
15. Brokers Open House scheduled and published for all area real estate agents.
16. Schedule Open House Event with Seller including Neighbors Only Preview Party before public open house event.
17. Post COMING SOON with best pics (and/or video preview) and Open House Event Invite on Facebook and Instagram and other social media sites.

**THE MARKETING BLITZ:**

18. Publish home on the Regional MLS (Multiple Listing Service) on Tuesday or Wednesday morning of launch week.
19. 30-plus Professional photos of your home posted on the MLS and syndicated to over 5,000 real estate websites.
20. Narrated HD Video Tour posted on Social Media, YouTube.com and other sites.
21. Custom property website set up with your address (E.g. [www.3142VenturaCourt.com](http://www.3142VenturaCourt.com))
22. Virtual Tour of home set up and posted online.
23. For Sale yard sign installed.
24. Home posted For Sale on Facebook, NextDoor, Craigslist with photos and link to property website
25. Reverse prospecting query activated on MLS for any agent/buyer searches that match your property.
26. Realtors Broker OPEN HOUSE Lunch Event hosted by
27. Daily Prospecting by Max and his Team looking for buyers for your home (100+ people each week).
28. E-Mail/Text sent to the Top 100 Buyers Agents in your market area about your property.
29. Your property posted on our Office Listing Board.
30. Your home promoted to agents at weekly company Sales Meeting.
31. Direct Mail Campaign "Just Listed" to 200+ neighboring homeowners.
32. Facebook Live from the property with hashtags (popular things in the area, trending area hashtags).
33. Have it on any company or broker tours for launch week.

	<i>Your Trusted Real Estate Advisor!</i>		
	<b>Max Mitchell</b>		
	<b>REALTOR, GRI, CRS</b>		
	<b>Direct: 217-373-4804</b>		
	<b>Cell: 217-369-0376</b>		
	<b>Max@MaxMitchell.com</b>		
	<b>MoveWithMax.com</b>		
<small>Equal Housing Opportunity</small>			
<small>Member of the National Real Estate Association</small>			
<small>Member of the International Real Estate Franchise Association</small>			

34. Per Sellers' request, allow no showings until start time of Open House Event (OHE) on Saturday or Sunday.
35. Install Supra lockbox.
36. Knock 100-200+ doors in the neighborhood using the OHE Invite Script.
  1. OHE Invite Script add: "And also I want to let you know, we'll be having a Neighbors Only Open House Preview from 1-2. There will be \_\_\_\_\_ [snacks, etc.] and the \_\_\_\_\_ [owners names] will be there. It's going to be awesome! Hope you can make it."
37. Direct mail 200+ Open House Event Invitations to the neighborhood/ area.
38. Sly-dial 200+ homes in the neighborhood to invite guests.
  1. Use Cole Realty Resources to find cell phone numbers.
39. Open House Event signs posted 1 to 2 days prior (unless prohibited by the city).
40. Open House Event published to all REALTORS for their buyers.
41. Open House Event advertised on Craig's List and local newspaper.
42. Email blast to Personal Circle (as Featured Listing Open House Event).
43. Post numerous directional signs leading to the house.
44. Post large feather OPEN HOUSE signs in the front yard.
45. Hold Neighbors Only Preview Party 1 hour before the event. Serve refreshments and invite seller to stay for first 30 minutes (no owners' children or pets).
  1. OPTIONAL: Have a food truck at your Open House Event.
46. Hold Open House Event.
 

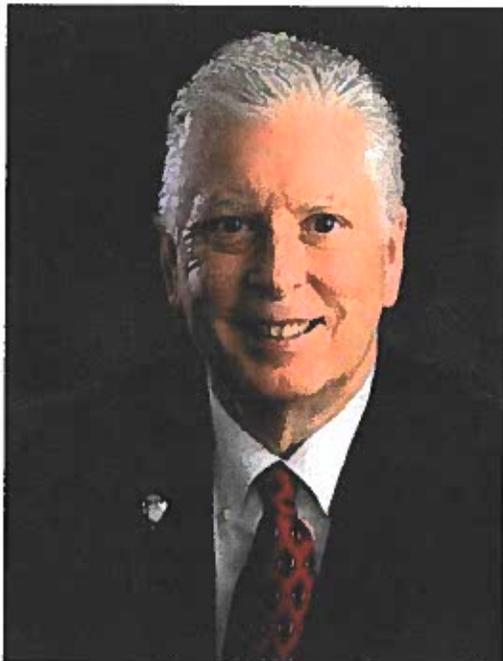
(Have your lender, Buyers Agent, Assistant, and/or other agent(s) in your office at the Open House Event to help with the traffic flow. Sometimes you may need more than one helper.)
47. Do a Facebook Live Video before or at the beginning of the Open House Event.
48. Use Open Home Pro or [spac.io](http://spac.io) to register people outside the front door.
  1. Have one agent assigned to do this (not you) per seller's request.
  2. Also controls traffic flow, so the house isn't too crowded.

	<i>Your Trusted Real Estate Advisor!</i>		
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<b>Max@MaxMitchell.com</b>			
<b>MoveWithMax.com</b>			

3. A Line increases perceived demand. Those who leave or won't register are window-shoppers, so you lose nothing.
49. Place a flyer with your IRRESISTIBLE OFFER, In Master Bathroom by sink:
  1. HOMEOWNERS Sell Your Home the Easy Way with Our Guaranteed 10-Day Selling System. We will sell your home for Top Dollar, Guaranteed.
50. Send video and written thank you to every person who attends, and follow up with all leads.

### **NEGOTIATING AND CLOSING THE SALE**

51. Offers presented to seller.
52. Negotiating Stage where we negotiate all offers to get the highest price and best terms.
53. Sales Contract executed.
54. Transaction Stage once we execute a sales contract on your property where we oversee everything to protect your equity and coordinate and schedule closing.
55. Successful Closing. We're not done until your property is sold and you get your check.



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Date Prepared

07/09/2021

Estimated Closing Date:	09/07/2021
Sales Price:	\$225,000.00
Closing Costs:	\$15,769.25
Balance:	\$0.00
Prorated Tax Owed:	\$0.00
Net At Close:	\$209,230.75

**Closing Cost Breakdown**

**Title Fees**

Title Policy	\$543.75
Closing Protection Letter (Cpl)	\$50.00
Search Fee	\$50.00
Attorney Fee	\$500.00

**Other Fees**

State Transfer Tax:	\$225.00
County Transfer Tax:	\$112.50
Home Warranty:	\$650.00
Termite Inspection:	\$100.00
Recording Fee:	\$35.00
Illinois Registration Fee:	\$3.00
Buyers Broker Fee (3%):	\$6,750.00
Listing Broker Fee (3%):	\$6,750.00

This estimate is provided for informational purposes only, based upon the above proposed purchase price, type of financing and projected closing date, has been prepared to assist in computing costs. Amounts will vary depending upon differences between actual and estimated repairs that may occur in the transaction, assessments, liens, impound accounts, charges by lenders, escrow companies, title insurers and other service providers and other items. Not all liens may yet have been identified. Neither Broker, Agent nor PalmAgent guarantees, and assumes no responsibility for the accuracy, timeliness, correctness, or completeness of the above information. Any conclusions that users draw from the information presented here are their own and are not to be attributed to the Broker, Agent or PalmAgent. PalmAgent is not a financial institution engaged in mortgage lending and/or loan originations. The interest rates listed are for exemplary purposes only. All numbers are estimates and should be viewed as such. Total monthly payment identified includes PITI (Principal, Interest, Taxes and Insurance). Final numbers should be obtained from your lending institution prior to closing. By signing below client acknowledges that client has read, understands and agrees to this Disclaimer.

Sign(X) \_\_\_\_\_ Date: \_\_\_\_\_ Sign(Y) \_\_\_\_\_

**REMAX Realty Associates**  
 Your Trusted Real Estate Advisor

2009 Fox Dr  
 Champaign, IL 61820

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Title fees and rates provided by  
 Chicago Title



**Max Mitchell**  
 217-373-4804  
 max@maxmitchell.com  
 www.GuaranteedSoldByMax.com



Date Prepared

07/09/2021

Estimated Closing Date:	09/07/2021
Sales Price:	\$180,000.00
Closing Costs:	\$12,900.50
Balance:	\$0.00
Prorated Tax Owed:	\$0.00
Net At Close:	\$167,099.50

**Closing Cost Breakdown**

**Title Fees**

Title Policy	\$442.50
Closing Protection Letter (Cpl)	\$50.00
Search Fee	\$50.00
Attorney Fee	\$500.00

**Other Fees**

State Transfer Tax:	\$180.00
County Transfer Tax:	\$90.00
Home Warranty:	\$650.00
Termite Inspection:	\$100.00
Recording Fee:	\$35.00
Illinois Registration Fee:	\$3.00
Buyers Broker Fee (3%):	\$5,400.00
Listing Broker Fee (3%):	\$5,400.00

This estimate is provided for informational purposes only, based upon the above proposed purchase price, type of financing and projected closing date, has been prepared to assist in computing costs. Amounts will vary depending upon differences between actual and estimated repairs that may occur in the transaction, assessments, liens, impound accounts, charges by lenders, escrow companies, title insurers and other service providers and other items. Not all liens may yet have been identified. Neither Broker, Agent nor PalmAgent guarantee, and assumes no responsibility for the accuracy, timeliness, correctness, or completeness of the above information. Any conclusions that users draw from the information presented here are their own and are not to be attributed to the Broker, Agent or PalmAgent. PalmAgent is not a financial institution engaged in mortgage lending and/or loan originations. The interest rates listed are for exemplary purposes only. All numbers are estimates and should be viewed as such. Total monthly payment identified includes PITI (Principal, Interest, Taxes and Insurance). Final numbers should be obtained from your lending institution prior to closing. By signing below client acknowledges that client has read, understands and agrees to this Disclaimer.

Sign(X) \_\_\_\_\_ Date: \_\_\_\_\_ Sign(Y) \_\_\_\_\_

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2009 Fox Dr  
 Champaign, IL 61820



Title fees and rates provided by  
 Chicago Title

# Comparative Market Analysis



**3707 Englewood Drive, Champaign, Illinois  
61822**

**Champaign County Board, Lynn  
Canfield**

JULY 6, 2021



**Max Mitchell**

REMAX Realty Associates





July 06, 2021

Dear Champaign County Board, Lynn Canfield,

I appreciate the opportunity to share my business plan with you.

In order to inform you about the current happenings in today's market, I have prepared this comparative market analysis (CMA) especially for you. There are many properties on the market today, and each has different amenities, sizes, and values. By reviewing this CMA, you will have the information needed to price your home in the appropriate range in today's market.

Home buyers always do a lot of comparison shopping. In today's market it is especially important to price your home right from the beginning and to get it "show ready". There are many homes available in all price ranges, but the homes that are priced right and show well are the ones that bring in qualified buyers.

Part of this package includes a detailed copy of my personal marketing plan. We will certainly go over this in detail so that you feel comfortable to entrust your home sale to me. I am sure that once you review the plan, you will feel very satisfied with me marketing your home.

My goal is to help you sell your home quickly and at a fair market value. I look forward to working with you on the sale of your home.

Sincerely,

Max Mitchell



**Max Mitchell**

REMAX Realty Associates

Cell: 217-369-0376

max@maxmitchell.com | [www.MoveWithMax.com](http://www.MoveWithMax.com)

# Max Mitchell

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Max Mitchell epitomizes integrity, energy, hard work and creative services in every detail of your real estate transaction. Max grew up in the Champaign-Urbana area and started his sales habit at the age of ten, selling The News Gazette in his neighborhood. He has continued rising early and has built a successful career in real estate for over 40 years in the Champaign-Urbana area. He has worked every aspect of the industry representing sellers, buyers, investors and banks, in both the residential and commercial market.

Max is a family man with a devotion to God, his beautiful wife, two children and two beautiful granddaughters. An adventurer by nature, Max enjoys spending time in the skies floating over Champaign-Urbana in his hot air balloon. He and his family often travel to Albuquerque to attend the Albuquerque International Balloon Fiesta as well as other events through the summertime. He continues to challenge himself by early morning cycling classes. Max attends the 5:30 am cycle classes at Mettler Center and YMCA. Early mornings are a great time to recharge the batteries and meet nice people.

Max has been trained and inspired in sales by some of the best from Dale Carnegie, Tom Hopkins, Mike and Tom Ferry, Brian Bufini and others. Max believes in giving back to the industry and community in serving on the Illinois REALTORS Board of Directors and has served as President for the Champaign County Associations of REALTORS. Max has been elected to the Champaign County Board and currently serves in district 5. Keeping active within the community is important by serving on Visit Champaign County Board, Champaign County Economic Development Board and the Willard Airport Advisory Committee.

Five words you can count on from Max Mitchell Love, Integrity, Commitment, Passion and FUN.



**Max Mitchell**

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# REMAX Realty Associates

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Our company is a multifaceted business that operates with you, the customer, at the forefront of our day-to-day operations. We are well known and respected in the community and our philosophies are based on both honesty and integrity. As a client centered business, you will receive personal service and be backed by a reputable company.

We implement multi-level marketing strategies that benefit our clients with every transaction. Our real estate agents have extensive access to information about the communities in which they deal. This includes, but is not limited to: schools, populations, recreation, entertainment, home values, growth potential and surrounding areas. Many agents live in the areas we serve and therefore can more accurately overcome potential obstacles and focus on the unique needs of our clients.

Our commercial division is well-equipped to provide today's growing number of real estate investors with opportunities for both income and commercial properties.

The real estate market is always changing and as a result, our agents regularly attend training sessions and events to further their knowledge and be sure that they are focusing on current conditions that affect today's buyers and sellers. This type of training is imperative if we are to be successful in obtaining top dollar on home sales. Our goal is to make sure that we satisfy the special needs of all of our clients and at the same time make the process and transactions go as smoothly as possible.

Our company is dedicated to maintaining a professional, trustworthy relationship with our clients. One way this can be seen is through this Comparative Market Analysis (CMA) which you hold in your hand. This CMA compiles the most current and accurate information relevant to the sale of your home. Seeing that this is perhaps your most valuable asset, it is imperative that you be equipped with the most complete information possible related to the pricing and marketing of your home.



**Max Mitchell**

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# What is a CMA

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**No two homes are identical, which is why choosing a sales price or offer price for a home can be challenging. That's where the comparative market analysis, or CMA, is most useful.**

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## What is a CMA?

The CMA is a side-by-side comparison of homes for sale and homes that have recently sold in the same neighborhood and price range. This information is further sorted by data such as type of home, number of bedrooms, number of baths, lot size, neighborhood, property condition and features, and many other factors. The purpose is to show estimated market value, based on what other buyers and sellers have determined through past sales, pending sales and homes recently put on the market.

## How is the CMA created?

CMAs are generated by using property information from your real estate agent's multiple listing service (MLS). The MLS is available to licensed members only, including brokers, salespeople, and appraisers, who pay dues to gain access to the service's public and proprietary data, including tax roll information, sold transactions, and listings input by all cooperating MLS members. Listing agents generate CMAs for their sellers, and buyer's agents create them for their buyers so both sides know what current market conditions are for the homes they're interested in comparing.

## How accurate are CMAs?

The CMA is a here-and-now snapshot of the market, based on the most recent data available, but it can instantly be rendered obsolete by a new listing, or a change of status in a home with the same criteria. Why? The market is constantly changing - new listings, pending sales, closed sales, price reductions, and expired listings.

CMAs can vary widely, depending on the knowledge and skill of the person creating the CMA as well as the number and type of data fields that are chosen. That means some features may not be included.

As informative as the CMA is, it should only be used as a tool and should not substitute for your real estate professional's knowledge and advice.



### Max Mitchell

REMAX Realty Associates

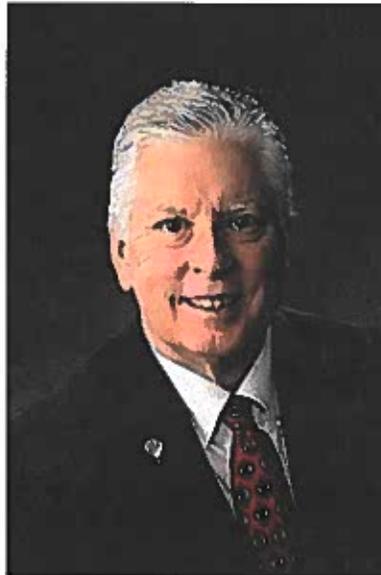
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# Contact Me

---



**Max Mitchell**  
**REMAX Realty Associates**



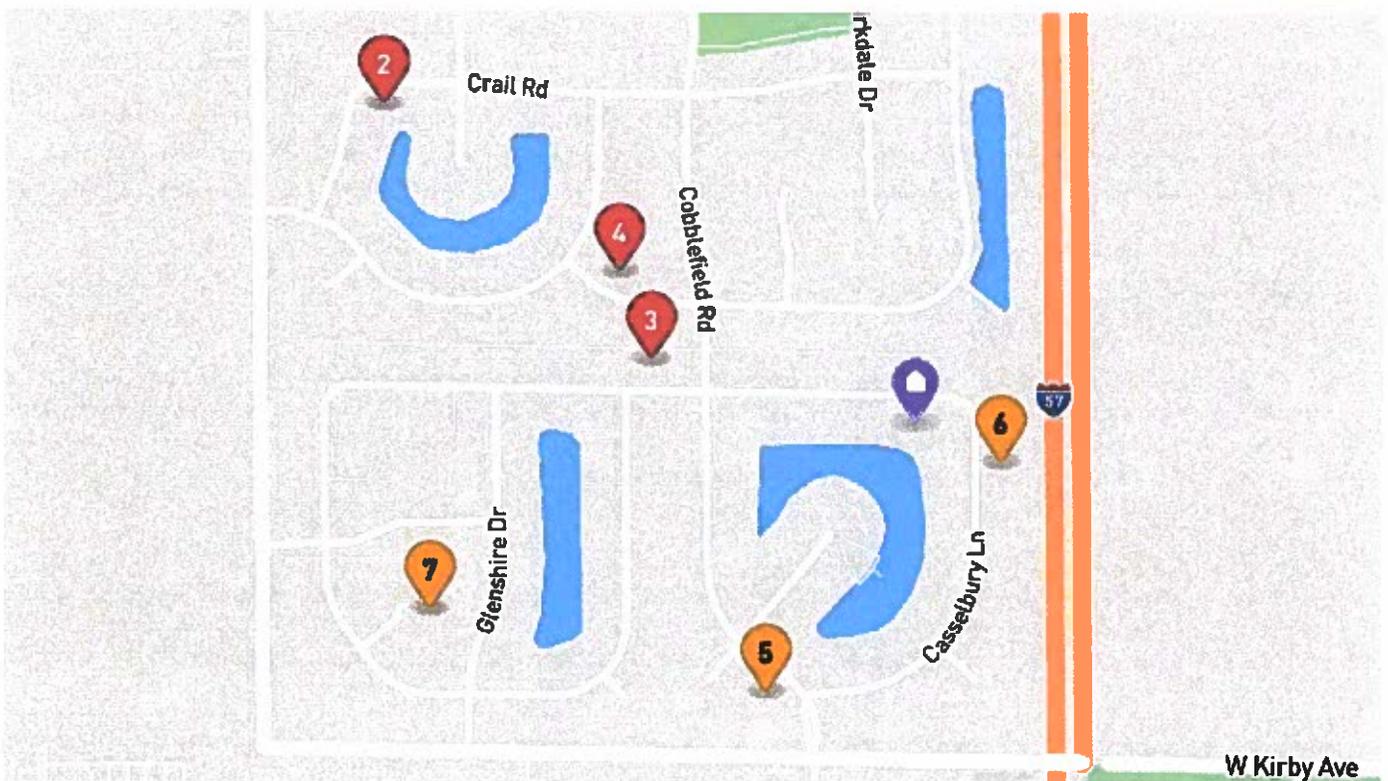
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# Map of Comparable Listings



STATUS: S = CLOSED P = CONTINGENT P = PENDING

MLS #	STATUS	ADDRESS	BEDS	BATHS	SQFT	PRICE
1	<span style="color: purple;">▲</span>	<b>3707 Englewood Dr</b>	4	2.00	1,988	-
2	<span style="color: red;">S</span>	4107 Crail Road	3	2.00	1,659	\$225,000
3	<span style="color: red;">S</span>	3922 Englewood Drive	3	2.10	2,126	\$230,000
4	<span style="color: red;">S</span>	3906 Glenn Brooke Road	4	2.00	1,922	\$220,000
5	<span style="color: orange;">P</span>	1513 Cobblefield Road	4	2.00	1,971	\$229,000
6	<span style="color: orange;">P</span>	1408 Casselbury Lane	4	2.00	1,668	\$225,000
7	<span style="color: orange;">P</span>	4101 Manor Court	3	2.00	1,825	\$224,900



**Max Mitchell**

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# Summary of Comparable Properties

## S SOLD LISTINGS

ADDRESS	SOLD DATE	BEDS	BATHS	SQFT	PRICE	\$/SQ.FT
4107 Crail Road	6/30/21	3	2.00	1,659	\$225,000	\$136
3922 Englewood Drive	3/1/21	3	2.10	2,126	\$230,000	\$108
3906 Glenn Brooke Road	8/20/20	4	2.00	1,922	\$220,000	\$114
<b>Averages</b>				<b>1,902</b>	<b>\$225,000</b>	<b>\$119</b>

## P CONTINGENT LISTINGS

ADDRESS	SOLD DATE	BEDS	BATHS	SQFT	PRICE	\$/SQ.FT
1513 Cobblefield Road	-	4	2.00	1,971	\$229,000	\$116
1408 Casselbury Lane	-	4	2.00	1,668	\$225,000	\$135
4101 Manor Court	-	3	2.00	1,825	\$224,900	\$123
<b>Averages</b>				<b>1,821</b>	<b>\$226,300</b>	<b>\$125</b>



**Max Mitchell**

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# Listings



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# Comparable Properties



**4107 Crail Road**  
Champaign, Illinois 61822  
**CLOSED** 6/30/21



**3922 Englewood Drive**  
Champaign, Illinois 61822  
**CLOSED** 3/1/21



**3906 Glenn Brooke Road**  
Champaign, Illinois 61822  
**CLOSED** 8/20/20

## Details

MLS #	11070950	MLS #	10919099	MLS #	10776598
List Price	\$235,000	List Price	\$239,900	List Price	\$219,900
Sold Price	\$225,000	Sold Price	\$230,000	Sold Price	\$220,000
Adjusted Price	-	Adjusted Price	-	Adjusted Price	-
Sold Date	6/30/21	Sold Date	3/1/21	Sold Date	8/20/20
\$/Sqft	\$136	\$/Sqft	\$108	\$/Sqft	\$114
DOM	25	DOM	36	DOM	1
Year Built	2000	Year Built	1998	Year Built	1999
Sqft	1,659	Sqft	2,126	Sqft	1,922
Lot Size	0.23	Lot Size	-	Lot Size	-
Area	Champaign, Savoy	Area	Champaign, Savoy	Area	Champaign, Savoy
Subdivision	Turnberry Ridge	Subdivision	Glenshire	Subdivision	Turnberry Ridge
Style	Ranch	Style	-	Style	Ranch
Taxes	5318.4	Taxes	4478.68	Taxes	5278.54
Beds	3	Beds	3	Beds	4
Baths	2.00	Baths	2.10	Baths	2.00
Garages	3	Garages	3	Garages	2
Acres	0.23	Acres	-	Acres	-



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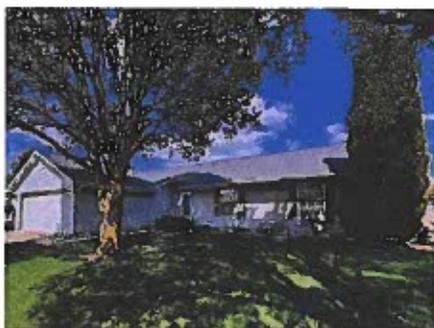
# Comparable Properties



## 1513 Cobblefield Road

Champaign, Illinois 61822

**CONTINGENT** 6/14/21



## 1408 Casselbury Lane

Champaign, Illinois 61822

**CONTINGENT** 6/25/21



## 4101 Manor Court

Champaign, Illinois 61822

**PENDING** 6/5/21

### Details

MLS #	11119377	MLS #	11107871	MLS #	11112656
List Price	\$229,000	List Price	\$225,000	List Price	\$224,900
Sold Price	-	Sold Price	-	Sold Price	-
Adjusted Price	-	Adjusted Price	-	Adjusted Price	-
Sold Date	-	Sold Date	-	Sold Date	-
\$/Sqft	\$116	\$/Sqft	\$135	\$/Sqft	\$123
DOM	13	DOM	4	DOM	1
Year Built	1994	Year Built	1997	Year Built	1992
Sqft	1,971	Sqft	1,668	Sqft	1,825
Lot Size	-	Lot Size	0.18	Lot Size	0.22
Area	Champaign, Savoy	Area	Champaign, Savoy	Area	Champaign, Savoy
Subdivision	-	Subdivision	Glenshire	Subdivision	Glenshire
Style	-	Style	Ranch	Style	-
Taxes	3827.86	Taxes	4612.68	Taxes	4212.6
Beds	4	Beds	4	Beds	3
Baths	2.00	Baths	2.00	Baths	2.00
Garages	2	Garages	2	Garages	2
Acres	-	Acres	0.18	Acres	0.22



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# Analysis



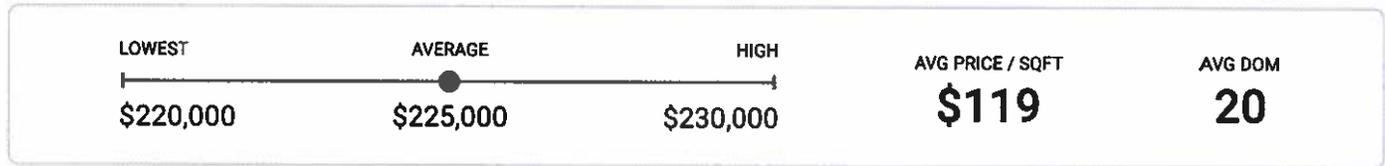
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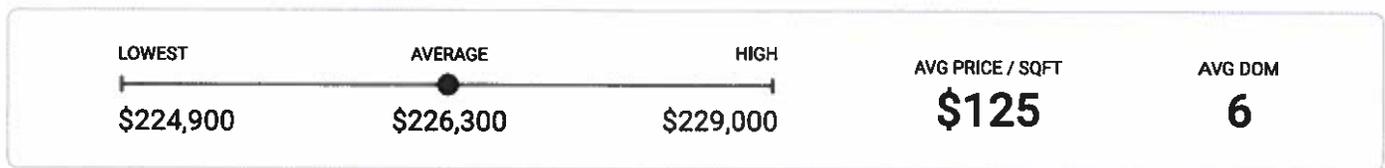


# Comparable Property Statistics

## S 3 Sold Listings



## P 3 Contingent Listings



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# Sold Property Analysis

## Averages

# 97.2%

Homes sold for an average of 97.2% of their list price.

# 20

Days on market

It took an average of 20 days for a home to sell.

## Analysis

ADDRESS	ORIG LIST PRICE	SOLD PRICE	% OF ORIG LIST PRICE	DOM	\$ PER SQFT
4107 Crail Road	\$255,000	\$225,000	88.24%	25	\$136
3922 Englewood Drive	\$250,000	\$230,000	92.00%	36	\$108
3906 Glenn Brooke Road	\$219,900	\$220,000	100.05%	1	\$114
<b>Averages</b>	<b>\$241,633</b>	<b>\$225,000</b>	<b>93.12%</b>	<b>20</b>	<b>\$119</b>



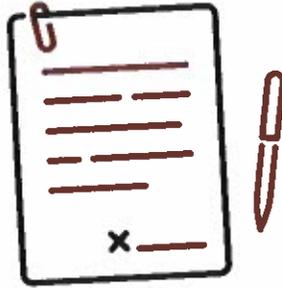
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# Closing



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# Marketing Action Plan

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Below are a few of the services we can provide as part of the marketing of your home. Before we can get started, the first important step is to:

- Sign and complete the Listing Agreement
- 

## First Week

- Enter listing into the MLS system.
- Put up "For Sale" yard sign.
- Install lock box. (optional)
- Schedule time to shoot property photos.
- Review showing procedure.
- Prepare property flyer.
- Syndicate listing to real estate websites.

## Second Week

- Invite brokers and agents to tour home.
- Begin agent to agent marketing efforts.
- Review and update status.

## Third Week

- Hold Open House.

## Ongoing activities

- Show property to potential buyers.
- Follow-up on Internet leads.
- Monitor market conditions.
- Monitor comparable properties for sale.
- Monitor foreclosures and short sales in market.



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# Commission Distribution

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The vast majority of real estate agents work on commission, meaning that they are paid once the transaction closes. To simplify how commissions are routed, sales commissions are paid out of the seller's proceeds, according to the terms of the listing agreement and/or the sales contract. Thus, the buyers' agent commission is paid by the sellers, as a portion of their listing commission.

All commissions paid to a real estate agent have to pass through their broker; only a broker can pay a commission and only a broker can sign a listing agreement or a buyer representation agreement.

When the home is listed in the Multiple Listing Service (MLS), the listing broker discloses the terms of the commission to other cooperating brokers, so they know what compensation is offered before they bring their buyers to the listing. When the buyer's broker presents an offer to the seller, it typically includes a provision to collect their share of the sales commission, as offered by the listing agent in the MLS.

At the closing, you will see the amount of commission being paid to each agent's brokerage on the closing disclosure form. There will be a portion for the listing brokerage and a portion for the selling brokerage. Each agent will then be paid by their broker for whatever amount of the commission they have earned based on their compensation agreement with their brokerage.

Because agents are independent contractors, they use their portion of the commission to cover all of their business costs, including marketing, health insurance, licensing costs, business insurance, continuing education, and more.



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# Why you need a real estate professional

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Given the proliferations of services that help home buyers and sellers complete their own transaction, you may have considered whether you should go it yourself instead of working with an agent. However, there is no substitute for an experienced professional, and taking on all the responsibility yourself could be costlier than an agent's commission in the long run.

According to the National Association of Realtors' 2019 Profile of Home Buyers and Sellers, only 8% of home sales were accomplished as for sale by owner (FSBO), and of those, 77% knew their buyer personally. FSBO home sales had a median price of \$200,000 in 2019, compared to the agent assisted home sale median price of \$280,000.

Beyond the price advantage of using an agent, homes listed by real estate professionals get more exposure and their sellers get more support. Here are some other considerations:

- They're trained and licensed professionals.
- They have experience in your neighborhood and your market.
- They have oversight from brokers and state licensing officials.
- Their job is to advise you the best way to reach your goals.
- They know how to present your home and deal with buyers.
- They know how and where to market properties effectively.
- They know how to overcome typical snags that occur in real estate transactions and closings.
- They understand state-required disclosures and look out for your best interests.
- They understand personal safety and security for your belongings during showings.
- They know the best resources to make transactions go more smoothly, from bankers to home-stagers to contractors.
- They have access to the most accurate and comprehensive data - the MLS, the only data repository that has the most up-to-date listing and sales information.
- They know how to negotiate.
- Their job is making real estate transactions successful.
- Their continuing education keeps them up-to-date on housing issues.

With a real estate professional in your corner, you'll have a partner by your side to advocate for you and advise you through the entire home sale process.



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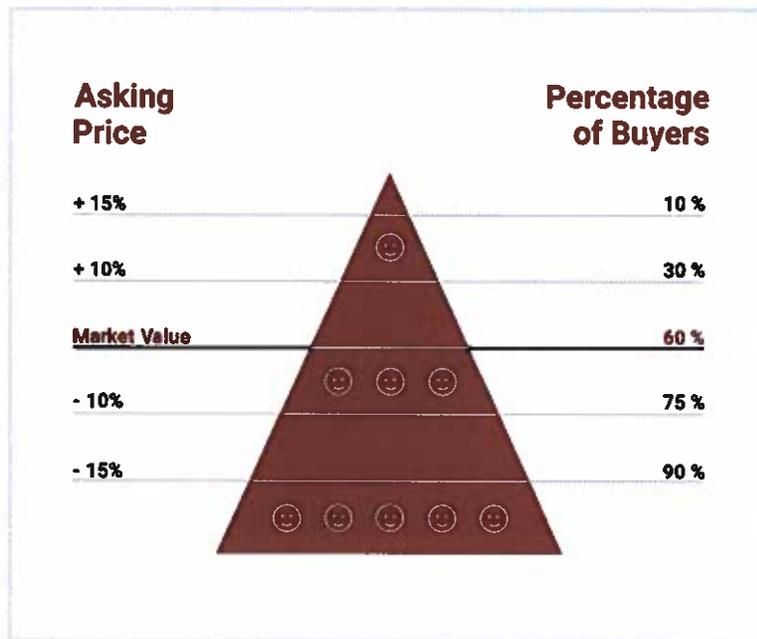
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# Intelligent Pricing and Timing



Pricing a home for sale is as much art as science, but there are a few truisms that never change.

- Fair market value attracts buyers, overpricing never does.
- The first two weeks of marketing are crucial.
- The market never lies, but it can change its mind.

Fair market value is what a willing buyer and a willing seller agree by contract is a fair price for the home. Values can be impacted by a wide range of reasons, but the two biggest are location and condition. Generally, fair market value can be estimated by considering the comparables - other similar homes that have sold or are currently for sale in the same area.

Sellers often view their homes as special, which tempts them to put a higher price on it, believing they can always come down later, but that's a serious mistake.

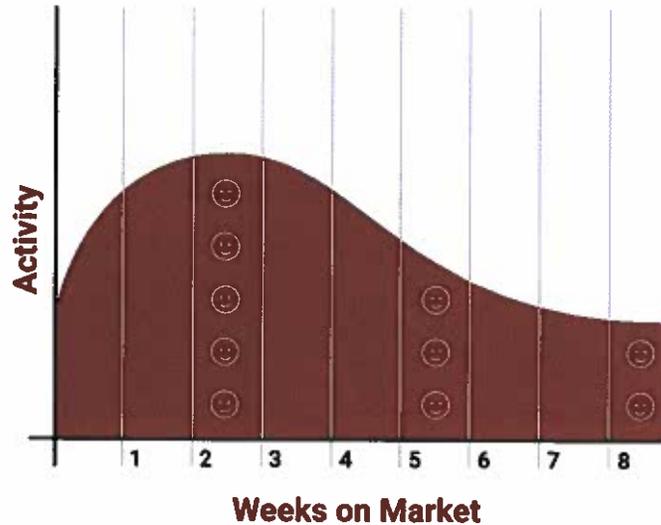
Overpricing prevents the very buyers who are eligible to buy the home from ever seeing it. Most buyers shop by price range and look for the best value in that range.



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# Intelligent Pricing and Timing



Your best chance of selling your home is in the first two weeks of marketing. Your home is fresh and exciting to buyers and to their agents.

With a sign in the yard, full description and photos in the local Multiple Listing Service, distribution across the Internet, open houses, broker's caravan, ads, and email blasts to your listing agent's buyers, your home will get the greatest flurry of attention and interest in the first two weeks.

If you don't get many showings or offers, you've probably overpriced your home, and it's not comparing well to the competition. Since you can't change the location, you'll have to either improve the home's condition or lower the price.

Consult with your agent and ask for feedback. Perhaps you can do a little more to spruce up your home's curb appeal, or perhaps stage the interior to better advantage.

The market can always change its mind and give your home another chance, but by then you've lost precious time and perhaps allowed a stigma to cloud your home's value.

Intelligent pricing isn't about getting the most for your home - it's about getting your home sold quickly at fair market value.



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# Curb Appeal, A First Impression That Lasts

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Most buyers form their first impression of your home before they even get out of the car. Curb appeal is the view from the curb that gives potential buyers the first chance to fall in love with your home.

The exterior of your home should be in pristine condition - clean, cleared of clutter, with no visible repairs needed. A broken step, overgrown bush, or abandoned toys in the yard can spoil both the home's appearance and the potential buyer's first impression.

Here's a simple cleanup and spruce up checklist to make sure your home leaves a stellar first impression:

- Clear driveways and walkways of snow, weeds, and debris. Repair or replace cracked steps or pavers. Whenever possible, driveways should be clear of vehicles.
- Keep your lawn mowed, edged, and watered. Prune dead branches and plants. Weed flower beds and replace leggy, thin landscaping with fresh plants and flowers.
- Replace loose or damaged roof shingles, clean the gutters, and paint and caulk window trim and doors.
- Make the front door area shine: consider repainting your front door and placing a new welcome mat. Polish the door hardware and make sure all front facing windows are clean.
- Power wash siding, brick, windows, and porches.
- Replace light fixtures -and if possible, pick new fixtures with the same mounting system to save time and hassle.
- Install new house numbers that match the finish of your light fixtures.
- Consider upgrading your mailbox; it's an inexpensive fix and the first thing that buyers will see when they pull up to your home.
- Install flowerboxes or pots of blooming flowers for a pop of color.
- Hang a seasonal wreath from your front door.



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# Staging Your Home

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When you list your home for sale, it becomes a product rather than your personal retreat. You want potential homebuyers to be able to envision themselves living in the home, which can be difficult if your family's personality is still evident. Before going on market, your agent will recommend decluttering and depersonalizing, but you may also want to bring in a professional stager to help guide you through showing your home in its most marketable light.

When done correctly, staging can not only set the right emotional tone for buyers about the home, but can also help highlight the most attractive features of the home. Staging can potentially make you money, too: 77% of listing agents said a well-staged environment increases the dollar value buyers are willing to offer, according to the National Association of Realtors Profile of Home Staging. Staging can also shorten the length of time your home is on the market, with agents reporting that their staged homes were going under contract faster than those without.

A professional stager will typically begin with an in-home consultation, where they will walk through your home with you, review the property, and provide a report with their advice for the home. The report will include advice on de-cluttering, storing items, reorganizing furniture placement, and possibly changing out paint colors in different rooms. The stager may also give tips for improving curb appeal. The most common rooms that are staged are the living room, kitchen, master bedroom, and dining room.

Depending on what your home needs, and whether you want to do the work yourself or hire it done, your stager could handle bringing in supplementary furniture and décor items, manage painting or other contractors coming to your home, and have a more hands on role in getting your home ready to go on the market. The cost of services provided will vary depending how much assistance your home will need.



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# Showings and Open House Checklist

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Once your home goes on the market, real estate agents may call to show your home anytime, even if you've listed preferred showing times in the instructions. Keeping your home in showtime condition can be challenging, especially if you have children and pets. Here are some pointers for presenting your home in the best light

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## Showings & Open House Checklist

- **Eliminate clutter:** The less cluttered your home, the better it shows. If you have a lot of knick-knacks, collections, or family mementos, consider renting a portable storage unit, which can be stored until it's time to deliver it to your new home.
- **Keep, donate, throw away:** If you have time before you go on the market, sort unwanted belongings into one of these three baskets. You'll receive more in tax benefits for your donations than pennies on the dollar at a garage sale. It's faster, more efficient and you'll help more people.
- **Remove temptations:** Take valuable jewelry and collectibles to a safety deposit box, a safe, or store them in a secure location. Also secure your prescription medicine and private financial documents.
- **Remove breakables:** Figurines, china, crystal and other breakables should be packed and put away in the garage or storage.
- **Be hospitable:** You want your home to look like a home. Open the blinds, turn on the lights, and make visitors feel welcomed.
- **Have a family plan of action:** When a showing happens at an inconvenient time, get the family engaged. Everyone can pitch in to tidy up in a hurry: pick up glasses, plates, clothing, and anything else left lying about.
- **Get in the habit:** Wash dishes immediately after meals. Clean off countertops. Make beds in the morning. Keep pet toys and beds washed and smelling fresh.
- **Clean out the garage and attic:** Buyers want to see what kind of storage there is.

## The Essential Five-minute Clean-up for Showings

Everyone gets a basket and cleans up clutter. Check for hazards, like toys left on the floor. Make sure all toys, including bicycles, are put away.

- **Put pets in daycare, sleep cages or take them with you:** In the listing instructions, there should be a warning if there is a big dog on premises. Buyers with allergies also may appreciate knowing in advance if you have pets.
- **Turn on lights:** Open the drapes, turn on lights so buyers can really see.
- **Give the buyer privacy:** The buyer cannot come to your home without being accompanied by an agent. They will be more comfortable touring the home without your presence.



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# Moving Checklist

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**Moving to a new home can be an exciting but stressful journey. By finding the right movers and having a good, though flexible, moving plan, most of the common moving headaches can be easily avoided.**

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## Start planning

Finding the best mover for you at the right price involves a simple evaluation of your needs. Moving companies provide a wide range of services, from planning your move, storing your things, packing and unpacking, to decorating and organizing your belongings in your new home. You can choose which services you want and have them tailored to suit your budget.

## Compare movers

When you compare price and service estimates from several companies, you will find that estimates are based on the weight of your household items, the distance they will be moved, and the amount of packing and other services you will require. Be sure to show the estimator every item that will be moved. Estimates should be done in person and include a clear explanation of rates and charges that will apply, the mover's liability for your belongings, pick-up and delivery schedules, and claims protection.

If you are moving interstate, you should read and understand all of the information you will receive. In addition to brochures explaining their various services, moving companies should give you a copy of a consumer booklet titled "Your Rights and Responsibilities When You Move" and information regarding the mover's participation in a Dispute Settlement Program. Distribution of the consumer booklet and the requirement that movers must offer shippers neutral arbitration as a means of settling disputes that may arise concerning loss or damage on household goods shipments are requirements of the Federal Highway Administration (FHWA).

## Be prepared

Even in the most well-planned moves, something unexpected may happen. In those instances, insurance is crucial. Check with your homeowner's insurance provider about coverage for your belongings while moving. Your mover will provide either released value insurance (about \$0.60 per pound of goods lost or damaged, according to NAVL.com) or full replacement value, which you must sign for on your bill of lading. If you are not sure how to estimate the value of your belongings for insurance purposes, your insurance carrier can help. Items of special value such as heirlooms, paintings, or collectibles can be insured under separate riders. In the event of damage to an item, file a claim immediately. Be sure to save the packing materials to show to the adjuster, should there be any problems.

## Packing up and moving on

Once the time has come to start packing and organizing, here are some tips to make the process smooth:

- Start by packing the things you use most infrequently.



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- Pare down items that have accumulated over time by grouping them into 3 categories Keep, Donate, or Throw Away.
- Create an inventory sheet of valuables and a list of which boxes they were packed in.
- Label your boxes according to the rooms where they'll be moved - bedroom #2, 1st floor bath, etc. Consider using different colored stickers/tape for each room.
- Provide your movers with copies of the floorplan of your new home, so they can move more efficiently without having to stop and ask you where things go.
- Try to keep boxes under 50 lbs. whenever possible, put heavier items in smaller boxes to reduce bulkiness, and place lighter items in larger boxes.
- Dispose of items that can't be moved, like flammable liquids, cleaning fluids, etc. Prepare your mower by emptying the fuel and recycle your propane grill tanks.
- Snap a photo of the back of electronic devices so you know which wires to attach when setting them up in your new home.
- Pack an overnight bag with moving day essentials, including toiletries, clothes, medications, and charger cords.



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# Listing Paperwork Overview

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**It is my job to bring you an offer that you want, at the price you want, at the terms you want.**

To begin that process we need to complete the listing agreement paperwork. This will let me start the process of marketing and selling your home, but it also serves to protect you and your assets. Here's an overview of the information I will need to begin the process of selling your home. I'm going to start off with the top 5 pieces of information we capture in the listing agreement.

1. First off I'm going to need basic information like your name and the address of the property we are listing for sale.
2. We also want to agree on what types of offers we can accept.
3. We need to include the agreed-upon list price.
4. We will also document what my compensation will be when the property is sold.
5. One of the most important aspects of a listing agreement is to highlight what items are not included with the sale of the property. For instance, is there a chandelier you want to take with you?

Here is some other important information we will also capture in the listing agreement.

- How I handle multiple offer situations
- Required disclosures
- Indemnification
- Fair housing
- HOA details
- Special Assignments?
- Yard Sign
- Lockbox
- Is the property vacant or leased, how long?
- Tax
- Mediation
- Was or is the house in foreclosure
- Has a notice of default been issued
- State laws
- Internet marketing permission

There may be other information that is tied to state or local regulations but I will make sure to go over these while we are completing the paperwork.



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# The Value of Your Home

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**In a neighborhood of similar homes, why is one worth more than another? That's the question that's teased buyers and sellers for ages, but the answer is simple.**

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## Every home is different

When a home is sold, a willing seller and a willing buyer determine the value of that home with the sale price. That price then becomes a benchmark for other similar homes, but other factors come into play. The most important are:

### Location

The closer a home is to jobs, parks, transportation, schools, and community services, the more desirable it is.

### Size

Square footage impacts home value because a larger home is built using more materials, and gives the homeowner more usable space. And a larger lot size could mean more privacy than a smaller one.

### Number of bedrooms and baths

Additional bedrooms and bathrooms raise the value of a home compared to similar homes that do not have those rooms.

### Features and finishes

Features such as outdoor kitchens and spa baths make a home more luxurious. A home finished with hardwood floors and granite countertops is going to cost more than a home with carpet and laminate countertops.

### Condition

The closer a home is to new construction, the more it will retain its value. It's perceived as more modern, up to date, and perhaps safer. Homes that are not updated or in poor repair sell for less as purchasers' factor in the cost of updating and eventually replacing appliances and systems.

### Curb appeal

From the street, the home looks clean, fresh, and inviting. Fresh landscaping and flowers won't change the size or location, but they certainly add charm.

When two homes are identical in the same neighborhood, a higher price may come down to something as simple as views, paint colors, or the overall taste of the homeowner.



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# Comparative Market Analysis

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**3506 Royal Oak Court, Champaign, Illinois  
61822**

**Champaign County Board Care,  
Lynn Canfield**

JULY 3, 2021



**Max Mitchell**

REMAX Realty Associates





July 03, 2021

Dear Champaign County Board Care, Lynn Canfield,

I appreciate the opportunity to share my business plan with you.

In order to inform you about the current happenings in today's market, I have prepared this comparative market analysis (CMA) especially for you. There are many properties on the market today, and each has different amenities, sizes, and values. By reviewing this CMA, you will have the information needed to price your home in the appropriate range in today's market.

Home buyers always do a lot of comparison shopping. In today's market it is especially important to price your home right from the beginning and to get it "show ready". There are many homes available in all price ranges, but the homes that are priced right and show well are the ones that bring in qualified buyers.

Part of this package includes a detailed copy of my personal marketing plan. We will certainly go over this in detail so that you feel comfortable to entrust your home sale to me. I am sure that once you review the plan, you will feel very satisfied with me marketing your home.

My goal is to help you sell your home quickly and at a fair market value. I look forward to working with you on the sale of your home.

Sincerely,

Max Mitchell



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# Max Mitchell

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Max Mitchell epitomizes integrity, energy, hard work and creative services in every detail of your real estate transaction. Max grew up in the Champaign-Urbana area and started his sales habit at the age of ten, selling The News Gazette in his neighborhood. He has continued rising early and has built a successful career in real estate for over 40 years in the Champaign-Urbana area. He has worked every aspect of the industry representing sellers, buyers, investors and banks, in both the residential and commercial market.

Max is a family man with a devotion to God, his beautiful wife, two children and two beautiful granddaughters. An adventurer by nature, Max enjoys spending time in the skies floating over Champaign-Urbana in his hot air balloon. He and his family often travel to Albuquerque to attend the Albuquerque International Balloon Fiesta as well as other events through the summertime. He continues to challenge himself by early morning cycling classes. Max attends the 5:30 am cycle classes at Mettler Center and YMCA. Early mornings are a great time to recharge the batteries and meet nice people.

Max has been trained and inspired in sales by some of the best from Dale Carnegie, Tom Hopkins, Mike and Tom Ferry, Brian Bufini and others. Max believes in giving back to the industry and community in serving on the Illinois REALTORS Board of Directors and has served as President for the Champaign County Associations of REALTORS. Max has been elected to the Champaign County Board and currently serves in district 5. Keeping active within the community is important by serving on Visit Champaign County Board, Champaign County Economic Development Board and the Willard Airport Advisory Committee.

Five words you can count on from Max Mitchell Love, Integrity, Commitment, Passion and FUN.



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# REMAX Realty Associates

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Our company is a multifaceted business that operates with you, the customer, at the forefront of our day-to-day operations. We are well known and respected in the community and our philosophies are based on both honesty and integrity. As a client centered business, you will receive personal service and be backed by a reputable company.

We implement multi-level marketing strategies that benefit our clients with every transaction. Our real estate agents have extensive access to information about the communities in which they deal. This includes, but is not limited to: schools, populations, recreation, entertainment, home values, growth potential and surrounding areas. Many agents live in the areas we serve and therefore can more accurately overcome potential obstacles and focus on the unique needs of our clients.

Our commercial division is well-equipped to provide today's growing number of real estate investors with opportunities for both income and commercial properties.

The real estate market is always changing and as a result, our agents regularly attend training sessions and events to further their knowledge and be sure that they are focusing on current conditions that affect today's buyers and sellers. This type of training is imperative if we are to be successful in obtaining top dollar on home sales. Our goal is to make sure that we satisfy the special needs of all of our clients and at the same time make the process and transactions go as smoothly as possible.

Our company is dedicated to maintaining a professional, trustworthy relationship with our clients. One way this can be seen is through this Comparative Market Analysis (CMA) which you hold in your hand. This CMA compiles the most current and accurate information relevant to the sale of your home. Seeing that this is perhaps your most valuable asset, it is imperative that you be equipped with the most complete information possible related to the pricing and marketing of your home.



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# What is a CMA

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**No two homes are identical, which is why choosing a sales price or offer price for a home can be challenging. That's where the comparative market analysis, or CMA, is most useful.**

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## What is a CMA?

The CMA is a side-by-side comparison of homes for sale and homes that have recently sold in the same neighborhood and price range. This information is further sorted by data such as type of home, number of bedrooms, number of baths, lot size, neighborhood, property condition and features, and many other factors. The purpose is to show estimated market value, based on what other buyers and sellers have determined through past sales, pending sales and homes recently put on the market.

## How is the CMA created?

CMAs are generated by using property information from your real estate agent's multiple listing service (MLS). The MLS is available to licensed members only, including brokers, salespeople, and appraisers, who pay dues to gain access to the service's public and proprietary data, including tax roll information, sold transactions, and listings input by all cooperating MLS members. Listing agents generate CMAs for their sellers, and buyer's agents create them for their buyers so both sides know what current market conditions are for the homes they're interested in comparing.

## How accurate are CMAs?

The CMA is a here-and-now snapshot of the market, based on the most recent data available, but it can instantly be rendered obsolete by a new listing, or a change of status in a home with the same criteria. Why? The market is constantly changing - new listings, pending sales, closed sales, price reductions, and expired listings.

CMAs can vary widely, depending on the knowledge and skill of the person creating the CMA as well as the number and type of data fields that are chosen. That means some features may not be included.

As informative as the CMA is, it should only be used as a tool and should not substitute for your real estate professional's knowledge and advice.



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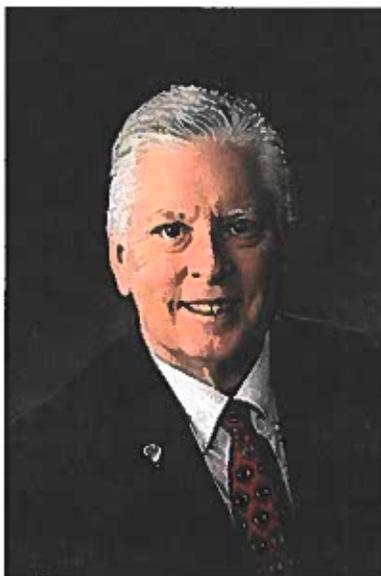
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# Contact Me

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# Map of Comparable Listings



STATUS: ● S = CLOSED ● P = PENDING

MLS #	STATUS	ADDRESS	BEDS	BATHS	SQFT	PRICE
1	<span style="color: blue;">🏠</span> Subject	3506 Royal Oak Ct	4	3.00	2,162	-
2	<span style="color: red;">●</span> S	3310 Roxford Drive	4	2.00	2,106	\$170,000
3	<span style="color: red;">●</span> S	1809 Bridgestone Drive	3	2.00	1,924	\$227,500
4	<span style="color: orange;">●</span> P	3401 Halifax Drive	3	2.00	1,708	\$208,000



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# Summary of Comparable Properties

## S SOLD LISTINGS

ADDRESS	SOLD DATE	BEDS	BATHS	SQFT	PRICE	\$/SQ.FT
3310 Roxford Drive	3/19/21	4	2.00	2,106	\$170,000	\$81
1809 Bridgestone Drive	10/30/20	3	2.00	1,924	\$227,500	\$118
<b>Averages</b>				<b>2,015</b>	<b>\$198,750</b>	<b>\$99</b>

## P PENDING LISTINGS

ADDRESS	SOLD DATE	BEDS	BATHS	SQFT	PRICE	\$/SQ.FT
3401 Halifax Drive	-	3	2.00	1,708	\$208,000	\$122
<b>Averages</b>				<b>1,708</b>	<b>\$208,000</b>	<b>\$122</b>



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# Listings



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# Comparable Properties



## 3310 Roxford Drive

Champaign, Illinois 61822

**CLOSED** 3/19/21



## 1809 Bridgestone Drive

Champaign, Illinois 61822

**CLOSED** 10/30/20



## 3401 Halifax Drive

Champaign, Illinois 61822

**PENDING** 6/8/21

### Details

MLS #	10962692	MLS #	10851218	MLS #	11104046
List Price	\$175,000	List Price	\$235,000	List Price	\$208,000
Sold Price	\$170,000	Sold Price	\$227,500	Sold Price	-
Adjusted Price	-	Adjusted Price	-	Adjusted Price	-
Sold Date	3/19/21	Sold Date	10/30/20	Sold Date	-
\$/Sqft	\$81	\$/Sqft	\$118	\$/Sqft	\$122
DOM	37	DOM	17	DOM	8
Year Built	1978	Year Built	1977	Year Built	-
Sqft	2,106	Sqft	1,924	Sqft	1,708
Lot Size	-	Lot Size	0.27	Lot Size	0.24
Area	Champaign, Savoy	Area	Champaign, Savoy	Area	Champaign, Savoy
Subdivision	-	Subdivision	Maynard Lake	Subdivision	-
Style	Ranch	Style	Ranch	Style	Ranch
Taxes	3900.62	Taxes	4029.62	Taxes	3636.36
Beds	4	Beds	3	Beds	3
Baths	2.00	Baths	2.00	Baths	2.00
Garages	2	Garages	2	Garages	2
Acres	-	Acres	0.27	Acres	0.24



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# Analysis



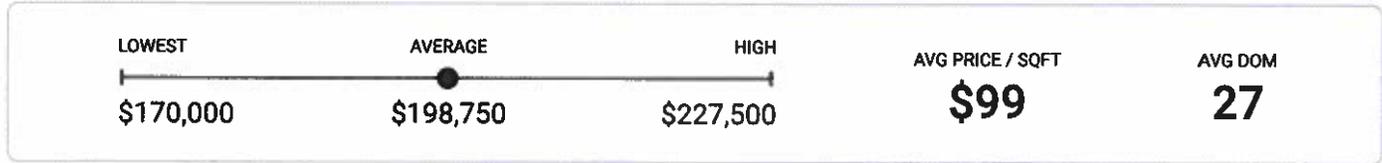
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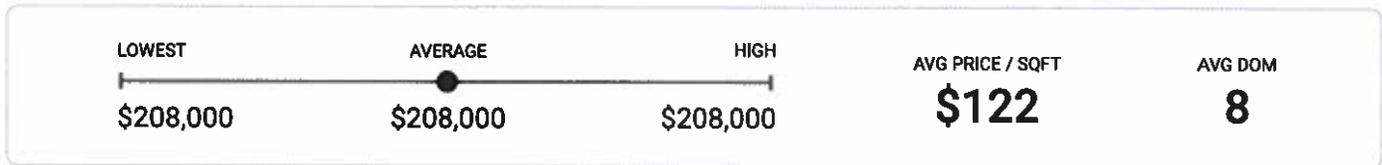
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# Comparable Property Statistics

## S 2 Sold Listings



## P 1 Pending Listings



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# Sold Property Analysis

## Averages

# 97.0%

Homes sold for an average of 97.0% of their list price.

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Days on market

It took an average of 27 days for a home to sell.

## Analysis

ADDRESS	ORIG LIST PRICE	SOLD PRICE	% OF ORIG LIST PRICE	DOM	\$ PER SQFT
3310 Roxford Drive	\$175,000	\$170,000	97.14%	37	\$81
1809 Bridgestone Drive	\$235,000	\$227,500	96.81%	17	\$118
<b>Averages</b>	<b>\$205,000</b>	<b>\$198,750</b>	<b>96.95%</b>	<b>27</b>	<b>\$99</b>

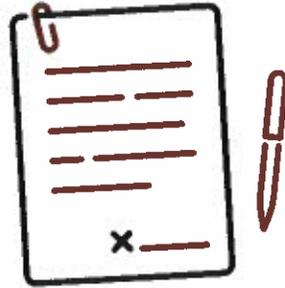


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# Closing



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# Marketing Action Plan

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Below are a few of the services we can provide as part of the marketing of your home. Before we can get started, the first important step is to:

- Sign and complete the Listing Agreement
- 

## First Week

- Enter listing into the MLS system.
- Put up "For Sale" yard sign.
- Install lock box. (optional)
- Schedule time to shoot property photos.
- Review showing procedure.
- Prepare property flyer.
- Syndicate listing to real estate websites.

## Second Week

- Invite brokers and agents to tour home.
- Begin agent to agent marketing efforts.
- Review and update status.

## Third Week

- Hold Open House.

## Ongoing activities

- Show property to potential buyers.
- Follow-up on Internet leads.
- Monitor market conditions.
- Monitor comparable properties for sale.
- Monitor foreclosures and short sales in market.



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# Commission Distribution



The vast majority of real estate agents work on commission, meaning that they are paid once the transaction closes. To simplify how commissions are routed, sales commissions are paid out of the seller's proceeds, according to the terms of the listing agreement and/or the sales contract. Thus, the buyers' agent commission is paid by the sellers, as a portion of their listing commission.

All commissions paid to a real estate agent have to pass through their broker; only a broker can pay a commission and only a broker can sign a listing agreement or a buyer representation agreement.

When the home is listed in the Multiple Listing Service (MLS), the listing broker discloses the terms of the commission to other cooperating brokers, so they know what compensation is offered before they bring their buyers to the listing. When the buyer's broker presents an offer to the seller, it typically includes a provision to collect their share of the sales commission, as offered by the listing agent in the MLS.

At the closing, you will see the amount of commission being paid to each agent's brokerage on the closing disclosure form. There will be a portion for the listing brokerage and a portion for the selling brokerage. Each agent will then be paid by their broker for whatever amount of the commission they have earned based on their compensation agreement with their brokerage.

Because agents are independent contractors, they use their portion of the commission to cover all of their business costs, including marketing, health insurance, licensing costs, business insurance, continuing education, and more.



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# Why you need a real estate professional

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Given the proliferations of services that help home buyers and sellers complete their own transaction, you may have considered whether you should go it yourself instead of working with an agent. However, there is no substitute for an experienced professional, and taking on all the responsibility yourself could be costlier than an agent's commission in the long run.

According to the National Association of Realtors' 2019 Profile of Home Buyers and Sellers, only 8% of home sales were accomplished as for sale by owner (FSBO), and of those, 77% knew their buyer personally. FSBO home sales had a median price of \$200,000 in 2019, compared to the agent assisted home sale median price of \$280,000.

Beyond the price advantage of using an agent, homes listed by real estate professionals get more exposure and their sellers get more support. Here are some other considerations:

- They're trained and licensed professionals.
- They have experience in your neighborhood and your market.
- They have oversight from brokers and state licensing officials.
- Their job is to advise you the best way to reach your goals.
- They know how to present your home and deal with buyers.
- They know how and where to market properties effectively.
- They know how to overcome typical snags that occur in real estate transactions and closings.
- They understand state-required disclosures and look out for your best interests.
- They understand personal safety and security for your belongings during showings.
- They know the best resources to make transactions go more smoothly, from bankers to home-stagers to contractors.
- They have access to the most accurate and comprehensive data - the MLS, the only data repository that has the most up-to-date listing and sales information.
- They know how to negotiate.
- Their job is making real estate transactions successful.
- Their continuing education keeps them up-to-date on housing issues.

With a real estate professional in your corner, you'll have a partner by your side to advocate for you and advise you through the entire home sale process.



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# Intelligent Pricing and Timing



Pricing a home for sale is as much art as science, but there are a few truisms that never change.

- Fair market value attracts buyers, overpricing never does.
- The first two weeks of marketing are crucial.
- The market never lies, but it can change its mind.

Fair market value is what a willing buyer and a willing seller agree by contract is a fair price for the home. Values can be impacted by a wide range of reasons, but the two biggest are location and condition. Generally, fair market value can be estimated by considering the comparables - other similar homes that have sold or are currently for sale in the same area.

Sellers often view their homes as special, which tempts them to put a higher price on it, believing they can always come down later, but that's a serious mistake.

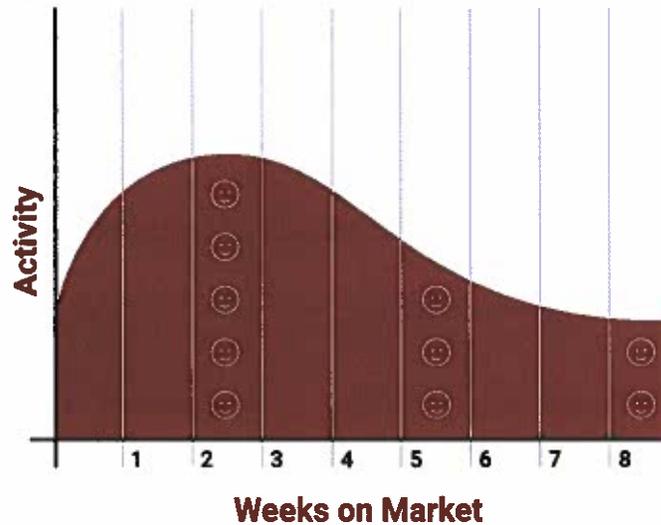
Overpricing prevents the very buyers who are eligible to buy the home from ever seeing it. Most buyers shop by price range and look for the best value in that range.



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# Intelligent Pricing and Timing



Your best chance of selling your home is in the first two weeks of marketing. Your home is fresh and exciting to buyers and to their agents.

With a sign in the yard, full description and photos in the local Multiple Listing Service, distribution across the Internet, open houses, broker's caravan, ads, and email blasts to your listing agent's buyers, your home will get the greatest flurry of attention and interest in the first two weeks.

If you don't get many showings or offers, you've probably overpriced your home, and it's not comparing well to the competition. Since you can't change the location, you'll have to either improve the home's condition or lower the price.

Consult with your agent and ask for feedback. Perhaps you can do a little more to spruce up your home's curb appeal, or perhaps stage the interior to better advantage.

The market can always change its mind and give your home another chance, but by then you've lost precious time and perhaps allowed a stigma to cloud your home's value.

Intelligent pricing isn't about getting the most for your home - it's about getting your home sold quickly at fair market value.



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# Curb Appeal, A First Impression That Lasts

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Most buyers form their first impression of your home before they even get out of the car. Curb appeal is the view from the curb that gives potential buyers the first chance to fall in love with your home.

The exterior of your home should be in pristine condition - clean, cleared of clutter, with no visible repairs needed. A broken step, overgrown bush, or abandoned toys in the yard can spoil both the home's appearance and the potential buyer's first impression.

Here's a simple cleanup and spruce up checklist to make sure your home leaves a stellar first impression:

- Clear driveways and walkways of snow, weeds, and debris. Repair or replace cracked steps or pavers. Whenever possible, driveways should be clear of vehicles.
- Keep your lawn mowed, edged, and watered. Prune dead branches and plants. Weed flower beds and replace leggy, thin landscaping with fresh plants and flowers.
- Replace loose or damaged roof shingles, clean the gutters, and paint and caulk window trim and doors.
- Make the front door area shine: consider repainting your front door and placing a new welcome mat. Polish the door hardware and make sure all front facing windows are clean.
- Power wash siding, brick, windows, and porches.
- Replace light fixtures -and if possible, pick new fixtures with the same mounting system to save time and hassle.
- Install new house numbers that match the finish of your light fixtures.
- Consider upgrading your mailbox; it's an inexpensive fix and the first thing that buyers will see when they pull up to your home.
- Install flowerboxes or pots of blooming flowers for a pop of color.
- Hang a seasonal wreath from your front door.



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# Staging Your Home

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When you list your home for sale, it becomes a product rather than your personal retreat. You want potential homebuyers to be able to envision themselves living in the home, which can be difficult if your family's personality is still evident. Before going on market, your agent will recommend decluttering and depersonalizing, but you may also want to bring in a professional stager to help guide you through showing your home in its most marketable light.

When done correctly, staging can not only set the right emotional tone for buyers about the home, but can also help highlight the most attractive features of the home. Staging can potentially make you money, too: 77% of listing agents said a well-staged environment increases the dollar value buyers are willing to offer, according to the National Association of Realtors Profile of Home Staging. Staging can also shorten the length of time your home is on the market, with agents reporting that their staged homes were going under contract faster than those without.

A professional stager will typically begin with an in-home consultation, where they will walk through your home with you, review the property, and provide a report with their advice for the home. The report will include advice on de-cluttering, storing items, reorganizing furniture placement, and possibly changing out paint colors in different rooms. The stager may also give tips for improving curb appeal. The most common rooms that are staged are the living room, kitchen, master bedroom, and dining room.

Depending on what your home needs, and whether you want to do the work yourself or hire it done, your stager could handle bringing in supplementary furniture and décor items, manage painting or other contractors coming to your home, and have a more hands on role in getting your home ready to go on the market. The cost of services provided will vary depending how much assistance your home will need.



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# Showings and Open House Checklist

Once your home goes on the market, real estate agents may call to show your home anytime, even if you've listed preferred showing times in the instructions. Keeping your home in showtime condition can be challenging, especially if you have children and pets. Here are some pointers for presenting your home in the best light

## Showings & Open House Checklist

- **Eliminate clutter:** The less cluttered your home, the better it shows. If you have a lot of knick-knacks, collections, or family mementos, consider renting a portable storage unit, which can be stored until it's time to deliver it to your new home.
- **Keep, donate, throw away:** If you have time before you go on the market, sort unwanted belongings into one of these three baskets. You'll receive more in tax benefits for your donations than pennies on the dollar at a garage sale. It's faster, more efficient and you'll help more people.
- **Remove temptations:** Take valuable jewelry and collectibles to a safety deposit box, a safe, or store them in a secure location. Also secure your prescription medicine and private financial documents.
- **Remove breakables:** Figurines, china, crystal and other breakables should be packed and put away in the garage or storage.
- **Be hospitable:** You want your home to look like a home. Open the blinds, turn on the lights, and make visitors feel welcomed.
- **Have a family plan of action:** When a showing happens at an inconvenient time, get the family engaged. Everyone can pitch in to tidy up in a hurry: pick up glasses, plates, clothing, and anything else left lying about.
- **Get in the habit:** Wash dishes immediately after meals. Clean off countertops. Make beds in the morning. Keep pet toys and beds washed and smelling fresh.
- **Clean out the garage and attic:** Buyers want to see what kind of storage there is.

## The Essential Five-minute Clean-up for Showings

Everyone gets a basket and cleans up clutter. Check for hazards, like toys left on the floor. Make sure all toys, including bicycles, are put away.

- **Put pets in daycare, sleep cages or take them with you:** In the listing instructions, there should be a warning if there is a big dog on premises. Buyers with allergies also may appreciate knowing in advance if you have pets.
- **Turn on lights:** Open the drapes, turn on lights so buyers can really see.
- **Give the buyer privacy:** The buyer cannot come to your home without being accompanied by an agent. They will be more comfortable touring the home without your presence.



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# Moving Checklist

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**Moving to a new home can be an exciting but stressful journey. By finding the right movers and having a good, though flexible, moving plan, most of the common moving headaches can be easily avoided.**

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## Start planning

Finding the best mover for you at the right price involves a simple evaluation of your needs. Moving companies provide a wide range of services, from planning your move, storing your things, packing and unpacking, to decorating and organizing your belongings in your new home. You can choose which services you want and have them tailored to suit your budget.

## Compare movers

When you compare price and service estimates from several companies, you will find that estimates are based on the weight of your household items, the distance they will be moved, and the amount of packing and other services you will require. Be sure to show the estimator every item that will be moved. Estimates should be done in person and include a clear explanation of rates and charges that will apply, the mover's liability for your belongings, pick-up and delivery schedules, and claims protection.

If you are moving interstate, you should read and understand all of the information you will receive. In addition to brochures explaining their various services, moving companies should give you a copy of a consumer booklet titled "Your Rights and Responsibilities When You Move" and information regarding the mover's participation in a Dispute Settlement Program. Distribution of the consumer booklet and the requirement that movers must offer shippers neutral arbitration as a means of settling disputes that may arise concerning loss or damage on household goods shipments are requirements of the Federal Highway Administration (FHWA).

## Be prepared

Even in the most well-planned moves, something unexpected may happen. In those instances, insurance is crucial. Check with your homeowner's insurance provider about coverage for your belongings while moving. Your mover will provide either released value insurance (about \$0.60 per pound of goods lost or damaged, according to NAVL.com) or full replacement value, which you must sign for on your bill of lading. If you are not sure how to estimate the value of your belongings for insurance purposes, your insurance carrier can help. Items of special value such as heirlooms, paintings, or collectibles can be insured under separate riders. In the event of damage to an item, file a claim immediately. Be sure to save the packing materials to show to the adjuster, should there be any problems.

## Packing up and moving on

Once the time has come to start packing and organizing, here are some tips to make the process smooth:

- Start by packing the things you use most infrequently.



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- Pare down items that have accumulated over time by grouping them into 3 categories Keep, Donate, or Throw Away.
- Create an inventory sheet of valuables and a list of which boxes they were packed in.
- Label your boxes according to the rooms where they'll be moved - bedroom #2, 1st floor bath, etc. Consider using different colored stickers/tape for each room.
- Provide your movers with copies of the floorplan of your new home, so they can move more efficiently without having to stop and ask you where things go.
- Try to keep boxes under 50 lbs. whenever possible, put heavier items in smaller boxes to reduce bulkiness, and place lighter items in larger boxes.
- Dispose of items that can't be moved, like flammable liquids, cleaning fluids, etc. Prepare your mower by emptying the fuel and recycle your propane grill tanks.
- Snap a photo of the back of electronic devices so you know which wires to attach when setting them up in your new home.
- Pack an overnight bag with moving day essentials, including toiletries, clothes, medications, and charger cords.



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# Listing Paperwork Overview

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**It is my job to bring you an offer that you want, at the price you want, at the terms you want.**

To begin that process we need to complete the listing agreement paperwork. This will let me start the process of marketing and selling your home, but it also serves to protect you and your assets. Here's an overview of the information I will need to begin the process of selling your home. I'm going to start off with the top 5 pieces of information we capture in the listing agreement.

1. First off I'm going to need basic information like your name and the address of the property we are listing for sale.
2. We also want to agree on what types of offers we can accept.
3. We need to include the agreed-upon list price.
4. We will also document what my compensation will be when the property is sold.
5. One of the most important aspects of a listing agreement is to highlight what items are not included with the sale of the property. For instance, is there a chandelier you want to take with you?

Here is some other important information we will also capture in the listing agreement.

- How I handle multiple offer situations
- Required disclosures
- Indemnification
- Fair housing
- HOA details
- Special Assignments?
- Yard Sign
- Lockbox
- Is the property vacant or leased, how long?
- Tax
- Mediation
- Was or is the house in foreclosure
- Has a notice of default been issued
- State laws
- Internet marketing permission

There may be other information that is tied to state or local regulations but I will make sure to go over these while we are completing the paperwork.



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# The Value of Your Home

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**In a neighborhood of similar homes, why is one worth more than another? That's the question that's teased buyers and sellers for ages, but the answer is simple.**

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## Every home is different

When a home is sold, a willing seller and a willing buyer determine the value of that home with the sale price. That price then becomes a benchmark for other similar homes, but other factors come into play. The most important are:

### Location

The closer a home is to jobs, parks, transportation, schools, and community services, the more desirable it is.

### Size

Square footage impacts home value because a larger home is built using more materials, and gives the homeowner more usable space. And a larger lot size could mean more privacy than a smaller one.

### Number of bedrooms and baths

Additional bedrooms and bathrooms raise the value of a home compared to similar homes that do not have those rooms.

### Features and finishes

Features such as outdoor kitchens and spa baths make a home more luxurious. A home finished with hardwood floors and granite countertops is going to cost more than a home with carpet and laminate countertops.

### Condition

The closer a home is to new construction, the more it will retain its value. It's perceived as more modern, up to date, and perhaps safer. Homes that are not updated or in poor repair sell for less as purchasers' factor in the cost of updating and eventually replacing appliances and systems.

### Curb appeal

From the street, the home looks clean, fresh, and inviting. Fresh landscaping and flowers won't change the size or location, but they certainly add charm.

When two homes are identical in the same neighborhood, a higher price may come down to something as simple as views, paint colors, or the overall taste of the homeowner.



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max@maxmitchell.com | [www.MoveWithMax.com](http://www.MoveWithMax.com)



**From:** [Nick Ward](#)  
**To:** [Lynn Canfield](#)  
**Subject:** 3707 Englewood Listing Bid  
**Date:** Friday, July 9, 2021 12:27:54 PM  
**Attachments:** [Brokerage Resume.pdf](#)  
[July 2021 Market Update.pdf](#)  
[3707 Englewood CMA.docx](#)  
[3707 Englewood CMA.xlsx](#)  
[Englewood Comp Sales.pdf](#)  
[Englewood Comp Listings.pdf](#)  
[3707 Englewood Listing Agreement.pdf](#)  
[Joel Ward Homes Marketing Plan 2021.docx](#)  
[Equity Sheet - 3707 Englewood.xlsx](#)  
[JWH Company Info.pdf](#)

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Hi Lynn,

I've included quite a bit of information below, and please let me know if you have any questions. I recommend reviewing the documents in the following order:

1. My resume & Joel Ward Homes company information
2. July 2021 Market Update
3. Englewood CMA word document
4. Englewood CMA excel document
5. Comparable listing and sales documents (if curious, this is the information the analysis is based on)
6. Marketing plan
7. Listing agreement
8. Equity Sheet

Regarding selling the properties together: I recommend marketing the properties individually as packaged properties usually sell at a discounted rate, the price of these homes is above what investors are typically seeking, and the market for houses like this is extremely hot and has virtually no inventory.

Since the market is currently very hot, it is unlikely the house will remain on the market for longer than 30 days if priced appropriately. For this reason, I will keep a very close eye on the number of showings and feedback, though my recommendation of list price is to increase the likelihood of a quick sale. I also want to note that the commission of 5% will be split evenly with the buyer's agent. This commission covers all fees for our company and photography, and I have included an approximation of the county's proceeds following a sale. Prior to acceptance of an offer, I will update this document. Please let me know if you have any questions!

Thank you,

Nick

**Nicholas Ward** / Designated Managing Broker IL Lic#471.020454

Joel Ward Homes, Inc / [www.joelwardhomes.com](http://www.joelwardhomes.com)

[nick@joelwardhomes.com](mailto:nick@joelwardhomes.com)

P: 217-355-4999 / M: 217-840-0388 / F: 217-355-3903

A: 3113 Village Office Place, Champaign, Illinois 61822

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## Nicholas Ward, Managing Broker

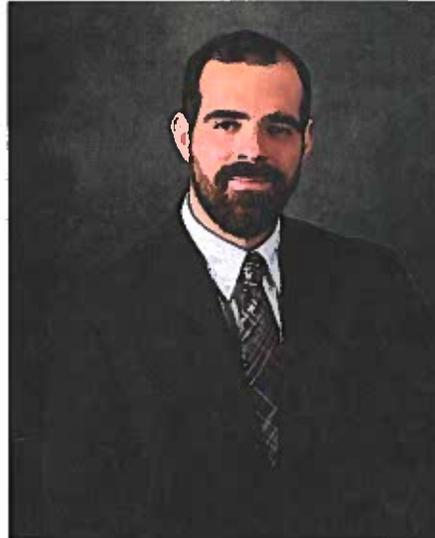
### Experience

- 5 Years as Property Manager with Joel Ward Homes
- 5 Years as Licensed Real Estate Broker
- 4 Years valuation experience as a Real Estate Appraiser (over 2000 hours of practice completed)

This allows me to stay more informed on market trends and conduct more thorough research than typical for Real Estate Brokers. The benefit to you is more reliable information to base decisions upon.

### Licenses

- Licensed Real Estate Managing Broker – State of Illinois
- Certified Residential Real Estate Appraiser – State of Illinois



471.020454  
556.005184

### Professional Affiliations

- Champaign County Association of Realtors – Member of the Education Committee, Member Services, and Professional Development Working Group; and Chair of the YPN Working Group.
- Illinois Association of Realtors
- National Association of Realtors
- Central Illinois Rental Property Professionals

### Education

- Illinois State University, Bachelor's Degree, Marketing
  - Interpersonal selling and marketing
  - Consumer Behavior
  - Market research and analysis
- Basic Appraisal Principles, Appraisal Institute
- Basic Appraisal Procedures, Appraisal Institute
- 15-hr National Uniform Standards of Professional Appraisal Practice, Appraisal Institute
- Residential Site Valuation and Cost Approach, Appraisal Institute
- Residential Report Writing and Case Studies, Appraisal Institute
- Residential Sales Comparison and Income Approach, Appraisal Institute
- Residential Market Analysis and Highest & Best Use, Appraisal Institute
- Advanced Residential Report Writing and Case Studies, McKissock
- Statistics, Modeling, and Finance in Real Estate, McKissock

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# Top Five Reasons to Choose Joel Ward Homes to Market Your Home



**Reason #1: Experience.** There are very few brokerage companies that can equal our over 30 years' experience in real estate brokerage and appraisal. We have assisted hundreds of families in successfully marketing their home. From the initial marketing activities through contract negotiations and closing, you benefit from our suggestions and recommendations based upon this wealth of experience.



**Reason #2: Smaller, Independent Company.** Many REALTORS today work for large mega-companies which are unable to provide the individualized attention which each of our valued clients deserve. At Joel Ward Homes, we give our clients the best of both worlds: Exposure to the entire real estate market through the Multiple Listing Service (just like the big companies) together with personal, individual service. Our commitment to each of our clients is to market their home as if it were our own.



**Reason #3: You are in Charge.** That's right—Our philosophy is that because you own your home, you should be in charge of making decisions on pricing and marketing. Our role is to provide you with the information, recommendations, technology and resources to successfully market your home. You make the decisions and we will do the work to implement your decisions.



**Reason #4: Personal Service.** Some real estate agents have hired assistants or "client care" staff to work with you in marketing your home. When you choose me to sell your home, you will be working directly with me as your REALTOR. Our support staff is just that—a staff trained to support my efforts in effectively exposing your home to the market.



**Reason #5: Integrity.** Our commitment to you is to employ our knowledge, experience and resources to produce the results you want—a sale of your home at the highest possible price. We promise to always tell you the truth and to do what we say we will do. You can count on it.



JOEL WARD HOMES

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**JOEL WARD HOMES REALTORS®**

## My Commitment to You

- I promise to promote your best interests at all times in the sale of your home.\*
- I promise to always tell you the truth, and to disclose to you any relevant information I have about your home and about the market generally.
- I promise to carefully research and analyze the market concerning your home in order to provide you with accurate pricing recommendations.
- I promise to work with you in the development of a Comprehensive Marketing Plan for your home.
- I promise to actively market your home in accordance with the Comprehensive Marketing Plan upon which we have agreed.
- I promise to keep you informed concerning my marketing activities and MLS showing activities as frequently as you wish.
- I promise to assist you in successfully negotiating the sale of your home at the highest price and on the terms most favorable to you.\*
- I promise to assist you in any necessary negotiations with the buyer following the professional home inspection.
- If you wish, I promise to refer you to a selection of well-regarded real estate attorneys.
- I promise to coordinate closing activities with your attorney, and to represent you at closing as your REALTOR.
- Throughout our relationship, I promise to keep confidential any confidential information you share with me.

\*Subject to the requirements of dual-agency, if applicable.



## Real Estate Market Update

July 2021

By Nick Ward

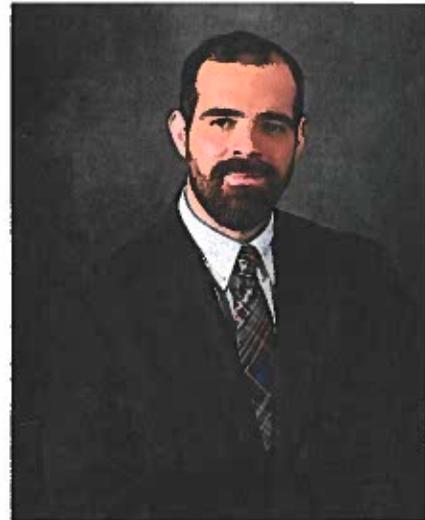
Solid information about our local market is helpful for everyone, and especially for our clients who are thinking about entering into a real estate transaction this year.

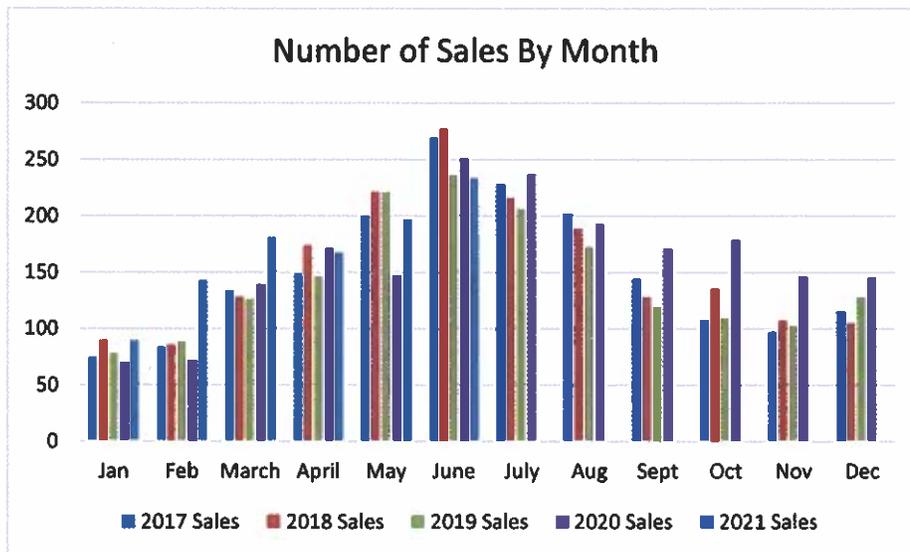
This update is based upon information supplied by the Champaign County Association of REALTORS Multiple Listing Service for all attached and detached single-family properties in Champaign, Savoy or Urbana. **It is important to keep in mind that specific segments of the market may have performed better or worse than the overall market analyzed below.**

### **Comparing the Last 12 Months with the Previous 12 Months**

For the most recent twelve months (07/01/2020-06/30/2021) the MLS reported 2,033 sales with a median sale price of \$175,000 and a reported average marketing time of 66 days. For the prior twelve months (06/01/2019-05/31/2020) the MLS reported 1,722 sales with a median sale price of \$162,500 and a reported average marketing time of 89 days.

**This shows an increase in the number of sales of 311 homes or 18.1%. The median sale prices saw a 7.7% increase. There are currently 202 homes on the market with an average marketing time of 93 days. This results in a 1.2-month supply of homes in inventory, which is a significant shortage relative to historical supply demand relationships in this market.**





### Interest Rates

The Interest Rate Story: For most of 2017, 30-year fixed rate mortgages were available from 3.75% to 4.125%. Interest rates increased rapidly in January and February of 2018 and had remained relatively stable within the range of 4.5% to 4.75%. In September 2018, rates moved as high as 5% before starting to decline as the year ended. Rates in 2019 began to decline, with a significant decline in the last month.

In 2020, rates varied from 3.5% to 3.6% through March. Since then, and with the advent of the novel coronavirus pandemic and the Federal Reserve cutting the interest rate, rates have been more volatile and fluctuating within the 2.5% to 3.5% range. Currently, 30-year fixed rate mortgage financing is available at 3.232%. Please note that the interest rate can vary significantly between lending institutions. Contact your Joel Ward Homes agent for recommendations!

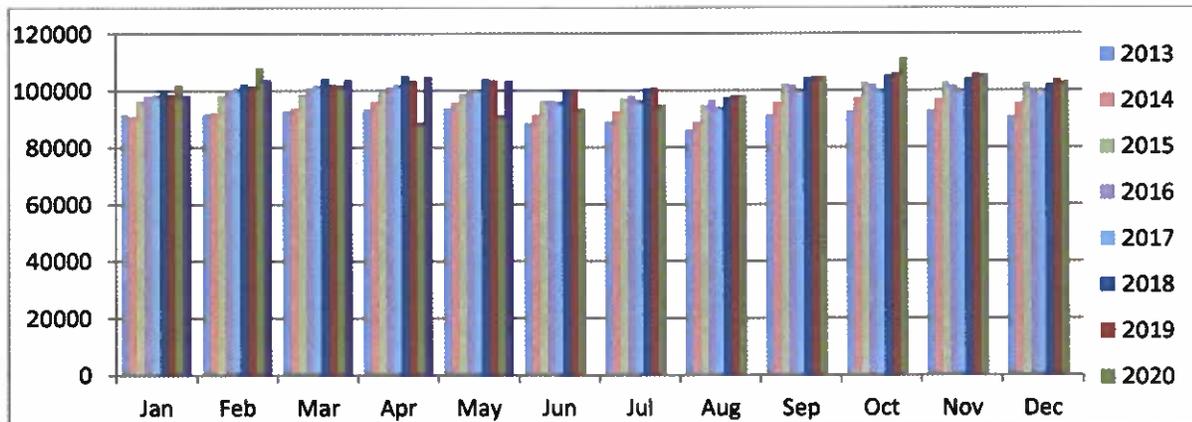
### Local Employment Analysis

The close connection between employment levels and the strength of housing markets has been well established, both locally and on a national basis. In May 2021 (the last month for which data has been published) there were 103,328 employed people in Champaign County and an unemployment rate of 4.4%. In May 2020 there were 91,222 people employed with an unemployment rate of 10.2%. This results in a 13.3% increase in the number of people employed. This increase in the unemployment rate can be attributed to the Covid-19 pandemic. It is also important to note that the unemployment rate is returning to the range of what it had been prior to the pandemic.

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What follows is a graph showing the number of jobs in Champaign County, by month, based upon non-seasonally adjusted U.S Bureau of Labor Statistics data.

**NUMBER OF JOBS IN CHAMPAIGN COUNTY NON-SEASONALLY ADJUSTED DATE PER BLS**



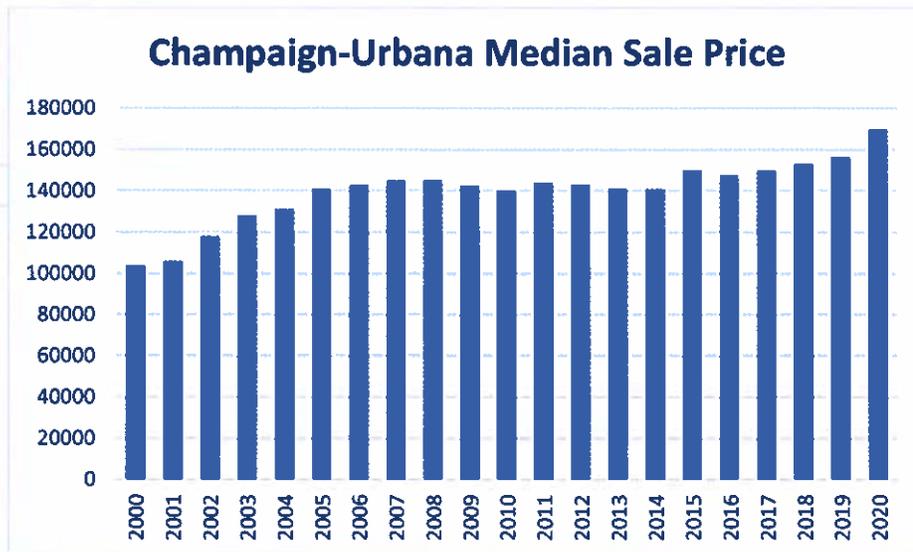
### Conclusions

It is most notable that there is a significant shortage of homes in inventory, which is putting upward pressure on sales prices. This is most likely due to the combination of pent-up demand being released, along with the historically low interest rates.

What does this mean to the home seller? The significant shortage of homes in inventory makes this a strong seller's market. Many market segments are seeing multiple offers and marketing time of less than one week. Sellers should be prepared to handle these situations and expedited marketing times. Contact your Joel Ward Homes REALTOR for the best options!

For buyers, the historic low interest rates are continuing their trend of remaining under 4.0%. However, the current supply of homes in inventory, especially in Champaign-Urbana, is exceedingly low, which is likely going to make it more difficult to find suitable housing. This makes it even more important for your REALTOR to stay current on all homes which are listed for sale and meet your criteria. Additionally, buyers should be prepared to bring full price offers on homes in many market segments and should be ready to proceed as quickly as possible.

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**Overall, Champaign-Urbana real estate has proven to be a good investment over time with an average annual appreciation rate of 2.6% since 2000, and this includes the 2009-2013 financial crisis and recession.**

**Remember that each particular segment of the market is different. If you are thinking about selling your home, or buying one, the best decision is to contact your Joel Ward Homes REALTOR to obtain current information about the specific segment of the market relevant to your property.**

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# **Real Estate Market Report**

**3707 Englewood, Champaign**

**As of July 9th, 2021**

**OVERALL MARKET CONDITIONS:** See attached "July 2021 Market Update."

**SPECIFIC MARKET CONDITIONS:** At the current time, for one-story detached homes in Champaign and Savoy with 1,500 to 2,500 square feet of living space, listed or sold from \$180,000 to \$280,000, the MLS reports 103 sales in the prior year with a median sale price of \$216,900, and an average marketing time of 23 days. Comparing the year over year data for this market segment, there was a 27.1% increase in the number of sales (103 and 81 the year prior), a 1.4% increase in the median sales price (within the range of stable), and a 52.1% decrease in average marketing time. Currently there are 2 listings in this market segment with an average marketing time of 53 days. This results in a 0.2-month supply of homes in inventory which is in balance relative to the overall market at 1.2-months of supply. Please note that the current supply and demand relationship is in a historic state of shortage compared to the 5-year average of 3.2 months of supply.

**SUBJECT HISTORY:** The subject was purchased in 2015 for \$215,500 and has been used as an assisted living home since.

**MARKETING STRENGTHS:** The primary strength of the subject is that it has been updated with handicap accessible amenities and doors, a feature that is unique in our market. It also has a superior view with the lake in the rear, and is located in a popular neighborhood of Champaign.

**MARKETING CHALLENGES:** The primary marketing challenge could potentially be deferred maintenance items left following the tenants move-out. I recommend addressing as many of these items prior to listing as possible.

**COMPETITIVE LISTINGS:** MLS data sheets on all competitive listings are attached. There are currently only two listings in the subject's market segment, and neither house is a strong competitor for the subject. Of the two listings, 2514 Worecester is most similar, though it is approx. 350 square feet smaller.

**RECENT SALES OF SIMILAR HOMES:** MLS data sheets and a "Price Adjusted Comparables" sheets are attached. Please note that of the 4 comparable sales provided, Sale #4 is located in a different neighborhood and has been afforded the least weight in a

determination of likely sales price. It has been included primarily to bracket the upper end of the range, as the more similar sales all have upward adjustments.

**SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS:** "Price Adjusted Comparable Sales" indicate a likely sale price in the range of \$234,000 (rounded) to \$247,000 (rounded). With an average sale to list price ratio of 97%, this would indicate a list price in the range of \$241,000 to \$254,500 (rounded). The significant shortage of homes indicates that an initial list price at the upper end of the range is most appropriate. However, it should be noted that we are nearing the end of the prime marketing season for our market. Based on this, a recommended list price of \$249,000 is recommended to increase the likelihood of a timely sale. Close attention should be paid to the number of showings in the first week, and the price reduced as needed. I will handle this and will make a recommendation at the end of the first week, and then again weekly as needed.

**STATE OF ILLINOIS MANDATED DISCLOSURES:**

**INTENDED PURPOSE:** The intended purpose of this Comparative Market Analysis (CMA) is to provide information, analysis and recommendations to assist the homeowner in pricing their property.

**PROPERTY INTEREST:** The property interest being considered in this CMA is a fee-simple interest.

**SCOPE OF WORK:** The subject property was inspected and its strengths and weaknesses with respect to its marketability were analyzed and reported. The subject's market segment defined. The market segment was analyzed to determine the supply and demand relationships, to identify those competitive properties most similar to the subject and to identify those sold properties most similar to the subject. A selection of sold properties was made, and a "Price Adjusted Comparable" analysis was made, making quantitative adjustments to comparable sales intended to produce a indicated likely sale price of the subject. In the context of existing and expected overall market conditions, the above information and analyses were reconciled to produce a recommended list price range for the subject.

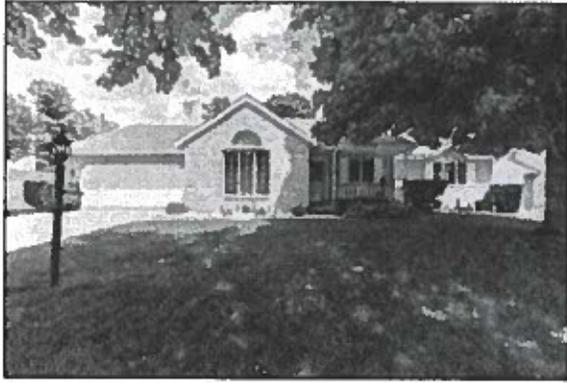
**CMA NOT AN APPRAISAL:** This is a comparative market analysis, not an appraisal of the market value of the real estate and was prepared by a licensed real estate broker or managing broker, not by a state certified real estate appraiser acting in his or her role as a state certified real estate appraiser. (Note that Nicholas Ward is a licensed residential real estate appraiser acting only in the role of managing broker in relationship to this client.)

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Respectfully Submitted,

Nicholas Ward, Managing Broker

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**Detached Single**      **MLS #: 10723879**      **List Price: \$225,000**  
 Status: **CLSD**      **List Date: 05/30/2020**      **Orig List Price: \$225,000**  
 Area: **6007**      **List Dt Rec: 06/01/2020**      **Sold Price: \$224,000**  
 Address: **4102 Englewood Dr , Champaign, IL 61822**  
 Directions: **Take S. Staley Rd to Amherst Dr. Then turn left on Englewood Dr.**  
 Sold by: **Scott Bechtel (950875) on behalf of The Scott Bechtel Group (T14720) / KELLER WILLIAMS-TREC (95313) and Michael Elliott (952600) / KELLER WILLIAMS-TREC (95313)**      **Mkt. Time (Lst./Tot.): 6/6**  
**Closed: 07/20/2020**      **Contract: 06/04/2020**      **Concessions:**  
**Off Market: 06/04/2020**      **Financing: Conventional**      **Contingency:**  
**Year Built: 1991**      **Bit Before 78: No**      **Curr. Leased: No**  
**Dimensions: 81 X 100**      **Subdivision: Glenshire**      **Model:**  
**Ownership: Fee Simple**      **Township: Champaign**      **County: Champaign**  
**Corp Limits: Champaign**      **Grid #: 44**      **# Fireplaces: 1**  
**Coordinates:**      **Bathrooms 2 / 0**      **Parking: Garage**  
**Rooms: 8**      **(full/half):**      **# Spaces: Gar: 2**  
**Bedrooms: 3**      **Master Bath: Full**      **Parking Incl. In Price: Yes**  
**Basement: None**      **Bsmnt. Bath: No**  
**Mobility Score: 35 - Minimal Mobility. ?**

**Remarks:** Do not miss your chance to fall in love with this sprawling ranch style home that is perfectly situated in the Glenshire Neighborhood with great curb appeal that provides a charming front porch and well-maintained landscape. As you enter this sweet home, you are embraced with an open and airy feel with the cathedral ceilings, plush carpet, and ample space throughout giving the home a relaxed and comfortable atmosphere. The open concept living and dining room lead you into the large and highly functional laundry room that features cabinets and countertop space giving the home a high level of organization and ease. As you continue on, you are met with French doors that leads you into an uplifting and sunny 4-seasons sun room that can be enjoyed all year long with several windows throughout and an entrance to the peaceful back deck that overlooks the nicely landscaped backyard. The generously sized kitchen includes a convenient center island with lots of cabinets and counter space which is adjacent to a wonderfully placed family room with additional cathedral ceilings and a cozy gas log fireplace. This home also features 3 good size bedrooms including the large full en suite master that offers two closets, one being a walk in, and full bath with a double vanity. To finish this lovely home is the 2nd full bath and oversized two car garage with built in storage. Peace of mind maintenance includes some new paint throughout, new sump pump in 2019, Anderson windows throughout, new flooring in both bathrooms, roof replacement in 2010, new AC and furnace in 2010, and new tension spring on garage door opener in 2019. This home is well cared for and waiting for you to call it your own!

**School Data**

Elementary: **Champaign/Middle Call Unit 4 351-3701 (4)**  
 Junior High: **Champaign/Middle Call Unit 4 351-3701 (4)**  
 High School: **Centennial (4)**

**Assessments**

Amount: **\$90**  
 Frequency: **Annual**  
 Special Assessments: **Unknown**  
 Special Service Area: **No**  
 Master Association: **No**  
 Master Assc. Freq.:

**Tax**

Amount: **\$4,161.16**  
 PIN: **032016356001**  
 Mult PINs:  
 Tax Year: **2019**  
 Tax Exmps: **Homeowner, Other**

**Miscellaneous**

Waterfront: **No**  
 Appx SF: **2088\*\***  
 SF Source: **Plans**  
 Bldg. Assess. SF:  
 Acreage: **0.19**

**Square Footage Comments:**

\*\*Level Square Footage Details: **Upper Sq Ft: 0, Main Sq Ft: 2088, Finished Lower Sq Ft: 0, Unfinished Lower Sq Ft: 0, Above Grade Total Sq Ft: 2088, Finished Basement Sq Ft: 0, Unfinished Basement Sq Ft: 0, Total Basement Sq Ft: 0, Aprox. Total Finished Sq Ft: 2088, Total Finished/Unfinished Sq Ft: 2088**

**Legal Description: LOT 201 GLENSHIRE SUB 2**

Room Name	Size	Level	Flooring	Win Trmt	Room Name	Size	Level	Flooring	Win Trmt
Living Room	15X14	Main Level	Carpet	Blinds	Master Bedroom	16X13	Main Level	Carpet	Blinds
Dining Room	12X9	Main Level	Carpet	None	2nd Bedroom	13X10	Main Level	Carpet	Blinds
Kitchen	17X17	Main Level	Ceramic Tile		3rd Bedroom	11X10	Main Level	Carpet	Blinds
Family Room	16X14	Main Level	Carpet	Blinds	4th Bedroom		Not Applicable		
Laundry Room	13X10	Main Level	Ceramic Tile	Blinds					
Sun/Florida Room	21X10	Main Level	Carpet						
Room Heated									

**Interior Property Features:** Vaulted/Cathedral Ceilings, 1st Floor Bedroom, 1st Floor Laundry, 1st Floor Full Bath, Walk-In Closet(s)

**Exterior Property Features:** Deck, Porch

Age: **26-30 Years**

Type: **1 Story**

Style: **Ranch**

Exterior: **Brick, Vinyl Siding**

Air Cond: **Central Air**

Heating: **Gas, Forced Air**

Kitchen: **Eating Area-Breakfast Bar, Island**

Appliances: **Oven/Range, Microwave, Dishwasher, Refrigerator, Disposal**

Dining: **Combined w/ LivRm**

Attic: **Pull Down Stair, Unfinished**

Basement Details: **Crawl, Slab**

Bath Arn: **Double Sink**

Fireplace Details: **Attached Fireplace Doors/Screen, Gas Logs**

Fireplace Location: **Family Room**

Electricity:

Equipment: **Sump Pump**

Other Structures: **None**

Door Features:

Window Features:

Laundry Features: **In Unit, Sink**

Additional Rooms: **Sun/Florida Room Heated**

Garage Ownership: **Owned**

Garage On Site: **Yes**

Garage Type: **Attached**

Garage Details: **Garage Door Opener(s), Transmitter(s)**

Parking Ownership:

Parking On Site:

Parking Details:

Driveway: **Concrete**

Foundation: **Block, Concrete**

Ext Bas/Fnd:

Disability Access: **No**

Disability Details:

Exposure: **S (South)**

Lot Size: **Less Than .25 Acre**

Lot Size Source:

Lot Desc: **Mature Trees**

Roof: **Asphalt/Glass (Shingles)**

Sewer: **Sewer-Public**

Water: **Public**

Const Opts:

General Info: **Commuter Bus**

Amenities: **Sidewalks, Street Paved**

Asmt Incl: **Other**

HERS Index Score:

Green Disc:

Green Rating Source:

Green Feats:

Sale Terms:

Possession: **Closing**

Occ Date:

Rural: **No**

Vacant: **No**

Relist:

Zero Lot Line: **No**

**Broker Private Remarks:** Some new paint throughout, new sump pump in 2019, Anderson windows throughout, new flooring in both bathrooms, roof replacement in 2010, new AC and furnace in 2010, and new tension spring on garage door opener in 2019. Blinds will stay with the home but most curtains will not stay.

Internet Listing: **Yes**

VOW AVM: **No**

Listing Type: **Exclusive Right to Sell**

Remarks on Internet?: **Yes**

VOW Comments/Reviews: **No**

Holds Earnest Money: **Yes**

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Addr on Internet?: **Yes**

Broker Notices:

Lock Box: **Supra - Blue iBox (Located at Front)**









Virtual Tour

**Detached Single**      **MLS #: 11148255**      **List Price: \$199,900**  
**Status: NEW**      **List Date: 07/06/2021**      **Orig List Price: \$199,900**  
**Area: 6007**      **List Dt Rec: 07/08/2021**      **Sold Price:**  
**Address: 2514 Worcester Dr, Champaign, IL 61821**  
**Directions: South on Nell St, right on Kirby Ave, left on Scottsdale, right on Worcester.**  
**Sold by:**      **Mkt. Time (Lst./Tot.): 4/4**  
**Closed:**      **Contract:**      **Concessions:**  
**Off Market:**      **Financing:**      **Contingency:**  
**Year Built: 1987**      **Bit Before 76: No**      **Curr. Leased:**  
**Dimensions: 65 X 100**      **Subdivision:**      **Model:**  
**Ownership: Fee Simple**      **Township: Champaign**      **County: Champaign**  
**Corp Limits: Champaign**      **Grid #: 48**      **# Fireplaces: 1**  
**Coordinates:**      **Bathrooms 2 / 0**      **Parking: Garage**  
**Rooms: 5**      **(full/half):**      **# Spaces: Gar:2**  
**Bedrooms: 3**      **Master Bath: Full**      **Parking Incl. In Price: Yes**  
**Basement: None**      **Bsmnt. Bath: No**  
**Mobility Score: 46 - Fair Mobility!** ?

**Remarks:** This charming 3 bed/2 bath home could be just what you are looking for! It offers an open concept with the living room & kitchen flowing together to make those special memories with family and friends alike. The kitchen was completely renovated recently with beautiful new cabinets, granite countertops, and featuring stainless steel appliances. You'll fall in love with the climate controlled four seasons room offering dual skylights and views in three directions. The master bedroom is quite large (17 x 13), has a walk-in closet, and it is positioned away from the secondary bedrooms on the other side of the house. The secondary bedrooms are also quite large. The house also offers a fenced in back yard, as well as a two car garage. The furnace, air conditioner, & water heater were replaced in 2017. This house is totally move-in ready and offers you a lot of bang for your buck!!!

**School Data**

Elementary: Unit 4 Of Choice (4)  
 Junior High: Champaign/Middle Call Unit 4 351-3701 (4)  
 High School: Centennial (4)

**Assessments**

Amount: \$0  
 Frequency: Not Applicable  
 Special Assessments: No  
 Special Service Area: No  
 Master Association: No  
 Master Assc. Freq.: Not Required

**Tax**

Amount: \$4,371.54  
 PIN: 452022129012  
 Mult PINs:  
 Tax Year: 2020  
 Tax Exmps: Homeowner

**Miscellaneous**

Waterfront: No  
 Appx SF: 1637\*\*  
 SF Source: Other  
 Bldg. Assess. SF:  
 Acreage: 0.15

Square Footage Comments: Sq Ft measurements provided by Photography Solutions.

\*\*Level Square Footage Details: Upper Sq Ft: 0, Main Sq Ft: 1637, Finished Lower Sq Ft: 0, Unfinished Lower Sq Ft: 0, Above Grade Total Sq Ft: 1637, Finished Basement Sq Ft: 0, Unfinished Basement Sq Ft: 0, Total Basement Sq Ft: 0, Aprox. Total Finished Sq Ft: 1637, Total Finished/Unfinished Sq Ft: 1637

**Legal Description: LOT 222 STRATFORD PARK NORTH SUB 2**

Room Name	Size	Level	Flooring	Win Trmt.	Room Name	Size	Level	Flooring	Win Trmt.
Living Room	17X17	Main Level	Carpet		Master Bedroom	17X13	Main Level	Carpet	
Dining Room		Not Applicable			2nd Bedroom	13X10	Main Level	Carpet	
Kitchen	13X11	Main Level	Wood Laminate		3rd Bedroom	14X11	Main Level	Carpet	
Family Room		Not Applicable			4th Bedroom		Not Applicable		
Laundry Room									
Sun/Florida Room	14X11	Main Level	Carpet						

**Interior Property Features:** Skylight(s), Hardwood Floors, 1st Floor Bedroom, 1st Floor Laundry, 1st Floor Full Bath, Walk-In Closet(s), Open Floorplan, Some Carpeting, Granite Counters  
**Exterior Property Features:**

Age: 31-40 Years	Laundry Features:	Roof: Asphalt/Glass (Shingles)
Type: 1 Story	Additional Rooms: Sun/Florida Room	Sewer: Sewer-Public
Style: Ranch	Garage Ownership: Owned	Water: Public
Exterior: Vinyl Siding, Brick	Garage On Site: Yes	Const Opts:
Air Cond: Central Air	Garage Type: Attached	General Info: School Bus Service
Heating: Gas, Forced Air	Garage Details: Garage Door Opener(s), Transmitter(s)	Amenities:
Kitchen: Eating Area-Breakfast Bar	Parking Ownership:	Asmt Inc: None
Appliances: Oven/Range, Microwave, Dishwasher, Washer, Dryer, Disposal	Parking On Site:	HERS Index Score:
Dining:	Parking Details:	Green Discd:
Attic: Pull Down Stair	Driveway:	Green Rating Source:
Basement Details: Crawl	Foundation:	Green Feats:
Bath Amn:	Ext Bas/Fnd:	Sale Terms:
Fireplace Details:	Disability Access: No	Possession: Closing
Fireplace Location: Family Room	Disability Details:	Occ Date:
Electricity:	Exposure: S (South)	Rural:
Equipment:	Lot Size: Less Than .25 Acre	Vacant:
Other Structures: Shed(s)	Lot Size Source:	Relist:
Door Features:	Lot Desc: Fenced Yard	Zero Lot Line:
Window Features:		
Gas Supplier: Ameren		
Electric Supplier: Ameren		

**Broker Private Remarks:** Showings to start on Friday, July 9th at 2:30 PM and continue until 6:30 PM on Sunday, July 11th. Please call/text listing agent at 217-202-0924 to schedule your showing appointment. Please do NOT use showings time. Refrigerator is not included with appliances.

Internet Listing: Yes	Remarks on Internet?: Yes	Addr on Internet?: Yes
VOW AVM: Yes	VOW Comments/Reviews: Yes	Broker Notices:
Listing Type: Exclusive Right to Sell	Holds Earnest Money: No	Lock Box: Supra - Blue IBox
Coop Comp: 3% (on Gross SP)	Adtl. Sales Info.: None	Special Comp Info: None
Showing Inst: Showings to start on Friday, July 9th at 2:30 PM and continue until 6:30 PM on Sunday, July	Cont. to Show?	Expiration Date:

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# Price Adjusted Comparable Sales

Street Address	Subject	Sale #1	Sale #2	Sale #3	Sale #4
3707 Englewood	4102 Englewood	4107 Crail Rd	3922 Englewood	907 Barclay	
Champaign	Champaign	Champaign	Champaign	Champaign	
Sale Price	\$107.28	\$135.62	\$108.18	\$230,000	\$265,000
Price/SF	7/20/2020	6/30/2021	3/1/2021		\$120.45
Sale Date	6	25	36		6/1/2021
Days on Mkt					4
Concessions	None	None	1000		
Location & View	Good/Lake	Good/Lake	Average		None
Lot Size	8,190 sf	0 9,885 sf	0 8,000 sf		10,000 Good/Culdesac
Curb Appeal	Average	Average	Average		0 14295 sf
Age	24	0	0		Average
Quality	Average	Average	Average		Average
Exterior	Average	Average	Average		Average
Condition	Average	Average	Average		Average
Square Footage	1988	5,000	7,500		7,500 Good
Total/BDBS/BTHS	7/4/2.0	-3,500	11,515		-4,850
Basement Size	None	0 7/3/2.0	7/3/2.1		-2,500 8/4/2.1
Basement Finish	None	None	None		None
Fireplace	Fireplace	Fireplace	Fireplace		None
Garage	2 Car Attached	3 Car Attached	3 Car Attached		Fireplace
Porch/Patio/Deck	Deck	Patio	1,500		Deck/Patio
Net Adjustments		11,500	15,515		
Indicated Sale Price		\$235,500	\$240,515		4,170
Features:	Remodel 2015	No Updates	No Updates		
					Roof 2020
					AC 2019
					Deck 2021
					Bath Remod. 2021

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## Joel Ward Homes Marketing Plan

### Day 1:

- The listing agreement is signed
- Professional photography and floor plan is ordered, and data is gathered to prepare listing. This expense (approx. \$150) is covered by Joel Ward Homes and included in our service.

### Week 1:

- The property is listed in the MLS on the day photography is received.
- "For Sale" sign is placed in the yard and an MLS key box on the door.
- Promotional flyers are created and placed in the house, along with MLS info sheets.
- Open house is held (with owners' consent) to increase initial interest. Email notice is sent to all Realtors.
- Showings are tracked and all agents are contacted **VIA PHONE** for follow up interviews.
- Recommendation on pricing is made by the listing agent.

\*Please note that due to the time of the year, feedback will be monitored on a weekly basis to be sensitive to the listing price. Should feedback indicate the subject is over-priced, a recommendation of price reduction will be made.

### 30 Days from Listing:

- Should the subject not be under contract within 30 days, a detailed analysis of the market segment will be provided. This will include an update of the initial market analysis, information on new competitive listings, information on listings in the market segment now under contract, and tracking of the most competitive listings prices and offerings.
- All feedback will be summarized, and recommendations will be made regarding price and condition.
- A second Open House will be scheduled to attract buyers who may have missed the initial listing.

### Ongoing:

- The subject's market segment will be analyzed every month to ensure the subject is competitive with the market. It is the recommendation of Joel Ward Homes that Open Houses be held every month to attract new buyers in the subject's market segment.

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**EXCLUSIVE RIGHT TO SELL LISTING AGREEMENT**

**MLS Uniform Listing Agreement**  
**(For use with all classes in conjunction with appropriate property data form.)**  
**(DUAL AGENCY DISCLOSURE AND CONSENT INCLUDED)**

In consideration of the services to be performed by Joel Ward Homes, Inc.,  
(Brokerage Company) hereinafter referred to as Company, and the commissions to be paid  
by Champaign County Mental Health Board, (“Seller”), hereinafter  
referred to as Seller, the parties agree that Company shall have the exclusive right to market and sell Seller’s  
property described below upon the following terms and conditions.

Address: 3707 Englewood

Legal: Lot 715 Glenshire Sub No 7 & Replat of Lot 631 & 632 of Glenshire Sub No 6

Pin: 44-20-16-375-016 at a price of: \$ 249,000, free of liens, payable  
as follows cash at closing  
or, with Seller consent, for a lesser sum or upon other terms.

Per Illinois License Law Section 15.50 all licensees shall be considered to be representing the  
consumer they are working with as the designated agent for the consumer. Company designates  
Nicholas Ward (“Seller’s Designated Agent”), sales associate(s) affiliated with  
Company as the only legal agent(s) of the Seller. Company reserves the right to name additional designated  
agents when in Company’s discretion it is necessary. If additional designated agents are named, Seller shall  
be informed in writing within a reasonable time. Seller understands and agrees that this agreement is a  
contract for Company to effect a sale of Seller’s property and that Seller’s Designated Agent(s) is (are) the  
only legal agent(s) of Seller. Seller’s Designated Agent will be primarily responsible to effect the sale of  
Seller’s property. Buyer’s Agent may show Seller’s property in accordance with the provisions of the “To  
Show” line on property data form and Company in its sole discretion, may pay a part of the below  
commission to such Buyer’s Agent.

Per Illinois License Law, Section 15.75, Seller’s Designated Agent(s) shall provide for Seller, at a  
minimum, the following services; (1) accept delivery of and present to the Seller offers and counter offers to  
buy, sell, or lease the Seller’s property or the property the Seller seeks to purchase or lease; 2) assist the  
Seller in developing, communicating, negotiating, and presenting offers, counteroffers, and notices that  
relate to the offers and counter offers until a lease or purchase agreement is signed and all contingencies are  
satisfied or waived; and (3) answer the Seller’s questions relating to the offers, counteroffers notices, and  
contingencies.

Seller understands and agrees that other sales associates affiliated with Broker, other than Seller’s  
Designated Agent(s), may represent the actual or prospective buyer of Seller’s property. Further, Seller  
understands and agrees that if the property is sold through the efforts of a sales associate affiliated with  
Company who represents the Buyer, the other sales associate affiliated with Company will be acting as a  
buyer’s designated agent. This is not considered dual agency.

Company is authorized in its sole discretion to determine with which brokers Company will cooperate,  
and the amount of compensation that Company will offer cooperating brokers in the sale of Seller’s  
property. Seller acknowledges that compensation offered may vary from Company to Company.

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**DISCLOSURE AND CONSENT TO DUAL AGENCY**

**NOTE TO CONSUMER: THIS SECTION SERVES THREE PURPOSES. FIRST, IT DISCLOSES THAT A REAL ESTATE LICENSEE MAY POTENTIALLY ACT AS A DUAL AGENT, THAT IS, REPRESENT MORE THAN ONE PARTY TO THE TRANSACTION. SECOND, THIS SECTION EXPLAINS THE CONCEPT OF DUAL AGENCY. THIRD, THIS SECTION SEEKS YOUR CONSENT TO ALLOW THE REAL ESTATE LICENSEE TO ACT AS A DUAL AGENT. A LICENSEE MAY LEGALLY ACT AS A DUAL AGENT ONLY WITH YOUR CONSENT. BY CHOOSING TO SIGN THIS SECTION, YOUR CONSENT TO DUAL AGENCY REPRESENTATION IS PRESUMED.**

The undersigned \_\_\_\_\_, (“Licensee”/”Seller’s Designated Agent”),  
(Insert name(s) of Licensee undertaking dual representation)

may undertake a dual representation (represent both the seller or landlord and the buyer or tenant) for the sale or lease of property. The undersigned acknowledge they were informed of the possibility of this type of representation. Before signing this document please read the following:

Representing more than one party to a transaction presents a conflict of interest since both clients may rely upon Licensee’s advice and the client’s respective interests may be adverse to each other. Licensee will undertake this representation only with the written consent of ALL clients in the transaction.

Any agreement between the clients as to a final contract price and other terms is a result of negotiations between the clients acting in their own best interests and on their own behalf. You acknowledge that Licensee has explained the implications of dual representation, including the risks involved, and understand that you have been advised to seek independent advice from your advisors or attorneys before signing any documents in this transaction.

**WHAT A LICENSEE CAN DO FOR CLIENTS WHEN ACTING AS A DUAL AGENT**

1. Treat all clients honestly.
2. Provide information about the property to the buyer or tenant.
3. Disclose all latent material defects in the property that are known to the Licensee.
4. Disclose financial qualification of the buyer or tenant to the seller or landlord.
5. Explain real estate terms.
6. Help the buyer or tenant to arrange for property inspections.
7. Explain closing costs and procedures.
8. Help the buyer compare financing alternatives.
9. Provide information about comparable properties that have sold so both clients may make educated decisions on what price to accept or offer.

**WHAT A LICENSEE CANNOT DISCLOSE TO CLIENTS WHEN ACTING AS A DUAL AGENT**

1. Confidential information that Licensee may know about a client, without that client’s permission.
2. The price or terms the seller or landlord will take other than the listing price without permission of the seller or landlord.
3. The price or terms the buyer or tenant is willing to pay without permission of the buyer or tenant.
4. A recommended or suggested price or terms the buyer or tenant should offer.
5. A recommended or suggested price or terms the seller or landlord should counter with or accept.

If either client is uncomfortable with this disclosure and dual representation, please let Licensee know. You are not required to sign this section unless you want to allow the Licensee to proceed as a Dual Agent in this transaction.

By initialing here and signing below, you acknowledge that you have read and understand this form and voluntarily consent to the Licensee acting as a Dual Agent (that is, to represent BOTH the seller or landlord and the buyer or tenant) should that become necessary.

\_\_\_\_\_  
Seller’s initials

\_\_\_\_\_  
Seller’s initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensee/Seller’s Designated Agent

\_\_\_\_\_  
Date

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Company is authorized to advertise the property through various print media, the internet or other similar means or media and to display "For Sale" signs on the property, to install a lock box, to photograph the property and use such photographs in negotiation for such sale, and to have access to the property to show the same at reasonable hours and to submit this listing to the CHAMPAIGN COUNTY ASSOCIATION OF REALTORS® MULTIPLE LISTING SERVICE and to submit same to any other multiple listing service that the Company deems applicable; to provide timely notice of status changes of the listing to the MLS; and to provide sales information including selling price to the MLS upon sale of the property.

Seller understands that the information which Seller provides to Seller's Designated Agent as listing information will be used to advertise Seller's property to the public, and it is essential that this information be accurate. SELLER HAS EITHER REVIEWED THE MLS LISTING INPUT SHEET AND REPRESENTS THAT THE INFORMATION CONTAINED IN IT IS TRUE AND ACCURATE TO THE BEST OF SELLER'S KNOWLEDGE, OR SELLER UNDERSTANDS THAT THEY HAVE AN OBLIGATION TO PROVIDE ACCURATE, TRUTHFUL INFORMATION TO BE PUT IN THE MLS INPUT SHEET AND HEREBY PROMISES TO FULFILL THIS OBLIGATION.

Seller is required by state law to complete a Seller Disclosure Form concerning the condition of seller's property. Seller understands that seller will be responsible for completing that form or having it completed by appropriate inspectors or professionals and that the listing broker shall in no way be responsible for completion of the Seller Disclosure Form or the content of the information contained in the Seller Disclosure form.

Although Seller is listing Seller's property in its present physical condition, Seller understands that Seller may be held responsible by a buyer for any latent or hidden undisclosed defects or concealed defects in the property which are known to Seller but which are not disclosed to the buyer. If seller discovers any latent or hidden undisclosed defect in the property after the original disclosure documents have been signed, said disclosure documents must be updated immediately to include those defects.

Seller agrees to save and hold Company harmless from all claims, disputes, litigation, judgments, and costs (including reasonable attorney's fees) arising from Seller's breach of this agreement, from any incorrect information or misrepresentation supplied by Seller or from any material facts, including latent defects, that are known to Seller that Seller fails to disclose. The company is not responsible for vandalism, theft, or damage to the property.

Seller has been informed that home warranty options are available to them. Furthermore, seller acknowledges they understand the Broker may receive a documentation preparation fee from the home warranty company.

**I UNDERSTAND AND ACKNOWLEDGE THAT IT IS ILLEGAL FOR EITHER THE AGENCY OR ME TO REFUSE TO SHOW OR SELL TO ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, ORDER OF PROTECTION STATUS, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAP, MILITARY STATUS, SEXUAL ORIENTATION, UNFAVORABLE DISCHARGE FROM MILITARY SERVICE, OR FAMILIAL STATUS OR ANY OTHER CLASS PROTECTED BY ARTICLE 3 OF THE ILLINOIS HUMAN RIGHTS ACT. THE PARTIES AGREE TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL FAIR HOUSING LAWS.**

Seller agrees to refer to Company all inquiries made to Seller and to cooperate with Company to a reasonable degree to affect a sale. In the event of a sale Seller agrees to have an attorney of

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Seller's choice prepare a contract of sale and deed at Seller's expense and to furnish at Seller's expense a merchantable abstract of title certified to date of sale or, at Seller's option, to furnish an owner's title guarantee policy in the amount of the sale price.

If, during the term of this agreement, anyone, including the Seller, produces a purchaser, ready, willing and able to purchase said property, or if, within 30 days after the expiration of said term, a sale is made to any person to whom the property was presented by anyone, including Seller, during said term, without incurring a commission to another broker, Seller agrees to pay Company a commission of 5% of the Gross Sale Price.

For a residential property of four units or less, Seller shall not be obligated to pay said commission if subsequently a valid listing agreement is entered into during the term of said protection period with another licensed real estate broker and a sale, lease, or exchange of property is made during said protection period. Said commission shall be paid on closing the sale herein contemplated, which in the case of a sale on contract for deed shall be at the time Buyer and Seller execute the initial contract or agreement for deed. In the event of Seller's failure or refusal to pay a commission which becomes due under this agreement, Seller agrees to pay all the costs incurred by Company to collect same, including reasonable attorney's fees.

The term "sale" as used herein shall be construed to include any exchange to which Seller consent in writing. In the event of an exchange of properties, the "sale price" shall be the listed price of the property at that time for the purpose of computing commission. In the event of Dual Agency, Company is authorized to represent and to receive compensation from both parties provided that Seller is advised of Company's dual interest prior to acceptance of the exchange proposal.

When a contract to purchase is entered into for the purchase of Seller's property, the Buyer may deposit earnest money with Company. Company will hold any such earnest money in a special, non-interest bearing escrow account on behalf of the Buyer and Seller. At closing, the earnest money will be disbursed according to the terms of the contract to purchase.

This contract shall be binding upon and inure to the benefit of the heirs, administrators, successors, and assigns of the parties hereto. No amendment or alterations in the terms hereof shall be valid or binding unless made in writing and signed by the parties hereto. If more than one purchaser or more than one seller are involved or if the company, the purchaser or the seller is an entity other than a natural person, the pronouns and grammatical structure shall be understood to conform. This agreement shall become effective on acceptance by Company and will terminate on 11/30, 2021. Seller acknowledges receipt of a copy of this agreement and all attachments. The attachments include the following: [HERE LIST ALL ATTACHMENTS]:

Accepted: \_\_\_\_\_, 20 \_\_\_\_\_ Seller: \_\_\_\_\_  
By: \_\_\_\_\_ Seller: \_\_\_\_\_  
Signature of Listing Broker or Authorized Agent for company Address: \_\_\_\_\_  
Time: \_\_\_\_\_ Date: \_\_\_\_\_

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## Estimated Equity Calculation

Client Name: Champaign County Mental Health Board  
Property Address: 3707 Englewood, Champaign  
Date of Closing:

Sale Price	\$249,000.00
Brokerage Fee@ 5%	\$12,450.00
Attorney	\$500.00
Title Insurance	\$734.55
50% Title Search	\$50.00
Closing Protection Letter	\$50.00
Real Estate Taxes	\$0.00
Revenue Stamps	\$373.50
Total Payoff & Closing Costs	\$14,158.05
Estimated Net Equity	\$234,841.95

Estimates are derived from sources deemed reliable but are not guaranteed.  
Actual closing figures will be determined by your attorney prior to closing.  
If real estate taxes as escrowed, the balance in the escrow account will be refunded to the homeowner.

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**From:** [Nick Ward](#)  
**To:** [Lynn Canfield](#)  
**Subject:** 3506 Royal Oak Listing Bid  
**Date:** Friday, July 9, 2021 2:08:35 PM  
**Attachments:** [Brokerage Resume.pdf](#)  
[July 2021 Market Update.pdf](#)  
[JWH Company Info.pdf](#)  
[3506 Royal Oak CMA.xlsx](#)  
[3506 Royal Oak CMA.docx](#)  
[Royal Oak Listing Agreement.pdf](#)  
[Equity Sheet - 3506 Royal Oak Ct.xlsx](#)  
[Royal Oak Comp Sales.pdf](#)  
[Royal Oak Comp Listing.pdf](#)

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Hi Lynn,

I've included quite a bit of information below, and please let me know if you have any questions. I recommend reviewing the documents in the following order:

1. My resume & Joel Ward Homes Company Info
2. July 2021 Market Update
3. Royal Oak CMA word document
4. Royal Oak CMA excel document
5. Comparable listing and sales documents (if curious, this is the information the analysis is based on)
6. Marketing plan
7. Listing agreement
8. Equity Sheet

Regarding selling the properties together: I recommend marketing the properties individually as packaged properties usually sell at a discounted rate, the price of these homes is above what investors are typically seeking, and the market for houses like this is extremely hot and has virtually no inventory.

Since the market is currently very hot, it is unlikely the house will remain on the market for longer than 30 days if priced appropriately. For this reason, I will keep a very close eye on the number of showings and feedback, though my recommendation of list price is to increase the likelihood of a quick sale. I also want to note that the commission of 5% will be split evenly with the buyer's agent. This commission covers all fees for our company, and I have included an approximation of the county's proceeds following a sale. Prior to acceptance of an offer, I will update this document. Please let me know if you have any questions!

Thank you,

Nick

**Nicholas Ward** / Designated Managing Broker IL Lic#471.020454  
Joel Ward Homes, Inc / [www.joelwardhomes.com](http://www.joelwardhomes.com)  
[nick@joelwardhomes.com](mailto:nick@joelwardhomes.com)  
P: 217-355-4999 / M: 217-840-0388 / F: 217-355-3903  
A: 3113 Village Office Place, Champaign, Illinois 61822



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## Nicholas Ward, Managing Broker

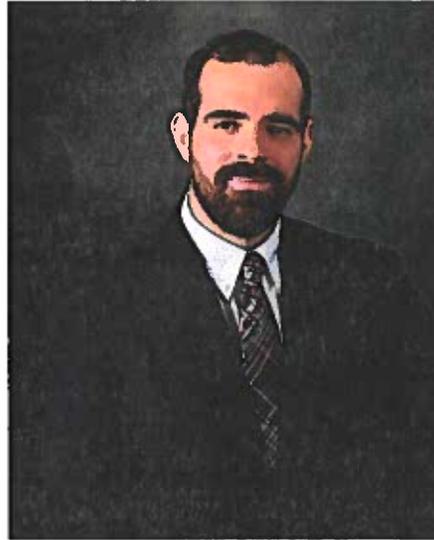
### Experience

- 5 Years as Property Manager with Joel Ward Homes
- 5 Years as Licensed Real Estate Broker
- 4 Years valuation experience as a Real Estate Appraiser (over 2000 hours of practice completed)

This allows me to stay more informed on market trends and conduct more thorough research than typical for Real Estate Brokers. The benefit to you is more reliable information to base decisions upon.

### Licenses

- Licensed Real Estate Managing Broker – State of Illinois
- Certified Residential Real Estate Appraiser – State of Illinois



471.020454

556.005184

### Professional Affiliations

- Champaign County Association of Realtors – Member of the Education Committee, Member Services, and Professional Development Working Group; and Chair of the YPN Working Group.
- Illinois Association of Realtors
- National Association of Realtors
- Central Illinois Rental Property Professionals

### Education

- Illinois State University, Bachelor's Degree, Marketing
  - Interpersonal selling and marketing
  - Consumer Behavior
  - Market research and analysis
- Basic Appraisal Principles, Appraisal Institute
- Basic Appraisal Procedures, Appraisal Institute
- 15-hr National Uniform Standards of Professional Appraisal Practice, Appraisal Institute
- Residential Site Valuation and Cost Approach, Appraisal Institute
- Residential Report Writing and Case Studies, Appraisal Institute
- Residential Sales Comparison and Income Approach, Appraisal Institute
- Residential Market Analysis and Highest & Best Use, Appraisal Institute
- Advanced Residential Report Writing and Case Studies, McKissock
- Statistics, Modeling, and Finance in Real Estate, McKissock

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# Top Five Reasons to Choose Joel Ward Homes to Market Your Home

 **Reason #1: Experience.** There are very few brokerage companies that can equal our over 30 years' experience in real estate brokerage and appraisal. We have assisted hundreds of families in successfully marketing their home. From the initial marketing activities through contract negotiations and closing, you benefit from our suggestions and recommendations based upon this wealth of experience.

 **Reason #2: Smaller, Independent Company.** Many REALTORS today work for large mega-companies which are unable to provide the individualized attention which each of our valued clients deserve. At Joel Ward Homes, we give our clients the best of both worlds: Exposure to the entire real estate market through the Multiple Listing Service (just like the big companies) together with personal, individual service. Our commitment to each of our clients is to market their home as if it were our own.

 **Reason #3: You are in Charge.** That's right—Our philosophy is that because you own your home, you should be in charge of making decisions on pricing and marketing. Our role is to provide you with the information, recommendations, technology and resources to successfully market your home. You make the decisions and we will do the work to implement your decisions.

 **Reason #4: Personal Service.** Some real estate agents have hired assistants or "client care" staff to work with you in marketing your home. When you choose me to sell your home, you will be working directly with me as your REALTOR. Our support staff is just that—a staff trained to support my efforts in effectively exposing your home to the market.

 **Reason #5: Integrity.** Our commitment to you is to employ our knowledge, experience and resources to produce the results you want—a sale of your home at the highest possible price. We promise to always tell you the truth and to do what we say we will do. You can count on it.



JOEL WARD HOMES

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## My Commitment to You

- I promise to promote your best interests at all times in the sale of your home.\*
- I promise to always tell you the truth, and to disclose to you any relevant information I have about your home and about the market generally.
- I promise to carefully research and analyze the market concerning your home in order to provide you with accurate pricing recommendations.
- I promise to work with you in the development of a Comprehensive Marketing Plan for your home.
- I promise to actively market your home in accordance with the Comprehensive Marketing Plan upon which we have agreed.
- I promise to keep you informed concerning my marketing activities and MLS showing activities as frequently as you wish.
- I promise to assist you in successfully negotiating the sale of your home at the highest price and on the terms most favorable to you.\*
- I promise to assist you in any necessary negotiations with the buyer following the professional home inspection.
- If you wish, I promise to refer you to a selection of well-regarded real estate attorneys.
- I promise to coordinate closing activities with your attorney, and to represent you at closing as your REALTOR.
- Throughout our relationship, I promise to keep confidential any confidential information you share with me.

\*Subject to the requirements of dual-agency, if applicable.





## Real Estate Market Update

July 2021

By Nick Ward

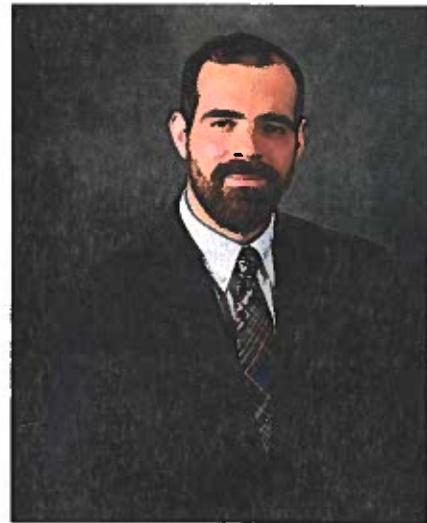
Solid information about our local market is helpful for everyone, and especially for our clients who are thinking about entering into a real estate transaction this year.

This update is based upon information supplied by the Champaign County Association of REALTORS Multiple Listing Service for all attached and detached single-family properties in Champaign, Savoy or Urbana. It is important to keep in mind that specific segments of the market may have performed better or worse than the overall market analyzed below.

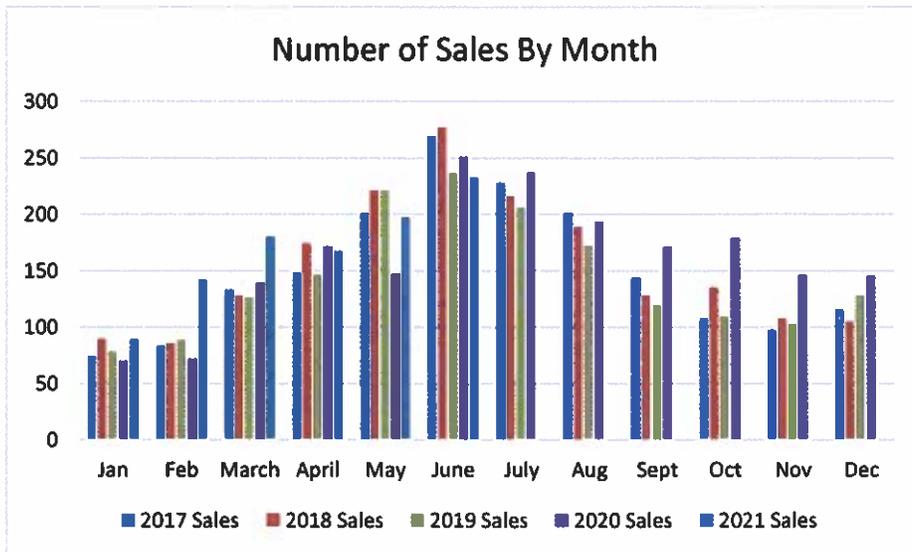
### Comparing the Last 12 Months with the Previous 12 Months

For the most recent twelve months (07/01/2020-06/30/2021) the MLS reported 2,033 sales with a median sale price of \$175,000 and a reported average marketing time of 66 days. For the prior twelve months (06/01/2019-05/31/2020) the MLS reported 1,722 sales with a median sale price of \$162,500 and a reported average marketing time of 89 days.

This shows an increase in the number of sales of 311 homes or 18.1%. The median sale prices saw a 7.7% increase. There are currently 202 homes on the market with an average marketing time of 93 days. This results in a 1.2-month supply of homes in inventory, which is a significant shortage relative to historical supply demand relationships in this market.



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### Interest Rates

The Interest Rate Story: For most of 2017, 30-year fixed rate mortgages were available from 3.75% to 4.125%. Interest rates increased rapidly in January and February of 2018 and had remained relatively stable within the range of 4.5% to 4.75%. In September 2018, rates moved as high as 5% before starting to decline as the year ended. Rates in 2019 began to decline, with a significant decline in the last month.

In 2020, rates varied from 3.5% to 3.6% through March. Since then, and with the advent of the novel coronavirus pandemic and the Federal Reserve cutting the interest rate, rates have been more volatile and fluctuating within the 2.5% to 3.5% range. Currently, 30-year fixed rate mortgage financing is available at 3.232%. Please note that the interest rate can vary significantly between lending institutions. Contact your Joel Ward Homes agent for recommendations!

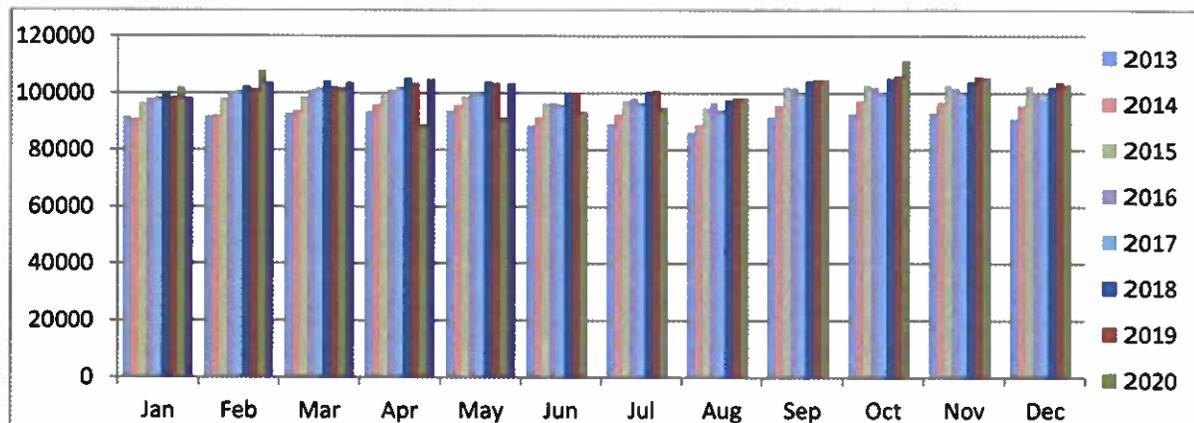
### Local Employment Analysis

The close connection between employment levels and the strength of housing markets has been well established, both locally and on a national basis. In May 2021 (the last month for which data has been published) there were 103,328 employed people in Champaign County and an unemployment rate of 4.4%. In May 2020 there were 91,222 people employed with an unemployment rate of 10.2%. This results in a 13.3% increase in the number of people employed. This increase in the unemployment rate can be attributed to the Covid-19 pandemic. It is also important to note that the unemployment rate is returning to the range of what it had been prior to the pandemic.

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What follows is a graph showing the number of jobs in Champaign County, by month, based upon non-seasonally adjusted U.S Bureau of Labor Statistics data.

**NUMBER OF JOBS IN CHAMPAIGN COUNTY NON-SEASONALLY ADJUSTED DATE  
PER BLS**



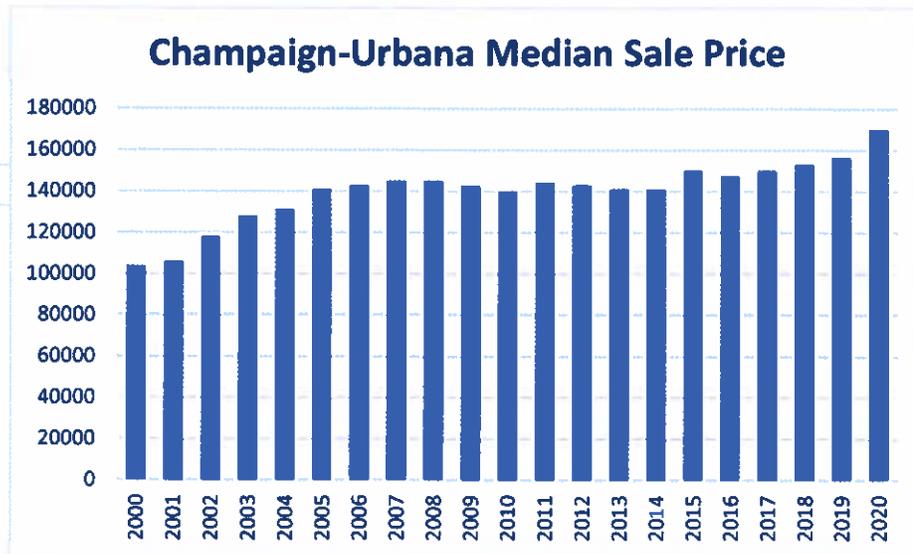
### Conclusions

It is most notable that there is a significant shortage of homes in inventory, which is putting upward pressure on sales prices. This is most likely due to the combination of pent-up demand being released, along with the historically low interest rates.

What does this mean to the home seller? The significant shortage of homes in inventory makes this a strong seller's market. Many market segments are seeing multiple offers and marketing time of less than one week. Sellers should be prepared to handle these situations and expedited marketing times. Contact your Joel Ward Homes REALTOR for the best options!

For buyers, the historic low interest rates are continuing their trend of remaining under 4.0%. However, the current supply of homes in inventory, especially in Champaign-Urbana, is exceedingly low, which is likely going to make it more difficult to find suitable housing. This makes it even more important for your REALTOR to stay current on all homes which are listed for sale and meet your criteria. Additionally, buyers should be prepared to bring full price offers on homes in many market segments and should be ready to proceed as quickly as possible.

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**Overall, Champaign-Urbana real estate has proven to be a good investment over time with an average annual appreciation rate of 2.6% since 2000, and this includes the 2009-2013 financial crisis and recession.**

**Remember that each particular segment of the market is different. If you are thinking about selling your home, or buying one, the best decision is to contact your Joel Ward Homes REALTOR to obtain current information about the specific segment of the market relevant to your property.**

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# Real Estate Market Report

3707 Englewood, Champaign

As of July 9th, 2021

**OVERALL MARKET CONDITIONS:** See attached "July 2021 Market Update."

**SPECIFIC MARKET CONDITIONS:** At the current time, for one-story detached homes in Champaign and Savoy with 1,500 to 2,500 square feet of living space, listed or sold from \$160,000 to \$260,000, the MLS reports 125 sales in the prior year with a median sale price of \$199,900, and an average marketing time of 21 days. Comparing the year over year data for this market segment, there was a 19.1% increase in the number of sales (125 and 105 the year prior), a 2.0% increase in the median sales price (within the range of stable), and a 47.5% decrease in average marketing time. Currently there is 1 listing in this market segment with a marketing time of 4 days. This results in a 0.1-month supply of homes in inventory which is in balance relative to the overall market at 1.2-months of supply. Please note that the current supply and demand relationship is in a historic state of shortage compared to the 5-year average of 3.2 months of supply.

**SUBJECT HISTORY:** The subject was purchased in 2015 for \$175,000 and has been used as an assisted living home since.

**MARKETING STRENGTHS:** The primary strength of the subject is that it has been updated with handicap accessible amenities and doors, a feature that is unique in our market. It is located on a cul-de-sac, which many buyers find desirable

**MARKETING CHALLENGES:** The primary marketing challenge will likely be the subject's proximity to the interstate as some buyers prefer a quieter location.

**COMPETITIVE LISTINGS:** MLS data sheets on all competitive listings are attached. There is only one current competitive listing, and it is 2514 Worcester. It is approx. 500 square feet smaller than the subject but is more updated.

**RECENT SALES OF SIMILAR HOMES:** MLS data sheets and a "Price Adjusted Comparables" sheets are attached. Please note that comparable sale #1 appears to have sold below market value and has therefore been excluded as an indicator of likely sales price for the subject. Of these comparable sales, #2 and #3 are the most similar due to their proximity to the subject.



**SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS:** “Price Adjusted Comparable Sales” indicate a likely sale price in the range of \$208,000 (rounded) to \$238,000 (rounded). With an average sale to list price ratio of 97%, this would indicate a list price in the range of \$214,500 to \$245,000 (rounded). The significant shortage of homes indicates that an initial list price at the upper end of the range is most appropriate. However, it should be noted that we are nearing the end of the prime marketing season for our market. Based on this, a recommended list price of \$239,000 is recommended to increase the likelihood of a timely sale. Close attention should be paid to the number of showings in the first week, and the price reduced as needed. I will handle this and will make a recommendation at the end of the first week, and then again weekly as needed.

**STATE OF ILLINOIS MANDATED DISCLOSURES:**

**INTENDED PURPOSE:** The intended purpose of this Comparative Market Analysis (CMA) is to provide information, analysis and recommendations to assist the homeowner in pricing their property.

**PROPERTY INTEREST:** The property interest being considered in this CMA is a fee-simple interest.

**SCOPE OF WORK:** The subject property was inspected and its strengths and weaknesses with respect to its marketability were analyzed and reported. The subject’s market segment defined. The market segment was analyzed to determine the supply and demand relationships, to identify those competitive properties most similar to the subject and to identify those sold properties most similar to the subject. A selection of sold properties was made, and a “Price Adjusted Comparable” analysis was made, making quantitative adjustments to comparable sales intended to produce a indicated likely sale price of the subject. In the context of existing and expected overall market conditions, the above information and analyses were reconciled to produce a recommended list price range for the subject.

**CMA NOT AN APPRAISAL:** This is a comparative market analysis, not an appraisal of the market value of the real estate and was prepared by a licensed real estate broker or managing broker, not by a state certified real estate appraiser acting in his or her role as a state certified real estate appraiser. (Note that Nicholas Ward is a licensed residential real estate appraiser acting only in the role of managing broker in relationship to this client.)

Respectfully Submitted,  
Nicholas Ward, Managing Broker

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# Price Adjusted Comparable Sales

Street Address	Subject	Sale #1	Sale #2	Sale #3	Sale #4
3506 Royal Oak Ct Champaign	3310 Roxford Dr Champaign	3304 Roxford Dr Champaign	1809 Bridgestone Dr Champaign	704 Wesley Ave Savoy	
Sale Price	\$170,000	\$225,000	\$227,500	\$228,100	
Price/SF	\$80.72	\$103.21	\$118.24	\$115.90	
Sale Date	3/19/2021	8/7/2020	10/20/2020	8/5/2020	
Days on Mkt	37	68	17	5	
Concessions	None	None	None	17706	
Location & View	Average	Average	Average	Average	
Lot Size	12,602 sf	13,716 sf	11,861 sf	11,573 sf	
Curb Appeal	Average	Average	Average	Average	
Age	24	43	44	31	
Quality	Average	Average	Average	Average	
Exterior	Average	Average	Average	Average	
Condition	Average	Average	Average	Average	
Square Footage	2162	1,960	1,924	1,968	
Total/BDBS/BTHS	8/4/3.0	7/4/2.0	7/3/2.0	7/3/3.0	
Basement Size	None	None	None	None	
Basement Finish	None	None	None	None	
Fireplace	Fireplace	Fireplace	Fireplace	Fireplace	
Garage	2 Car Attached	2 Car Attached	2 Car Attached	2 Car Attached	
Porch/Patio/Deck	Patio	1,000 Lg Patio	-1,000 Patio	Deck	
Net Adjustments	9,460	6,000	10,330	-19,916	
Indicated Sale Price	\$179,460	\$231,000	\$237,830	\$208,184	
Features:	Updated 2015 New HVAC Dated Interior	Updated Bath	Updated Kitchen	Updated Kitchen Updated Bath Some New Flooring	

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**Detached Single**      **MLS #: 11148255**      **List Price: \$199,900**  
 Status: **NEW**      **List Date: 07/06/2021**      **Orig List Price: \$199,900**  
 Area: **6007**      **List Dt Rec: 07/08/2021**      **Sold Price:**  
**Address: 2514 Worcester Dr , Champaign, IL 61821**  
**Directions: South on Neil St., right on Kirby Ave, left on Scottsdale, right on Worcester.**  
**Sold by:**      **Mkt. Time (Lst./Tot.): 4/4**  
**Closed:**      **Contract:**      **Concessions:**  
**Off Market:**      **Financing:**      **Contingency:**  
**Year Built: 1987**      **Bit Before 78: No**      **Curr. Leased:**  
**Dimensions: 65 X 100**      **Subdivision:**      **Model:**  
**Ownership: Fee Simple**      **Township: Champaign**      **County: Champaign**  
**Corp Limits: Champaign**      **Grid #: 48**      **# Fireplaces: 1**  
**Coordinates:**      **Bathrooms 2 / 0**      **Parking: Garage**  
    **(full/half):**  
**Rooms: 5**  
**Bedrooms: 3**      **Master Bath: Full**      **# Spaces: Gar: 2**  
**Basement: None**      **Bsmnt. Bath: No**      **Parking Inc. In Price: Yes**  
**Mobility Score: 46 - Fair Mobility!** ?

Virtual Tour

**Remarks:** This charming 3 bed/2 bath home could be just what you are looking for! It offers an open concept with the living room & kitchen flowing together to make those special memories with family and friends alike. The kitchen was completely renovated recently with beautiful new cabinets, granite countertops, and featuring stainless steel appliances. You'll fall in love with the climate controlled four seasons room offering dual skylights and views in three directions. The master bedroom is quite large (17 x 13), has a walk-in closet, and it is positioned away from the secondary bedrooms on the other side of the house. The secondary bedrooms are also quite large. The house also offers a fenced in back yard, as well as a two car garage. The furnace, air conditioner, & water heater were replaced in 2017. This house is totally move-in ready and offers you a lot of bang for your buck!!!

**School Data**

Elementary: Unit 4 Of Choice (4)  
 Junlor High: Champaign/Middle Call Unit 4 351-3701 (4)  
 High School: Centennial (4)

**Assessments**

Amount: \$0  
 Frequency: Not Applicable  
 Special Assessments: No  
 Special Service Area: No  
 Master Association: No  
 Master Ass. Freq.: Not Required

**Tax**

Amount: \$4,371.54  
 PIN: 452022129012  
 Mult PINs:  
 Tax Year: 2020  
 Tax Exmps: Homeowner

**Miscellaneous**

Waterfront: No  
 Appx SF: 1637\*\*  
 SF Source: Other  
 Bldg. Assess. SF:  
 Acreage: 0.15

Square Footage Comments: Sq Ft measurements provided by Photography Solutions.

\*\*Level Square Footage Details: Upper Sq Ft: 0, Main Sq Ft: 1637, Finished Lower Sq Ft: 0, Unfinished Lower Sq Ft: 0, Above Grade Total Sq Ft: 1637, Finished Basement Sq Ft: 0, Unfinished Basement Sq Ft: 0, Total Basement Sq Ft: 0, Aprox. Total Finished Sq Ft: 1637, Total Finished/Unfinished Sq Ft: 1637

**Legal Description: LOT 222 STRATFORD PARK NORTH SUB 2**

Room Name	Size	Level	Flooring	Win Trmt	Room Name	Size	Level	Flooring	Win Trmt
Living Room	17X17	Main Level	Carpet		Master Bedroom	17X13	Main Level	Carpet	
Dining Room		Not Applicable			2nd Bedroom	13X10	Main Level	Carpet	
Kitchen	13X11	Main Level	Wood Laminate		3rd Bedroom	14X11	Main Level	Carpet	
Family Room		Not Applicable			4th Bedroom		Not Applicable		
Laundry Room									
Sun/Florida Room	14X11	Main Level	Carpet						
Room									

**Interior Property Features:** Skylight(s), Hardwood Floors, 1st Floor Bedroom, 1st Floor Laundry, 1st Floor Full Bath, Walk-In Closet(s), Open Floorplan, Some Carpeting, Granite Counters

**Exterior Property Features:**

Age: 31-40 Years	Laundry Features:	Roof: Asphalt/Glass (Shingles)
Type: 1 Story	Additional Rooms: Sun/Florida Room	Sewer: Sewer-Public
Style: Ranch	Garage Ownership: Owned	Water: Public
Exterior: Vinyl Siding, Brick	Garage On Site: Yes	Const Opts:
Air Cond: Central Air	Garage Type: Attached	General Info: School Bus Service
Heating: Gas, Forced Air	Garage Details: Garage Door Opener(s), Transmitter(s)	Amenities:
Kitchen: Eating Area-Breakfast Bar	Parking Ownership:	Asmt Incl: None
Appliances: Oven/Range, Microwave, Dishwasher, Washer, Dryer, Disposal	Parking On Site:	HERS Index Score:
Dining:	Parking Details:	Green Discd:
Attic: Pull Down Stair	Driveway:	Green Rating Source:
Basement Details: Crawl	Foundation:	Green Feats:
Bath Amn:	Ext Bas/Frd:	Sale Terms:
Fireplace Details:	Disability Access: No	Possession: Closing
Fireplace Location: Family Room	Disability Details:	Occ Date:
Electricity:	Exposure: S (South)	Rural:
Equipment:	Lot Size: Less Than .25 Acre	Vacant:
Other Structures: Shed(s)	Lot Size Source:	Relist:
Door Features:	Lot Desc: Fenced Yard	Zero Lot Line:
Window Features:		
Gas Supplier: Ameren		
Electric Supplier: Ameren		

**Broker Private Remarks:** Showings to start on Friday, July 9th at 2:30 PM and continue until 6:30 PM on Sunday, July 11th. Please call/text listing agent at 217-202-0924 to schedule your showing appointment. Please do NOT use showing time. Refrigerator is not included with appliances.

Internet Listing: Yes

Remarks on Internet?: Yes

Addr on Internet?: Yes

VOW AVM: Yes

VOW Comments/Reviews: Yes

Broker Notices:

Listing Type: Exclusive Right to Sell

Holds Earnest Money: No

Lock Box: Supra - Blue IBox

Coop Comp: 3% (on Gross SP)

Addl. Sales Info.: None

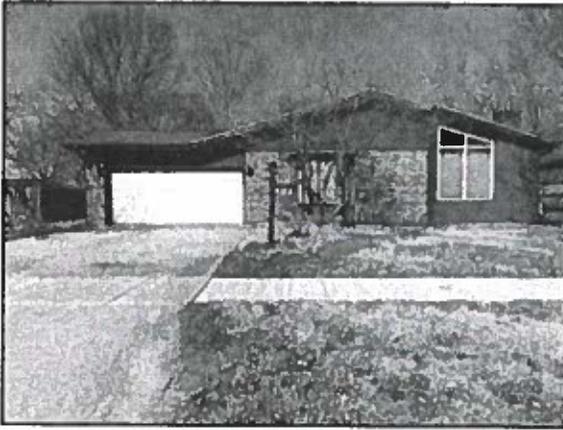
Special Comp Info: None

Showing Inst: Showings to start on Friday, July 9th at 2:30 PM and continue until 6:30 PM on Sunday, July

Cont. to Show?:

Expiration Date:

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**Detached Single**      **MLS #: 10962692**      **List Price: \$175,000**  
**Status: CLSD**      **List Date: 01/04/2021**      **Orig List Price: \$175,000**  
**Area: 6007**      **List Dt Rec: 03/19/2021**      **Sold Price: \$170,000**  
**Address: 3310 Roxford Dr, Champaign, IL 61822**  
**Directions: From Kirby Ave: South on Maynard Drive, Right on Roxford Dr. Home is on Right.**  
**Sold by: Nick Taylor (950496) on behalf of The Nick Taylor Team (T14648) / RE/MAX REALTY ASSOCIATES-MAHO (95005)**      **Mkt. Time (Lst./Tot.): 37/37**  
**Closed: 03/19/2021**      **Contract: 02/09/2021**  
**Off Market: 02/09/2021**      **Financing: Cash**  
**Year Built: 1978**      **Bit Before 78: No**      **Concessions:**  
**Dimensions: 80 X 114.54**      **Subdivision:**      **Contingency:**  
**Ownership: Fee Simple w/ HO Assn.**      **Model:**  
**Corp Limits: Champaign**      **Township: Champaign**      **County: Champaign**  
**Coordinates:**      **Grid #: 0**      **# Fireplaces: 1**  
**Rooms: 8**      **Bathrooms: 2 / 0**      **Parking: Garage**  
**(full/half):**      **# Spaces: Gar: 2**  
**Bedrooms: 4**      **Master Bath: Shared**      **Parking Incl. In Price: Yes**  
**Basement: None**      **Bsmnt. Bath: No**  
**Mobility Score: 40 - Fair Mobility!** ?

**Remarks: Sprawling ranch in highly desired Maynard Lake subdivision. Vaulted ceilings, wood burning stove, large bedrooms. Fenced yard. New HVAC.**

**School Data**

Elementary: Unit 4 Of Choice (4)  
 Junior High: Unit 4 Of Choice (4)  
 High School: Centennial (4)

**Assessments**

Amount: \$170  
 Frequency: Annual  
 Special Assessments: No  
 Special Service Area: No  
 Master Association: No  
 Master Assc. Freq.: Not Required

**Tax**

Amount: \$3,900.62  
 PIN: 032021229008  
 Mult PINs:  
 Tax Year: 2019  
 Tax Exmp: Homeowner

**Miscellaneous**

Waterfront: No  
 Appx SF: 2106\*\*  
 SF Source: Other  
 Bldg. Assess. SF:  
 Acreage:

Square Footage Comments: Measured using Matterport scanner - deemed reliable but not guaranteed.

\*\*Level Square Footage Details: Upper Sq Ft: 0, Main Sq Ft: 2106, Finished Lower Sq Ft: 0, Unfinished Lower Sq Ft: 0, Above Grade Total Sq Ft: 2106, Finished Basement Sq Ft: 0, Unfinished Basement Sq Ft: 0, Total Basement Sq Ft: 0, Aprox. Total Finished Sq Ft: 2106, Total Finished/Unfinished Sq Ft: 2106

**Legal Description: LOT 109 MAYNARD LAKE 5TH SUB**

Room Name	Size	Level	Flooring	Win Trmt	Room Name	Size	Level	Flooring	Win Trmt
Living Room	14X21	Main Level			Master Bedroom	13X17	Main Level		
Dining Room	11X13	Main Level			2nd Bedroom	11X18	Main Level		
Kitchen	14X13	Main Level			3rd Bedroom	15X11	Main Level		
Family Room	12X11	Main Level			4th Bedroom	10X12	Main Level		
Laundry Room	8X8	Main Level							
Foyer	10X13	Main Level							

Interior Property Features: Vaulted/Cathedral Ceilings, Beamed Ceilings

Exterior Property Features:

Age: 41-50 Years

Type: 1 Story

Style: Ranch

Exterior: Brick, Cedar

Air Cond: Central Air

Heating: Gas

Kitchen:

Appliances: Dishwasher, Refrigerator, Cooktop, Oven/Built-In

Dining:

Attic:

Basement Details: Crawl

Bath Arm:

Fireplace Details: Wood Burning Stove

Fireplace Location: Living Room

Electricity:

Equipment:

Other Structures:

Door Features:

Window Features:

Laundry Features:

Additional Rooms: Foyer

Garage Ownership: Owned

Garage On Site: Yes

Garage Type: Attached

Garage Details:

Parking Ownership:

Parking On Site:

Parking Details:

Driveway:

Foundation:

Ext Bas/Fnd:

Disability Access: No

Disability Details:

Exposure:

Lot Size: Less Than .25 Acre

Lot Size Source: Other

Lot Desc: Fenced Yard, Mature Trees, Sidewalks, Streetlights

Roof: Asphalt/Glass (Shingles)

Sewer: Sewer-Public

Water: Public

Const Opts:

General Info: None

Amenities:

Asmt Incl: Other

HERS Index Score:

Green Disc:

Green Rating Source:

Green Feats:

Sale Terms:

Possession: Closing

Occ Date:

Rural:

Vacant:

Relist:

Zero Lot Line:

Broker Private Remarks: \*SIGNED CONTRACT RECEIVED 2/9/21\* AS-IS SALE strongly preferred. 4/2/2 ranch home with approximately 2,000-2,100 SF! Great privacy-fenced yard. New HVAC 2020. Highly desired Maynard Lake subdivision. Large bedrooms!

Internet Listing: Yes

VOW AVM: No

Listing Type: Exclusive Right to Sell

Coop Comp: 3% (on Gross SP)

Showing Inst: \*SIGNED CONTRACT RECEIVED

2/9/21 - may still show.\*

Please TEXT Carrie at 217-621-

2527 and wait for

confirmation. Showings will be

confirmed in the order requests

are received.

Mgmt. Co: Maynard Lake Homeowners

Association

Owner: KIndworth

Broker: RE/MAX REALTY ASSOCIATES-CHA (95122) / (217) 352-5700

List Broker: Carrie Johnston (952626) / (217) 352-5700 / carrie@homesbycarrie.com

CoList Broker:

Contact Name: Maynard Lake Homeowners

Associa

Ph #:

Phone: (111) 111-1111

Broker Owned/Interest: No

More Agent Contact Info:

Copyright 2021 MRED LLC - The accuracy of all information, regardless of source, including but not limited to square footages and lot sizes, is deemed reliable but not guaranteed and should be personally verified through personal inspection by and/or with the appropriate professionals.







**Detached Single**      MLS #: 10755156      List Price: \$229,900  
 Status: CLSD      List Date: 06/22/2020      Orig List Price: \$229,900  
 Area: 6007      List Dt Rec: 06/22/2020      Sold Price: \$228,100  
 Address: 704 Wesley Ave, Savoy, IL 61874  
 Directions: Take Rt. 45 (Dunlap Ave.) to W. Tomaras Ave.; turn right (north) on Wesley Ave.; 704 Wesley Ave. is the 2nd home on the right (east) side of the street - on the southeast corner of Wesley Ave. and Vista Dr.  
 Sold by: Diane Dawson (952425) / RE/MAX REALTY ASSOCIATES-CHA (95122)      Mkt. Time (Lst./Tot.): 5/5  
 Closed: 08/05/2020      Contract: 06/26/2020      Concessions: 17706  
 Off Market: 06/26/2020      Financing: Conventional      Contingency:  
 Year Built: 1990      Bt Before 78: No      Curr. Leased: No  
 Dimensions: 11660  
 Ownership: Fee Simple w/ HO Assn.      Subdivision: Arbor Meadows      Model:  
 Corp Limits: Savoy      Township: Champaign      County: Champaign  
 Coordinates:      Grid #: 418      # Fireplaces: 0  
 Rooms: 7      Bathrooms: 3 / 0 (full/half):      Parking: Garage  
 Bedrooms: 3      Master Bath: Full      # Spaces: Gar: 2  
 Basement: None      Bsmnt. Bath: No      Parking Inc. In Price: Yes  
 Mobility Score: 39 - Minimal Mobility. ?

Remarks: Wow! This one has it all! A beautiful, spacious (almost 2,000 square feet), updated, move-in-ready ranch home on a corner lot in a quiet neighborhood, with EVERYTHING ON ONE LEVEL - including THREE BIG BEDROOMS, THREE FULL BATHS, an open-concept kitchen and living room, and an extra family/game room. Step out of the living room onto the large deck, where you can enjoy the shady, fully-fenced backyard with vinyl privacy fencing, firepit, mature trees, and plenty of room to play or just relax. Fall in love with the huge master bedroom (285 square feet) with its en suite double-sink bath, well-appointed walk-in closet, and direct access to the backyard deck. And there's more - the convenient laundry/mudroom (with direct access to the two-car attached garage, backyard, and kitchen) - has its own full bath! Plus all the lovely, modern appliances - including the front-loading washer and dryer - are included! You can look all you want, but you probably won't find a ranch with this much space - and so many features - at this price in Savoy! Better come see it now, because it won't last long - the owner is relocating and he's ready to make a deal!

**School Data**

Elementary: Unit 4 Of Choice (4)  
 Junior High: Champaign/Middle Call Unit 4 351-3701 (4)  
 High School: Central (4)

**Assessments**

Amount: \$110  
 Frequency: Annual  
 Special Assessments: No  
 Special Service Area: No  
 Master Association: No  
 Master Assc. Freq.:

**Tax**

Amount: \$4,332.38  
 PIN: 032036153006  
 Mult PINs:  
 Tax Year: 2019  
 Tax Exmps: Homeowner

**Miscellaneous**

Waterfront: No  
 Appx SF: 1968\*\*  
 SF Source: Taped  
 Bldg. Assess. SF:  
 Acreage: 0.27

Square Footage Comments: 552 sq.ft. attached garage not included in "Appx SF"

\*\*Level Square Footage Details: Upper Sq Ft: 0, Main Sq Ft: 1968, Finished Lower Sq Ft: 0, Unfinished Lower Sq Ft: 0, Above Grade Total Sq Ft: 1968, Finished Basement Sq Ft: 0, Unfinished Basement Sq Ft: 0, Total Basement Sq Ft: 0, Aprox. Total Finished Sq Ft: 1968, Total Finished/Unfinished Sq Ft: 1968

**Legal Description: LOT 45, ARBOUR MEADOWS SUBDIVISION 1, SAVOY**

Room Name	Size	Level	Flooring	Win Trmt	Room Name	Size	Level	Flooring	Win Trmt
Living Room	19X20	Main Level	Hardwood	Drapes	Master Bedroom	15X19	Main Level	Carpet	Drapes
Dining Room	COMBO	Main Level	Ceramic Tile	Drapes	2nd Bedroom	11X14	Main Level	Carpet	Drapes
Kitchen	14X18	Main Level	Ceramic Tile	Drapes	3rd Bedroom	10X14	Main Level	Carpet	Drapes
Family Room	12X16	Main Level	Hardwood	Drapes	4th Bedroom		Not Applicable		
Laundry Room	9X9	Main Level	Ceramic Tile	None	Utility Room-1st	5X6	Main Level	Other	None
Deck	12X18	Main Level	Other	None	Floor				
Walk In Closet	6X8	Main Level	Carpet	None					

Interior Property Features: Hardwood Floors, 1st Floor Bedroom, 1st Floor Laundry, 1st Floor Full Bath, Walk-In Closet(s)

Exterior Property Features: Deck, Storms/Screens, Fire Pit

Age: 26-30 Years, Rehab In 2015

Type: 1 Story

Style: Ranch

Exterior: Brick, Wood Siding

Air Cond: Central Air

Heating: Gas

Kitchen: Eating Area-Breakfast Bar, Eating Area-Table Space

Appliances: Oven/Range, Microwave, Dishwasher, Refrigerator, Washer, Dryer, Disposal, Range Hood

Dining: Combined w/ LivRm

Attic: Pull Down Stair, Unfinished

Basement Details: Crawl

Bath Arn: Double Sink

Fireplace Details:

Fireplace Location:

Electricity: Circuit Breakers

Equipment: Central Vacuum, Ceiling Fan, Sump Pump

Other Structures: None

Door Features:

Window Features:

Gas Supplier: Ameren

Electric Supplier: Ameren

Laundry Features: Electric Dryer Hookup, In Unit

Additional Rooms: Deck, Utility Room-1st Floor, Walk In Closet

Garage Ownership: Owned

Garage On Site: Yes

Garage Type: Attached

Garage Details: Garage Door Opener(s), Transmitter(s)

Parking Ownership:

Parking On Site:

Parking Details:

Driveway: Concrete

Foundation: Concrete

Ext Bas/Fnd:

Disability Access: No

Disability Details:

Exposure: W (West)

Lot Size: .25-.49 Acre

Lot Size Source:

Lot Desc: Corner, Fenced Yard, Mature Trees

Roof: Asphalt/Glass (Shingles)

Sewer: Sewer-Public

Water: Public

Const Opts:

General Info: None

Amenities: Park/Playground, Pond/Lake, Curbs/Gutters, Sidewalks, Street Paved

Asmt Inc: None

HERS Index Score:

Green Disc:

Green Rating Source:

Green Feats:

Sale Terms:

Possession: Closing

Occ Date:

Rural: No

Vacant: No

Relist:

Zero Lot Line: No

**Broker Private Remarks:**

Internet Listing: Yes

VOW AVM: No

Listing Type: Exclusive Right to Sell

Coop Comp: 2.5% (on Gross SP)

Showing Inst: 24-hour notice preferred, but

Remarks on Internet?: Yes

VOW Comments/Reviews: No

Holds Earnest Money: No

Addr. Sales Info.: None

Cont. to Show?:

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Addr on Internet?: Yes

Broker Notices:

Lock Box: Combination Box (Located at Front)

Special Comp Info: None

Expiration Date:

## Joel Ward Homes Marketing Plan

### Day 1:

- The listing agreement is signed
- Professional photography and floor plan is ordered, and data is gathered to prepare listing. This expense (approx. \$150) is covered by Joel Ward Homes and included in our service.

### Week 1:

- The property is listed in the MLS on the day photography is received.
- "For Sale" sign is placed in the yard and an MLS key box on the door.
- Promotional flyers are created and placed in the house, along with MLS info sheets.
- Open house is held (with owners' consent) to increase initial interest. Email notice is sent to all Realtors.
- Showings are tracked and all agents are contacted **VIA PHONE** for follow up interviews.
- Recommendation on pricing is made by the listing agent.

\*Please note that due to the time of the year, feedback will be monitored on a weekly basis to be sensitive to the listing price. Should feedback indicate the subject is over-priced, a recommendation of price reduction will be made.

### 30 Days from Listing:

- Should the subject not be under contract within 30 days, a detailed analysis of the market segment will be provided. This will include an update of the initial market analysis, information on new competitive listings, information on listings in the market segment now under contract, and tracking of the most competitive listings prices and offerings.
- All feedback will be summarized, and recommendations will be made regarding price and condition.
- A second Open House will be scheduled to attract buyers who may have missed the initial listing.

### Ongoing:

- The subject's market segment will be analyzed every month to ensure the subject is competitive with the market. It is the recommendation of Joel Ward Homes that Open Houses be held every month to attract new buyers in the subject's market segment.

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## EXCLUSIVE RIGHT TO SELL LISTING AGREEMENT

### MLS Uniform Listing Agreement

(For use with all classes in conjunction with appropriate property data form.)  
(DUAL AGENCY DISCLOSURE AND CONSENT INCLUDED)

In consideration of the services to be performed by Joel Ward Homes, Inc.,  
(Brokerage Company) hereinafter referred to as Company, and the commissions to be paid  
by Champaign County Mental Health Board, ("Seller"), hereinafter  
referred to as Seller, the parties agree that Company shall have the exclusive right to market and sell Seller's  
property described below upon the following terms and conditions.

Address: 3506 Royal Oak Ct.

Legal: Lot 321 Minor Lake West No 3 Sub, Replat of Lt 228 of Minor lake West No 2 Sub

Pin: 03-20-21-204-038 at a price of: \$ 239,000, free of liens, payable  
as follows cash at closing  
or, with Seller consent, for a lesser sum or upon other terms.

Per Illinois License Law Section 15.50 all licensees shall be considered to be representing the  
consumer they are working with as the designated agent for the consumer. Company designates  
Nicholas Ward ("Seller's Designated Agent"), sales associate(s) affiliated with  
Company as the only legal agent(s) of the Seller. Company reserves the right to name additional designated  
agents when in Company's discretion it is necessary. If additional designated agents are named, Seller shall  
be informed in writing within a reasonable time. Seller understands and agrees that this agreement is a  
contract for Company to effect a sale of Seller's property and that Seller's Designated Agent(s) is (are) the  
only legal agent(s) of Seller. Seller's Designated Agent will be primarily responsible to effect the sale of  
Seller's property. Buyer's Agent may show Seller's property in accordance with the provisions of the "To  
Show" line on property data form and Company in its sole discretion, may pay a part of the below  
commission to such Buyer's Agent.

Per Illinois License Law, Section 15.75, Seller's Designated Agent(s) shall provide for Seller, at a  
minimum, the following services; (1) accept delivery of and present to the Seller offers and counter offers to  
buy, sell, or lease the Seller's property or the property the Seller seeks to purchase or lease; 2) assist the  
Seller in developing, communicating, negotiating, and presenting offers, counteroffers, and notices that  
relate to the offers and counter offers until a lease or purchase agreement is signed and all contingencies are  
satisfied or waived; and (3) answer the Seller's questions relating to the offers, counteroffers notices, and  
contingencies.

Seller understands and agrees that other sales associates affiliated with Broker, other than Seller's  
Designated Agent(s), may represent the actual or prospective buyer of Seller's property. Further, Seller  
understands and agrees that if the property is sold through the efforts of a sales associate affiliated with  
Company who represents the Buyer, the other sales associate affiliated with Company will be acting as a  
buyer's designated agent. This is not considered dual agency.

Company is authorized in its sole discretion to determine with which brokers Company will cooperate,  
and the amount of compensation that Company will offer cooperating brokers in the sale of Seller's  
property. Seller acknowledges that compensation offered may vary from Company to Company.

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**DISCLOSURE AND CONSENT TO DUAL AGENCY**

**NOTE TO CONSUMER:** THIS SECTION SERVES THREE PURPOSES. FIRST, IT DISCLOSES THAT A REAL ESTATE LICENSEE MAY POTENTIALLY ACT AS A DUAL AGENT, THAT IS, REPRESENT MORE THAN ONE PARTY TO THE TRANSACTION. SECOND, THIS SECTION EXPLAINS THE CONCEPT OF DUAL AGENCY. THIRD, THIS SECTION SEEKS YOUR CONSENT TO ALLOW THE REAL ESTATE LICENSEE TO ACT AS A DUAL AGENT. A LICENSEE MAY LEGALLY ACT AS A DUAL AGENT ONLY WITH YOUR CONSENT. BY CHOOSING TO SIGN THIS SECTION, YOUR CONSENT TO DUAL AGENCY REPRESENTATION IS PRESUMED.

The undersigned \_\_\_\_\_, ("Licensee"/"Seller's Designated Agent"),  
(Insert name(s) of Licensee undertaking dual representation)

may undertake a dual representation (represent both the seller or landlord and the buyer or tenant) for the sale or lease of property. The undersigned acknowledge they were informed of the possibility of this type of representation. Before signing this document please read the following:

Representing more than one party to a transaction presents a conflict of interest since both clients may rely upon Licensee's advice and the client's respective interests may be adverse to each other. Licensee will undertake this representation only with the written consent of ALL clients in the transaction.

Any agreement between the clients as to a final contract price and other terms is a result of negotiations between the clients acting in their own best interests and on their own behalf. You acknowledge that Licensee has explained the implications of dual representation, including the risks involved, and understand that you have been advised to seek independent advice from your advisors or attorneys before signing any documents in this transaction.

**WHAT A LICENSEE CAN DO FOR CLIENTS WHEN ACTING AS A DUAL AGENT**

1. Treat all clients honestly.
2. Provide information about the property to the buyer or tenant.
3. Disclose all latent material defects in the property that are known to the Licensee.
4. Disclose financial qualification of the buyer or tenant to the seller or landlord.
5. Explain real estate terms.
6. Help the buyer or tenant to arrange for property inspections.
7. Explain closing costs and procedures.
8. Help the buyer compare financing alternatives.
9. Provide information about comparable properties that have sold so both clients may make educated decisions on what price to accept or offer.

**WHAT A LICENSEE CANNOT DISCLOSE TO CLIENTS WHEN ACTING AS A DUAL AGENT**

1. Confidential information that Licensee may know about a client, without that client's permission.
2. The price or terms the seller or landlord will take other than the listing price without permission of the seller or landlord.
3. The price or terms the buyer or tenant is willing to pay without permission of the buyer or tenant.
4. A recommended or suggested price or terms the buyer or tenant should offer.
5. A recommended or suggested price or terms the seller or landlord should counter with or accept.

If either client is uncomfortable with this disclosure and dual representation, please let Licensee know. You are not required to sign this section unless you want to allow the Licensee to proceed as a Dual Agent in this transaction.

By initialing here and signing below, you acknowledge that you have read and understand this form and voluntarily consent to the Licensee acting as a Dual Agent (that is, to represent BOTH the seller or landlord and the buyer or tenant) should that become necessary.

\_\_\_\_\_  
Seller's initials

\_\_\_\_\_  
Seller's initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensee/Seller's Designated Agent

\_\_\_\_\_  
Date

Company is authorized to advertise the property through various print media, the internet or other similar means or media and to display "For Sale" signs on the property, to install a lock box, to photograph the property and use such photographs in negotiation for such sale, and to have access to the property to show the same at reasonable hours and to submit this listing to the CHAMPAIGN COUNTY ASSOCIATION OF REALTORS® MULTIPLE LISTING SERVICE and to submit same to any other multiple listing service that the Company deems applicable; to provide timely notice of status changes of the listing to the MLS; and to provide sales information including selling price to the MLS upon sale of the property.

Seller understands that the information which Seller provides to Seller's Designated Agent as listing information will be used to advertise Seller's property to the public, and it is essential that this information be accurate. SELLER HAS EITHER REVIEWED THE MLS LISTING INPUT SHEET AND REPRESENTS THAT THE INFORMATION CONTAINED IN IT IS TRUE AND ACCURATE TO THE BEST OF SELLER'S KNOWLEDGE, OR SELLER UNDERSTANDS THAT THEY HAVE AN OBLIGATION TO PROVIDE ACCURATE, TRUTHFUL INFORMATION TO BE PUT IN THE MLS INPUT SHEET AND HEREBY PROMISES TO FULFILL THIS OBLIGATION.

Seller is required by state law to complete a Seller Disclosure Form concerning the condition of seller's property. Seller understands that seller will be responsible for completing that form or having it completed by appropriate inspectors or professionals and that the listing broker shall in no way be responsible for completion of the Seller Disclosure Form or the content of the information contained in the Seller Disclosure form.

Although Seller is listing Seller's property in its present physical condition, Seller understands that Seller may be held responsible by a buyer for any latent or hidden undisclosed defects or concealed defects in the property which are known to Seller but which are not disclosed to the buyer. If seller discovers any latent or hidden undisclosed defect in the property after the original disclosure documents have been signed, said disclosure documents must be updated immediately to include those defects.

Seller agrees to save and hold Company harmless from all claims, disputes, litigation, judgments, and costs (including reasonable attorney's fees) arising from Seller's breach of this agreement, from any incorrect information or misrepresentation supplied by Seller or from any material facts, including latent defects, that are known to Seller that Seller fails to disclose. The company is not responsible for vandalism, theft, or damage to the property.

Seller has been informed that home warranty options are available to them. Furthermore, seller acknowledges they understand the Broker may receive a documentation preparation fee from the home warranty company.

**I UNDERSTAND AND ACKNOWLEDGE THAT IT IS ILLEGAL FOR EITHER THE AGENCY OR ME TO REFUSE TO SHOW OR SELL TO ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, ORDER OF PROTECTION STATUS, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAP, MILITARY STATUS, SEXUAL ORIENTATION, UNFAVORABLE DISCHARGE FROM MILITARY SERVICE, OR FAMILIAL STATUS OR ANY OTHER CLASS PROTECTED BY ARTICLE 3 OF THE ILLINOIS HUMAN RIGHTS ACT. THE PARTIES AGREE TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL FAIR HOUSING LAWS.**

Seller agrees to refer to Company all inquiries made to Seller and to cooperate with Company to a reasonable degree to affect a sale. In the event of a sale Seller agrees to have an attorney of

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Seller's choice prepare a contract of sale and deed at Seller's expense and to furnish at Seller's expense a merchantable abstract of title certified to date of sale or, at Seller's option, to furnish an owner's title guarantee policy in the amount of the sale price.

If, during the term of this agreement, anyone, including the Seller, produces a purchaser, ready, willing and able to purchase said property, or if, within 30 days after the expiration of said term, a sale is made to any person to whom the property was presented by anyone, including Seller, during said term, without incurring a commission to another broker, Seller agrees to pay Company a commission of 5% of the Gross Sale Price.

For a residential property of four units or less, Seller shall not be obligated to pay said commission if subsequently a valid listing agreement is entered into during the term of said protection period with another licensed real estate broker and a sale, lease, or exchange of property is made during said protection period. Said commission shall be paid on closing the sale herein contemplated, which in the case of a sale on contract for deed shall be at the time Buyer and Seller execute the initial contract or agreement for deed. In the event of Seller's failure or refusal to pay a commission which becomes due under this agreement, Seller agrees to pay all the costs incurred by Company to collect same, including reasonable attorney's fees.

The term "sale" as used herein shall be construed to include any exchange to which Seller consent in writing. In the event of an exchange of properties, the "sale price" shall be the listed price of the property at that time for the purpose of computing commission. In the event of Dual Agency, Company is authorized to represent and to receive compensation from both parties provided that Seller is advised of Company's dual interest prior to acceptance of the exchange proposal.

When a contract to purchase is entered into for the purchase of Seller's property, the Buyer may deposit earnest money with Company. Company will hold any such earnest money in a special, non-interest bearing escrow account on behalf of the Buyer and Seller. At closing, the earnest money will be disbursed according to the terms of the contract to purchase.

This contract shall be binding upon and inure to the benefit of the heirs, administrators, successors, and assigns of the parties hereto. No amendment or alterations in the terms hereof shall be valid or binding unless made in writing and signed by the parties hereto. If more than one purchaser or more than one seller are involved or if the company, the purchaser or the seller is an entity other than a natural person, the pronouns and grammatical structure shall be understood to conform. This agreement shall become effective on acceptance by Company and will terminate on 11/30, 2021. Seller acknowledges receipt of a copy of this agreement and all attachments. The attachments include the following: [HERE LIST ALL ATTACHMENTS]:

Accepted: \_\_\_\_\_, 20 \_\_\_\_\_

Seller: \_\_\_\_\_

By: \_\_\_\_\_

Seller: \_\_\_\_\_

Signature of Listing Broker or Authorized Agent for company

Address: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

## Estimated Equity Calculation

Client Name: Champaign County Mental Health Board  
Property Address: 3506 Royal Oak Ct, Champaign  
Date of Closing:

Sale Price	\$239,000.00
Brokerage Fee@ 5%	\$11,950.00
Attorney	\$500.00
Title Insurance	\$705.05
50% Title Search	\$50.00
Closing Protection Letter	\$50.00
Real Estate Taxes	\$0.00
Revenue Stamps	\$358.50
Total Payoff & Closing Costs	\$13,613.55
Estimated Net Equity	\$225,386.45

Estimates are derived from sources deemed reliable but are not guaranteed.  
Actual closing figures will be determined by your attorney prior to closing.  
If real estate taxes as escrowed, the balance in the escrow account will be refunded to the homeowner.

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## Lynn Canfield

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**From:** Genia Laslie <genia.laslie@exprealty.com>  
**Sent:** Friday, July 9, 2021 3:57 PM  
**To:** lynn@ccmhb.org  
**Subject:** Realtor Notice- Bid Proposal  
**Attachments:** Genia Laslie- County Bid.docx

**Flag Status:** Flagged

Good Afternoon Lynn,

Attached is a bid proposal for the Realtor Notice that was posted outside of the Brookens Administrative Center. Please let me know if you have any questions or if I need to make any changes.

Thanks so much for the opportunity,  
Genia

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### Genia Laslie

Licensed Real Estate Broker  
217.721.0034  
genia.laslie@eXprealty.com

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Genia Laslie  
eXp Realty  
904 Brookside Ln,  
Mahomet, IL 61853

July 9, 2021

Lynn Canfield- Executive Director of Champaign County Developmental Disabilities Board/Champaign County Mental Health Board

Brookens Administrative Center  
1776 E Washington Street  
Urbana, IL 61802

The purpose for this proposal is for the opportunity to facilitate the sale of a property or properties for the Executive Director of Champaign County Developmental Disabilities Board and the Champaign County Mental Health Board. I have been a licensed Real Estate Broker/Realtor® for 5 years. I cover the Champaign County area, and various surrounding counties. I am an independent broker with eXp Realty, which allows me the autonomy to prioritize and maintain direct contact with my clients.

The property would be listed for a price agreed upon by the Boards with documentation provided to validate the current market value of the property. The most recent sales data will be provided for the period 6-months prior to present in a 1-mile radius of the property to determine the market value. Other key features that will be considered with comparing properties of market value are number of bedrooms, number of bathrooms, square footage, available parking, year built, style of home and updates.

Once an appropriate, agreed upon price is set for the property, a listing agreement, property disclosures, wiring fraud advisory notice and an affiliated business disclosure will be signed by the Boards. The commission rate will also be reflected in the listing agreement for 6%, 5% if sold while acting as dual agent. The commission of 6% will be co-brokered between the buyer agent and the listing agent for 3%. The Board will receive no other fees from the realtor other than stated above.

The Board will be required to appoint an attorney at their cost to facilitate the closing and prepare all required documentation in accordance with state law. The Board will also be required to obtain a pest

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inspection at their cost upon acceptance of an offer to purchase unless listed as "as-is" condition. The Board will incur other fees at closing, such as but not limited to:

- Taxes
- Title Fees
- Recording Fees
- Attorney Fees

The property will be listed and advertised on the Multiple Listing Service, which will syndicate to all real estate advertising websites such as Zillow, realtor.com, homesnap, etc. The property will also be advertised for sale on Facebook and LinkedIn. Professional photos will be taken at the expense of the Realtor to provide pristine pictures for advertising.

Thank you for the opportunity to submit this proposal to the Champaign County Boards of Developmental Disabilities and Mental Health.

Sincerely,

Genia Laslie

Licensed Broker/Realtor®

217.721.0034

Genia.Laslie@eXpRealty.com

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## **INTERGOVERNMENTAL AGREEMENT**

THIS INTERGOVERNMENTAL AGREEMENT is entered into this 16<sup>th</sup> day of March, 2016 by and between the Champaign County Mental Health Board (hereinafter the "Mental Health Board") and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability (hereinafter the "Developmental Disabilities Board"). The parties hereby enter into this INTERGOVERNMENTAL AGREEMENT to delineate respective roles, responsibilities, and financial obligations associated with the shared administrative structure that shall be responsible for the staffing and operation of the Mental Health Board and the Developmental Disabilities Board. Both parties understand and agree as follows:

### **WITNESSETH**

WHEREAS, the Mental Health Board has a statutory responsibility (Illinois Community Mental Health Act, 405 ILCS 20 / Section 0.1 et.seq.) to plan, fund, monitor, and evaluate mental health, substance abuse, and developmental disability services in Champaign County;

WHEREAS, the Developmental Disabilities Board has a statutory authority (County Care for Persons with Developmental Disabilities Act, 55 ILCS 105 / Section 0.01 et. seq.) to fund services and facilities for the care and treatment of persons with a developmental disability;

WHEREAS, the Mental Health Board and Developmental Disabilities Board have overlapping responsibilities pertaining to planning, funding, monitoring, and evaluating developmental disability programs and services in Champaign County;

WHEREAS, the members of the Mental Health Board and the Developmental Disabilities Board are appointed by the Chair of the Champaign County Board with consent of the Champaign County Board and as such have committed to share the same administrative structure to maximize the funding available for direct mental health and developmental disabilities programs and services;

WHEREAS, the Parties agree sharing an administrative structure will reduce administrative costs, maximize available funding for direct services, and assure an integrated planning process for developmental disabilities and behavioral health programs and services;

NOW, THEREFORE, it is the agreement of the parties that this INTERGOVERNMENTAL AGREEMENT is entered into in order to assure an efficient, ongoing, cooperative effort that will benefit people with disabilities in Champaign County.

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**The Parties Agree to the Following Arrangements for a Shared Executive Director and Joint Programs:**

1. The chief administrative employee shall serve in a dual (i.e., shared) capacity as Executive Director of the Mental Health Board as well as Executive Director of the Developmental Disabilities Board.
2. The terms and conditions of the Executive Director's employment shall be delineated in an employment contract with both the Developmental Disabilities Board and the Mental Health Board as Parties to the agreement.
3. Each Board shall complete a separate annual performance evaluation of the Executive Director. If either Board rates the Executive Director as "less than satisfactory," a Joint Personnel Committee comprising two (2) officers of the Mental Health Board and two (2) officers of the Developmental Disabilities Board shall be convened to assess the situation and formulate recommendations. A recommendation of termination by the Joint Personnel Committee, or any other action proposed, shall require ratification by each Board by majority vote. The Joint Personnel Committee shall have no other function.

An annual performance review conference with the Executive Director shall be convened by the Presidents of the two Boards. This conference shall be used to provide feedback about performance and discuss goals and objectives for the coming year.

4. Process for selection of a new shared Executive Director: At such time as it becomes necessary to fill the shared position of Executive Director for the Mental Health Board and the Developmental Disabilities Board, the search and decision process shall include the following steps and processes.
  - a. The Mental Health Board and the Developmental Disabilities Board shall develop and agree upon selection criteria and job description for the shared Executive Director position. If necessary, a separate document delineating the search process shall be developed and agreed upon by each Board.
  - b. The Presidents of the two Boards, with the advice and consent of the two Boards, shall appoint a Search Committee to manage the search and selection process for the shared Executive Director using the job description and selection criteria.
  - c. The Search Committee shall report, in advance, a general schedule for the search process, any advertising content to be used, shall request budget support for the search process, and shall keep the two Boards informed about activities and progress associated with the search with regular reports at each Board meeting during the search schedule.
  - d. Ultimately, finalists for the shared Executive Director position will be determined by majority vote of the Search Committee and forwarded to the two Boards.

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- e. If within 45 days of the planned time of completion of the search, from the schedule in part (c) above, the Search Committee is unable to come to a decision about finalists, then the two Boards may elect to extend the search time to a specific later date or to start the search again from the beginning. If the two Boards do not so elect, this shall be considered to imply that a shared Executive Director is no longer viable and the process of termination or amendment of this agreement shall commence.
- f. The Executive Director shall be chosen from among the final candidates by majority vote of each Board. If the two Boards do not reach mutual agreement, then the two Boards may elect to start the search again from the beginning. If the two Boards do not so elect, this shall be considered to imply that a shared Executive Director is no longer viable and the process of termination or amendment of this agreement shall commence.

**The Parties Agree to the Following Financial Commitments:**

5. There shall be ongoing communication between the Mental Health Board and the Developmental Disabilities Board. On at least a quarterly basis, the shared Executive Director shall meet with the Presidents of the Mental Health Board and the Developmental Disabilities Board to review the status of the provision of administrative services, to discuss coordination of funding for developmental disabilities services, to coordinate regarding joint projects and activities, and to address any other items pertinent to the operations of either Board. The Presidents shall report on the discussion and any actions taken at regular meetings of each Board.
6. The Mental Health Board shall provide funding for developmental disabilities services using the FY12 amount of \$529,852 as a base with annual increases or decreases predicated on the percentage of increase or decrease in the levy fund in subsequent years.
7. The organization of Champaign County Government makes it cumbersome for administrative costs to be paid by both the Mental Health Board and the Developmental Disabilities Board. To simplify matters, all administrative costs shall be paid through the Mental Health Board fund/account. The Developmental Disabilities Board will transfer their share of administrative costs to the Mental Health Board for this purpose.
8. The split for administrative costs on the date of execution of this agreement is 42.15% for the Developmental Disabilities Board share with the remainder paid by the Mental Health Board. This percentage is based on a time study of staff effort to determine the salary cost split between the Boards. Subsequent appropriate cost sharing adjustments, based on time studies, pro rata allocation, or other mutually agreed approach shall be determined through the regular meetings between the Presidents of the Mental Health Board and the

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Developmental Disabilities Board with the advice and consent of the two Boards.

9. In preparation for the annual budget process, the Executive Committee shall review the proposed administrative costs of the Mental Health Board budget to assure the share in paragraph (8) above is applied only to expenditures which are common for both boards. Administrative costs which are specific to the Mental Health Board or to the Developmental Disabilities Board shall be excluded from (i.e., backed out of) the shared cost pool.
10. All current and future "jointly sponsored programs and activities" shall be shared equally between the Boards unless each Board agrees to some other allocation. These include, but are not limited to, various Acceptance, Inclusion, and Respect programs intended to address discrimination, violations of civil rights, and other stigma directed to people with disabilities.

**Miscellaneous Provisions:**

11. Nothing contained herein serves to limit, alter, or amend either party's duties, rights, or responsibilities as set out in applicable State statutes, laws, or regulations.
12. This agreement can be amended at any time based on needs identified at the quarterly Presidents Meeting or by either of the two Boards.
13. This agreement may be terminated by first providing notification of intent to terminate the agreement at the President's Meeting, followed by majority vote of either Board, or in the event of disagreement about candidates for the Executive Director position as described in Paragraph 4 above. In the event of a decision to terminate the Intergovernmental Agreement, full implementation of the termination and separation shall be coordinated and concurrent with the Champaign County Budget and fiscal year (January 1).

**Governing Law:**

14. This Agreement shall be interpreted, construed, and governed by the laws of the State of Illinois.

**Entirety of Agreement:**

15. This Agreement embodies all representations, obligations, agreements, and conditions in relation to the subject matters hereof, and no representations, obligations, understandings, or agreements, oral or otherwise, in relation thereto exist between the parties except as expressly set forth herein and incorporated herein by reference. This Agreement constitutes the entire agreement between the Mental Health Board and the Developmental Disabilities Board on the subject matters hereof and supersedes and replaces any and all other understandings, obligations, representations, and agreements, whether written or oral, express or implied, between or by the Mental Health Board and the Developmental Disabilities Board. This

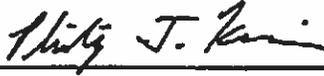
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Agreement may be amended or terminated only by an instrument in writing duly executed by the parties hereto.

IN WITNESS WHEREOF, the Parties have caused this INTERGOVERNMENTAL AGREEMENT to be executed by their authorized representatives on the 16th day of March, 2016.

**For the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability:**

Philip T. Krein, President



March 16, 2016

**For the Champaign County Mental Health Board**  
Deborah Townsend, President



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**ADDENDUM TO INTERGOVERNMENTAL AGREEMENT**

This Addendum to Intergovernmental Agreement is entered into this 27<sup>th</sup> day of November, 2020, by and between the Champaign County Mental Health Board ("MHB") and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability ("DDB").

Whereas, MHB and DDB entered into an Intergovernmental Agreement dated June 30, 2012 ("Agreement"), revised March 16, 2016 ("Agreement"), and amended September 17, 2014 and February 20, 2019,

Whereas, MHB and DDB desire to amend the Agreement by providing for the sharing of costs related to the acquisition, maintenance, and disposition of residences to be used to provide Community Integrated Living Arrangement ("CILA") Services,

Whereas, with financing provided by one or more local banks, MHB acquired residences in Champaign County to be leased to a CILA provider to provide housing to residents in Champaign County who qualify for CILA services,

Whereas, MHB paid the remaining mortgage balance (interest and principal) which has allowed for acquisition of two residences and provision of services to eligible persons, so that as of May 2019, the MHB had contributed a total of \$500,000, and the DDB \$300,000 to the project,

Whereas, per October 2020 resolution, the titles for each property were transferred from the MHB to the DDB,

Now, therefore, MHB and DDB hereby agree as follows:

1. MHB and DDB have agreed that for so long as a residence is owned by DDB and used to provide CILA services to residents of Champaign County, each party shall be responsible for one-half of all costs associated with the acquisition of such residences, the debt payments associated with such residences, the maintenance costs of such residences and the costs associated with any disposition of a residence.
2. Prior to the contributions of the DDB becoming equal to those of the MHB, if expenses related to the CILA fund exceed the amount available in the annual budget, the DDB will transfer the additional amount to the CILA fund, reducing the remaining DDB obligation.
3. After the contributions of each Board have become equal, the CILA fund will continue to receive equal contributions from each board, by annual interfund transfers, for ongoing expenses associated with the properties. This annual amount will be based on most recently completed fiscal year actual expenses plus 10%.

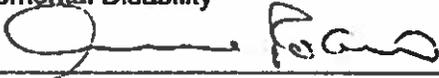
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4. If expenses related to the properties exceed the amount available in annual CILA fund budget, a request to transfer from CILA fund balance may be made. If fund balance is insufficient or transfer not possible, the Boards may agree to contribute equally to the fund as needed.
5. MHB and DDB agree that once a residence is no longer to be used to provide CILA services, DDB shall enter into a listing agreement with a realtor in an attempt to sell such residence.
  - A. If the homes are sold prior to such time as the total DDB contribution has become equal to that of the MHB, net proceeds from sale of the homes shall first be paid to MHB in an amount equal to the MHB's contribution that is greater than the then DDB's contribution. Any fund balance or net proceeds remaining will be split equally between the two Boards, as interfund transfers from the CILA fund to each of the MHB fund and DDB fund.
  - B. If the homes are sold after the contributions have become equal, the current balance of the CILA fund and proceeds from the sale of the homes will be split equally between the two boards, per the original agreement.

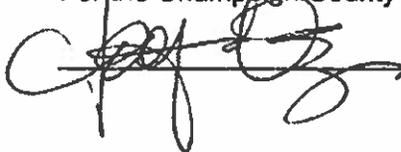
In witness whereof, the parties have executed this Addendum as of the date first written above.

As this Addendum contains the entire agreement between the Champaign County Mental Health Board ("MHB") and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability ("DDB") concerning the operations, finances and disposition of any matter related to the CILA (formal) homes, by mutual agreement, the Addendums of Feb 20, 2019 and Sept. 17, 2014 are null and void.

For the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability

  
\_\_\_\_\_

For the Champaign County Mental Health Board

  
\_\_\_\_\_

**CILA Fund - actual for 2016-2020, projected 2021, and possible 2022**

REVENUE Description	projected						Budget (no occupants) FY2022	
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021		
Investment Interest	\$127	\$ 1,181	\$ 3,452	\$ 3,717	\$ 694	\$ 100	\$ 200	low interest income expected
Rent	\$17,550	\$ 21,600	\$ 22,440	\$ 21,676	\$ 16,500	\$ 3,750	\$ -	presumes no tenants/residents
Other Misc Revenue	\$2,002	\$ 452	\$ 132	\$ 669	\$ 1,301			
From DDB	\$50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	DDB transfer, per IGA
From MHB	\$174,717	\$ 50,000	\$ 50,000	\$ 300,000	\$ -			paid off in 2019
<b>TOTAL REVENUE:</b>	<b>\$244,396</b>	<b>\$ 123,233</b>	<b>\$ 126,024</b>	<b>\$ 376,062</b>	<b>\$ 68,495</b>	<b>\$ 53,850</b>	<b>\$ 50,200</b>	
<b>EXPENDITURES</b>								
<i>Description</i>								
Printing	\$0	\$ 46	\$ -	\$ -	\$ -		\$ -	
Equip Under \$1,000	\$0	\$ -	\$ -	\$ 974	\$ 5,536	\$ 11,346	\$ 6,176	designated gift for 1 individual
<b>COMMODITIES TOTAL</b>	<b>\$0</b>	<b>\$ 46</b>	<b>\$ -</b>	<b>\$ 974</b>	<b>\$ 5,536</b>	<b>\$ 11,346</b>	<b>\$ 6,176</b>	
Professional Fees	\$ 6,550	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 2,700	property mgt, alarm services
Insurance	\$ -	\$ -	\$ -	\$ -	\$ 2,234	\$ 3,000	\$ 3,500	waiting for quote
Utilities	\$ 909	\$ 675	\$ 866	\$ 904	\$ 739	\$ 2,400	\$ 4,689	UCSD plus Ameren and water
Dues/Licenses	\$ 295	\$ 315	\$ -	\$ -	\$ 350	\$ 350	\$ 350	HOA, lake owners' fees, etc
<b>SERVICES TOTAL</b>	<b>\$ 7,754</b>	<b>\$ 6,990</b>	<b>\$ 6,866</b>	<b>\$ 6,904</b>	<b>\$ 9,323</b>	<b>\$ 11,750</b>	<b>\$ 11,239</b>	
Acquisition	\$0	\$ -	\$ -	\$ -	\$ -		\$ -	
RE Tax/Drainage Asmt	\$1,475	\$ -	\$ -	\$ -	\$ 1	\$ 2	\$ 2	no RE tax due to charitable use
CILA Facilities Repair-Mnt	\$7,986	\$ 4,698	\$ 10,591	\$ 6,397	\$ 7,833	\$ 10,000	\$ 6,000	just in case
Finance Charges, Bank Fees	\$36	\$ 36	\$ 36	\$ 33	\$ 69	\$ 69	\$ 69	PNC bank statements, fees
Landscaping Service/Maint	\$3,008	\$ 2,876	\$ 3,750	\$ 7,669	\$ 5,864	\$ 8,000	\$ 5,755	primarily lawn care
<b>SERVICES TOTAL</b>	<b>\$12,505</b>	<b>\$ 7,610</b>	<b>\$ 14,377</b>	<b>\$ 14,099</b>	<b>\$ 13,767</b>	<b>\$ 18,071</b>	<b>\$ 11,826</b>	
Building Improvements	\$ -	\$ -	\$ 12,045	\$ -	\$ -	\$ 10,000	\$ 7,000	just in case
<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,045</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 7,000</b>	
Mortgage Principal Paymen	\$ 53,746	\$ 49,750	\$ 49,750	\$ 398,002			\$ -	
<b>BT PRINCIPAL REPAYMENTS</b>	<b>\$ 53,746</b>	<b>\$ 49,750</b>	<b>\$ 49,750</b>	<b>\$ 398,002</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Interest on Mortgage	\$ 27,953	\$ 19,199	\$ 17,230	\$ 10,771	\$ -		\$ -	
<b>DEBT INTEREST PAYMENTS</b>	<b>\$ 27,953</b>	<b>\$ 19,199</b>	<b>\$ 17,230</b>	<b>\$ 10,771</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL EXPENDITURES:</b>	<b>\$101,958</b>	<b>\$ 83,595</b>	<b>\$ 100,268</b>	<b>\$ 430,750</b>	<b>\$ 28,626</b>	<b>\$ 51,167</b>	<b>\$ 36,241</b>	
Revenue over Expenditures	\$142,438	\$ 39,638	\$ 25,756	\$(54,688)	\$39,870	\$ 2,683	\$ 13,959	

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# DRAFT

## CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD AND CHAMPAIGN COUNTY MENTAL HEALTH BOARD

### REQUEST FOR PROPOSAL

### COMMUNITY INTEGRATED LIVING ARRANGEMENT SERVICES

### FOR THE COUNTY OF CHAMPAIGN

RFP Number 2021-001

**ISSUE DATE:**

**MARCH 17, 2021**

**CLOSING LOCATION:**

Champaign County Mental Health Board  
Champaign County Developmental Disabilities Board  
ATTN: Lynn Canfield, Executive Director  
1776 East Washington Street  
Urbana, IL 61802

**CLOSING DATE AND TIME:**

**Wednesday, June 16, 2021 8:30 AM**

Eight (8) copies of the proposal must be presented by 8:30 a.m. on Wednesday, June 16, 2021. At 9:00 a.m. on that date, the names of the respondents will be read aloud by the CCMHB/CCDDB Executive Director or designee and recorded. (Please show RFP #2021-001 on the lower left corner of package.) An electronic version of the proposal shall also be submitted on a USB drive (preferred) or CD-ROM. – possibly using a different method.

**NOTICE:** If downloading this solicitation from [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids), it is the responsibility of the respondent to e-mail our office at [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) to be registered as a potential respondent in order to receive any clarifications or addenda.

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**REQUEST FOR PROPOSAL Number 2021-001  
COMMUNITY INTEGRATED LIVING ARRANGEMENT SERVICES  
FOR THE COUNTY OF CHAMPAIGN**

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**Section 1 – General Information**

**1-1 Purpose of the Request for Proposal**

The purpose of the Request for Proposals (RFP) is to maintain Champaign County’s availability of Community Integrated Living Arrangements (CILA) homes with capacity for four people, three people, two people, or one person with intellectual and/or developmental disabilities (I/DD). The CCDDDB and CCMHB own two homes licensed for use as CILAs and are seeking a qualified provider of CILA services to operate them in order to provide services to eligible individuals who have not been able to secure local placement.

Even though many people with intellectual and developmental disabilities originating from Champaign County have CILA service awards from the Illinois Department of Human Services Division of Developmental Disabilities (IDHS-DDD), vacancies are rare in appropriate homes in Champaign County. For many reasons, CILA service providers have not developed additional capacity in Champaign County. Issues associated with workforce retention are complicated by economic and demographic circumstances which set Champaign County apart from neighboring areas and for which the State does not currently make a rate adjustment.

The IDHS-DDD Prioritization for Urgency of Needs for Service (PUNS) database and the Ligas Consent Decree make it clear that the demand for additional CILA capacity will increase, statewide and in Champaign County. This RFP seeks to maintain the level of capacity achieved as a result of RFP 2014-001. Without this, it is unlikely that the expansion of capacity will be maintained. Additional efforts will be necessary to meet the needs of other eligible residents.

The Champaign County Developmental Disabilities Board (CCDDDB) is a five-member body appointed by the County Executive and County Board and has statutory authority (Community Care for Persons with Developmental Disabilities Act, ILCS 50/835, Section 0.1 et seq.) to fund services and facilities for the care and treatment of persons with a developmental disability.

The Champaign County Mental Health Board (CCMHB) is a nine-member body appointed by the County Executive and County Board and has statutory responsibility (Illinois Community Mental Health Act, ILCS 405/20, Section 0.1 et. seq.) to plan, fund, monitor, and evaluate mental health, substance abuse, and developmental disability services in Champaign County.

The CCDDDB and CCMHB are seeking proposals from licensed CILA service providers willing to provide services as detailed in this RFP, in two houses owned by the CCDDDB, to be leased at low cost and operated in accordance with the terms and conditions specified by contract.

Champaign County is located in east central Illinois, approximately 135 miles south of downtown Chicago, Illinois. The County operates under the township form of government. The County’s 30 townships lie in eleven County Board districts. The two largest cities in the County are Champaign and Urbana, with 2010 census populations of 81,055 and 41,250, respectively. The County seat is the City of Urbana. As reported in the 2010 census, the population of the

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County is 201,081, which represented growth of 11.9% over the 2000 census, and placed Champaign County as the 10<sup>th</sup> largest county in the State of Illinois.

## 1-2 Internet Access to this RFP

All materials related to the RFP will be available online at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids). In the event that a potential Respondent does not have download capability, all materials may be obtained from the Champaign County Developmental Disabilities Board/Champaign County Mental Health Board office, 1776 East Washington Street, Urbana, IL 61802. Prior to submittal, Respondents shall be responsible for ensuring they have obtained all RFP materials.

All Respondents who download an RFP solicitation from [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids) have the responsibility to e-mail our office [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) referencing RFP 2021-001 to be registered as a potential Respondent in order to be notified of any clarifications or addenda. Failure to register to receive clarifications and/or addenda shall not relieve the Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda or from the responsibility of considering additional information contained therein in preparing the Respondent's proposal. Any harm to the Respondent resulting from the failure to register and/or ensuring they have obtained all RFP materials shall not be valid grounds for a protest against award(s) made under this solicitation.

## 1-3 Inquiries and Lobbying Restrictions

Respondents will carefully examine all sections of this RFP and make a written request to the CCDDDB/CCMHB for interpretation or correction of any ambiguity, inconsistency, or error herein. Any written interpretation or correction will be issued as an Addendum by the CCDDDB/CCMHB. Only a written interpretation or correction by addendum shall be binding. **Respondents are cautioned against relying upon any interpretation or correction given by any other method.**

All Requests for Interpretation (RFI), correction, or other inquiries concerning the RFP process and/or the subject of this RFP must be directed to:

Lynn Canfield, Executive Director  
Champaign County Mental Health Board and  
Champaign County Developmental Disabilities Board  
1776 East Washington Street, Urbana, Illinois 61802  
PH: 217-367-5703 and FAX: 217-367-5741  
e-mail: [lynn@ccmhb.org](mailto:lynn@ccmhb.org)

Except for contact with the designated County official for this RFP, all interested individuals, firms, and their agents who intend to submit or have submitted a proposal or other response to the County are hereby placed on formal notice that no Champaign County Board Members, CCMHB or CCDDDB Board Members or staff, or RFP Committee Members are to be lobbied, either individually or collectively, concerning this RFP.

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Lobbying consists of introduction, discussions related to the selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the selection process. This includes holding meetings, engaging in the aforementioned prohibited lobbying and/or prohibited contact, which actions may immediately disqualify Respondent from further consideration by the CCDDDB/CCMHB for this RFP.

By submitting a proposal, qualifications, or other response for this RFP, the Respondent certifies that it and all of its affiliates and agents have not lobbied or attempted to lobby Champaign County Board Members, CCMHB or CCDDDB Board Members or Staff, or RFP Evaluation Committee Members.

#### **1-4 Pre-Proposal Conference**

The CCDDDB and CCMHB will hold a Pre-Proposal Conference in the Lyle Shields Meeting Room of the Brookens Administrative Center, 1776 East Washington, Urbana, Illinois, 61802, at 9am on April 14, 2021. All interested parties are invited to attend. The CCDDDB and CCMHB request that all parties planning on attending the Pre-Proposal Conference notify Stephanie Howard Gallo (stephanie@ccmhb.org) prior to the Pre-Proposal Conference. The e-mail communication shall include the name, title, e-mail address, and phone number of each attendee. The CCDDDB and CCMHB will answer questions, clarify the terms of the RFP at the Pre-Proposal Conference, and may respond both to questions posed on the day of the conference and to questions faxed or mailed prior to the deadline for receipt of questions per Section 1-3 above.

#### **1-5 Addenda**

If revisions or clarifications to the RFP become necessary, the CCDDDB/CCMHB will post written Addenda on the county website. All Addenda issued by the CCDDDB/CCMHB will include a receipt form, which must be signed and included with any proposals submitted for consideration. In the event that multiple Addenda are issued, a separate receipt for each Addendum must be included with the proposal at the time it is submitted. **However, it is the responsibility of Respondents to closely monitor postings on the County's website ([www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids)).**

The CCDDDB/CCMHB will not issue Addenda later than May 12, 2021, which is 35 days prior to the scheduled deadline date and time for receiving proposals, unless said date is to be postponed.

#### **1-6 Proposal Submission and Opening**

A proposal shall be made in the official name of the agency under which business is conducted (showing the official organization address) and must be signed in ink by a person duly authorized to legally bind the corporation or not-for-profit entity submitting the proposal. **In addition, only proposals from agencies licensed as CILA providers by the State of Illinois will be considered for award.**

The CCDDDB/CCMHB shall not be responsible for unidentified proposals. Respondents are to include all applicable requested information and are expected to expand on the scope of services requested by incorporating their expertise and proposed methods or approaches. Respondents

should clearly identify the expanded scope of services being offered and the value and cost of those services.

To be considered, proposals shall include one (1) unbound original proposal (clearly marked as such), one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive (preferred) or CD-ROM, and six (6) additional copies of the RFP Proposal (which must be identical to the original Proposal, including any supplemental information), which clearly identifies the RFP number/title as well as the Respondent's name and return address. Proposals may be hand delivered or mailed to:

Champaign County Mental Health Board and  
Champaign County Developmental Disabilities Board  
RFP for CILA Services (RFP 2021-001)  
ATTN: Lynn Canfield, Executive Director  
1776 East Washington Street, Urbana, IL 61802

The CCDDDB/CCMHB will not accept nor consider proposals submitted by facsimile or e-mail transmission. Respondents mailing their proposal must allow a sufficient mail delivery period to ensure timely receipt of their proposal. The CCDDDB/CCMHB is not responsible for proposals delayed by mail and/or delivery services of any nature.

Proposals and proposal amendments shall be accepted until 8:30 a.m. local time on June 16, 2021. Proposals received after 8:30 a.m. on June 16, 2021 will not be considered and will be returned to the Respondent unopened. At 9:00 a.m. on that date, the proposals will be opened in the Lyle Shields Meeting Room of the Brookens Administrative Center, 1776 East Washington, Urbana, Illinois, read aloud by CCMHB/CCDDDB Executive Director or designee, and recorded.

### **1-7 Proposal Withdrawal**

Respondents may withdraw their proposals by notifying the CCDDDB/CCMHB, in writing, at any time prior to the proposal response time deadline. Respondents may withdraw their proposals in person or through an authorized representative. Respondents and authorized representatives must disclose their identity and provide receipt for the proposal. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days. Proposals, once opened, become the property of the CCDDDB/CCMHB and will not be returned to the Respondents.

### **1-8 Proposal Disclosure**

All proposals submitted to the CCDDDB/CCMHB are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/Freedom of Information Act). With regard to any information submitted in a proposal which the Respondent considers to be proprietary or otherwise exempt from disclosure, the Respondent must invoke, in writing, the exemption(s) to disclosure provided by 5 ILCS 140/Freedom of Information Act in its proposal by providing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Furthermore, to designate portions of the bid as confidential, the Respondent must:

1. Mark the cover page as follows: "This proposal includes trade secrets or other proprietary data."
2. Mark each sheet or data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."
3. Provide a USB drive (preferred) or CD-ROM with a redacted copy of the entire bid or submission in pdf format for posting on the County's website for public inspection. Respondent is responsible for properly and adequately redacting any proprietary information or data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a USB drive (preferred) or CD-ROM with a redacted copy may result in the posting of an un-redacted copy.

**Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.**

The CCDDDB and CCMHB will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against Champaign County, the CCMHB, the CCDDDB, or their agents for their determination in this regard and disclosure of information.

At some point after proposal opening, all opened proposals will be made available for public inspection consistent with 5 ILCS 140/Freedom of Information Act.

If a contract is awarded as a result of this RFP, the awarded contract will also become a public record consistent with 5 ILCS 140/Freedom of Information Act. The CCDDDB and CCMHB have the right to use any or all information/material submitted.

The CCDDDB and CCMHB reserve the right to make an award to the Respondent offering a proposal in the best interests of Champaign County and meeting all the requirements of this RFP.

### **1-9 Oral Presentations and/or Interviews**

The CCDDDB and CCMHB reserve the right to interview any, all, or none of the respondents and to select who they feel is the most responsive. At their sole discretion, the CCDDDB and CCMHB may invite short-listed Respondents to conduct oral presentations or interviews. Presentations or interviews provide an opportunity for Respondents to clarify their proposals for the CCDDDB and CCMHB. Any such presentations or interviews will be scheduled as indicated in the timetable below.

### **1-10 Proposal Timetable**

The CCDDDB and CCMHB will use the timetable below which is expected to result in selection of a service provider on August 18, 2021 and contract issued on or by September 1, 2021.

<u>Date</u>	<u>Event</u>
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March 17, 2021	Request for Proposal Posted & Advertised
April 14, 2021 – 9 a.m.	Pre-Proposal Conference – Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL 61802
May 12, 2021	Final Date to Issue Addenda
June 16, 2021 – 8:30 a.m.	Proposals Due
June 16, 2021 – 9:00 a.m.	Proposals Opened – Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL 61802
August 18, 2021	Confirmation of the Evaluation Committee’s Recommendation of Top-Ranked Respondents and authorization to Contract for Services with the Selected Provider, at Special Meetings of the Boards, Lyle Shields Room.
September 1, 2021	Contract issued.

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**The CCDDDB and CCMHB may delay or modify scheduled event dates if it is to the advantage of the CCDDDB and CCMHB to do so. The CCDDDB/CCMHB will notify Respondents of all changes in scheduled due dates by posting any change in the form of an Addendum on the County’s website at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids).**

**1-11 Acceptance or Rejection of Proposals**

Each qualified Respondent will be evaluated on its overall strategy, methodology, experience, qualifications, timetable, cost proposal, and approach to service delivery and meeting the needs of people from Champaign County eligible for CILA services.

Qualified Respondent means Licensed as a CILA Provider by the Illinois Department of Human Services.

**1-12 Development Costs**

Neither the County nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a proposal in response to this RFP.

**1-13 Conflicts of Interest**

All Respondents must disclose with their proposal the name of any officer, director, or agent who is an elected official, appointed official, or employee of the County. Furthermore, all Respondents must disclose the name of any elected official, appointed official, or employee of the County who owns directly, or indirectly, any interest in the Respondent’s firm or any of its affiliates or branches. Lastly, all Respondents must disclose CCDDDB and CCMHB Members or Staff related to people for whom the Respondent is a service provider.

**1-14 Non-Collusion**

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By submitting and signing a proposal response, the Respondent certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates, or gratuities are permitted, either with, prior to, or after any delivery of material or provision of services. Any violation of this provision may result in contract cancellation, return of materials, or discontinuation of services.

### **1-15 Notice of Award**

Notice of Award is expected to be posted on County website [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids) on or before August 20, 2021.

## **Section 2 – Scope of Services**

### **2-1 Description of Services**

The scope of services and specifications that the CCDDDB and CCMHB seek to acquire is described in Exhibit 1 of this RFP. The respondent is expected to expand on this scope in the submitted proposal by incorporating their expertise and proposed methods and approaches.

### **2-2 Term of Contract**

Any contract awarded pursuant to this RFP solicitation is expected to commence on or by September 1, 2021 and shall be for a base contract period of four (4) years with an option for the CCDDDB to renew for a second four (4) year period. The contract may extend thereafter on an annual basis by mutual agreement of the parties.

### **2-3 Non-Appropriation**

The contract for Community Integrated Living Arrangement Services shall include a rider that allows cancellation of contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the CCDDDB/CCMHB shall be conditioned by a “non-appropriation” clause containing the following or similar language:

This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1<sup>st</sup> and terminating December 31<sup>st</sup> of that year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the CCDDDB and CCMHB shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.

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## Section 3 – Preparing Proposals: Required Information

**Each Proposal must contain all of the following documents and must conform to the following requirements:**

### 3-1 Format of Proposals

Proposals must be prepared on 8 ½" x 11" letter size paper (preferably recycled), printed double-sided, and bound on the long side. The County encourages using reusable, recycled, recyclable, and/or chlorine free printed materials for proposals, reports, and other documents prepared in connection with this solicitation. Expensive papers and bindings are discouraged, as no materials will be returned. Submit one (1) unbound original proposal (clearly marked as such), nine (9) additional copies, and one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive (preferred) or CD-ROM of the RFP Proposal (which must be identical to the original Proposal, including any supplemental information). – *considering an alternative.*

**Sections should be organized in accordance with subject matter sequence as set forth below. Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposals must be clear, concise, and well organized.**

### 3-2 Required Content of Proposals

Respondents are advised to adhere to the submittal requirements of the RFP. Failure to comply with the instructions of this RFP may be cause for rejection of the non-compliant Proposal. Respondent must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your Proposal is accepted by the CCDDDB/CCMHB, Respondent's Proposal and related submittals may become the Program Plan component of the contract.

At a minimum, the Proposal must include the following items:

#### 1. Cover Letter

Respondent(s) must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

- (i) Indicate the number of years the entity has been in business and provide an overview of the experience and background of the entity and its key personnel committed to the Champaign County CILA Services contract.
- (ii) Identify the legal name of the entity, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited partnership, not-for-profit, etc.), and the names of its principals or partners and authority to do business in Illinois.

(iii) Indicate the name and telephone number(s) of the principal contact for oral presentation or negotiations.

(iv) Acknowledge receipt of Addendum/Addenda issued by the CCDDDB/CCMHB, if any.

## **2. Executive Summary**

Respondent must provide an executive summary which explains its understanding of the CCDDDB and CCMHB's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's strategy and methodology for successfully implementing and monitoring CILA Services; approach to project management; strategies, tools, and safeguards for ensuring performance of all required Services; equipment, software, and firmware considerations; training and on-going support; and any additional factors for the CCDDDB and CCMHB's consideration.

## **3. Professional Qualifications and Specialized Experience of Respondent and Key Personnel Committed to the Champaign County Account**

Respondent must supply the information as described below. If Respondent proposes that major portions of the work will be performed by subcontractors, Respondent must provide the required information as described below for each such subcontractor.

### **A. Respondent Profile Information (see Exhibit 2)**

**Submit a completed Respondent profile information sheet (Exhibit 2) for each subcontractor, as applicable.** If Respondent has a prime consultant/subcontractor relationship, the information regarding role, involvement, and experience is also required for any subcontractor that is proposed to provide a significant portion of the work.

### **B. Business License/Authority to do Business in Illinois**

Respondent must provide copies of appropriate licenses or certifications required of any entity performing the CILA Services described in this RFP in Champaign County and the State of Illinois, for itself, its partners, and its subcontractors. IDHS CILA Licensure is mandatory for consideration.

### **C. Profiles of and Local Availability of Committed Key Personnel**

Respondent must provide a summary identifying who will be dedicated to the CILA Services described in this RFP. If individuals are to be hired, describe the position. For each person or position identified, describe and/or provide the following information:

- Title and responsibility,
- Proposed role in this program, including the functions and tasks for which they will have prime responsibility (also indicate areas of secondary responsibility, if appropriate),

- Pertinent areas of expertise and past experience, and
- Copies of all licenses required by law for the positions to be filled.

#### **4. Capacity to Perform**

Respondent must provide a summary of current and future projects and commitments and include projected completion dates. Describe how any pending and/or ongoing contractual commitments to other clients will affect your ability to deliver CILA Services, capacity to perform within the CCDDDB/CCMHB timeline, and affect dedicated resources committed to the CILA Services program. Identify what percentage of the Services will be performed utilizing your own workforce, equipment, and facilities. Identify the percentage of the work to be subcontracted.

#### **5. Implementation Plan**

Respondent must provide a comprehensive and detailed plan for implementing Services as outlined in Exhibit 1, Scope of Services in this RFP.

The implementation plan must include, but not be limited to, the following:

##### **A. Approach to Implementing Services**

Respondent must address an approach to implementing and managing the Services described in this RFP, policies and procedures for implementing services for clients, quality control checks, adherence to compliance programs, and project management; program support and reporting/recommendation services, including an approach to overcoming obstacles, if any, and troubleshooting to resolve problems. Also, describe respondent's approach to providing positive, in-house management in the CILAs on a regular basis.

##### **B. Organization Chart**

Submit an organization chart which clearly illustrates all individuals and subcontractors; their relationship in terms of proposed Services; and key personnel involved and the following information:

- A chart which identifies not only the proposed organizational structure, but also key personnel by name (unless 'to be hired') and title. Staffing levels of each CILA unit should be estimated.
- The specific role of each subcontractor (if any) for each task/work activity must be described.

##### **C. Dedicated Resources**

- Describe facilities, equipment, personnel, communication technologies, and other resources available for implementing the proposed CILA Services.

- Staffing requirements. Provide an assessment of staffing needs for each CILA location by job title and function. The assessment should include full-time equivalents for professional staff and supervisors committed to CILA Services in Champaign County. Specify if the assigned personnel will be on a full or part-time basis. Specify how each employee turnover will be handled (i.e., Sick, vacation, leave of absence, etc.).

#### **D. Cultural and Linguistic Competence Plan**

- A written Cultural and Linguistic Competence Plan (CLCP) is designed to ensure that services and policies support the needs of diverse populations currently receiving or seeking services as well as those who are employed within an organization. An agency CLCP should provide examples of specific tasks and responsibilities associated with the National Culturally and Linguistically Appropriate Services (CLAS) Standards: Principal Standard; Governance Leadership and Workforce; Communication and Language Assistance; and Engagement, Continuous Improvement, and Accountability.
- The CLCP is structured such that specific tasks and action steps are provided for all levels of accountability within the agency, including the policy and governance, administrative, practice, and individual and family levels. This format also reflects the importance of a team approach and shared responsibilities in the development of a culturally and linguistically responsive organization. Everyone, including the members of the board of directors or formal decision-making body, is responsible for prioritizing cultural and linguistic competence throughout an organization.
- If the applicant does not currently have a written CLC Plan, some technical guidance is available at our online application site, <http://ccmhddbrds.org> under downloadable files, named “How to Apply for Funding...,” or through CCDDDB/CCMHB staff.

#### **6. Cost Proposal for Existing CILA Services**

The CCDDDB and CCMHB are requesting information regarding the costs of operating the Respondent’s existing smaller CILAs (with capacity for four or fewer persons) and services associated with individual client awards from IDHS. If the Respondent does not currently operate a CILA for four people, three people, two people, and/or one person, a proposed budget shall be provided for operation in Champaign County of CILA(s) with the capacity to serve four people, three people, two people, and/or one person.

The Respondent is responsible for disclosing any charges or fees that the CCDDDB and CCMHB would incur with the Respondent, before, during, and after the implementation of the Champaign County CILA Services project. Respondents should identify the cost of any expanded scope of services (i.e., those beyond the scope of Exhibit 1 which are recommended by incorporating the Respondent’s expertise and proposed methods or approaches).

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Proposals that fail to include complete cost information for existing CILAs will be rejected as incomplete and deemed non-responsive.

## **7. Financial Statements**

Respondent must provide a copy of the last three (3) years audited financial statements (i.e., income statement, balance sheet, and annual report). Respondents that are comprised of more than one entity must include financial statements for each entity. The CCDDDB and CCMHB reserve the right to accept or reject any financial documentation other than the financial statements requested by this section.

## **8. Legal Actions**

Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties (i) Respondent or any division, subsidiary or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- A. A debtor in bankruptcy; or
- B. A plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability; or
- C. A respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- D. A defendant in any criminal action; or
- E. A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- F. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- G. A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

The CCDDDB and CCMHB reserve the right to request similar legal action information from Respondent's key personnel members during the evaluation process.

## **9. Insurance**

The Respondent (i.e., CILA Service Provider) shall describe the types and limits of insurance coverage needed for this project, and will be required to submit evidence of insurance coverage prior to award of the contract.

## **Section 4 – Evaluation of Proposals**

The members of the CCDDDB/CCMHB's Evaluation Committee (EC) for this RFP will include:



1. A member of the Champaign County Developmental Disabilities Board
2. A member of the Champaign County Mental Health Board
3. Associate Director for Intellectual/Developmental Disabilities
4. Cultural and Linguistic Competence Coordinator
5. Executive Director
6. A direct support professional currently employed by a provider of CILA services
7. A representative from the CCRPC ISC Unit
8. A representative Champaign County: Family Member, Guardian, or Advocate of person(s) in need of CILA services, or Person in need of CILA services.

The EC will evaluate the proposals in order to prepare a recommendation to the CCDDDB and CCMHB for award of the proposal. The CCDDDB and the CCMHB, in their sole discretion, reserves the right to waive all technicalities or irregularities, to reject any or all proposals, including any portion thereof, to award to a single Respondent or to divide the award between Respondents, and to reject all proposals and/or re-solicit in whole or in part. The CCDDDB and CCMHB further reserve the right, in their sole discretion, to award a contract to the Respondent (or Respondents) whose proposal best serves the interests of people seeking CILA services in Champaign County.

When an offer appears to contain an obvious error or otherwise where an error is suspected, the circumstances may be investigated and then be considered and acted upon. Any action taken shall not prejudice the rights of the public or other offering entities. Where offers are submitted substantially in accordance with the procurement document but are not entirely clear as to intent or to some particular fact or where there are other ambiguities, clarification may be sought and accepted provided that, in doing so, no change is permitted in pricing. The purpose of seeking clarification is to better understand the information provided in this document, not to allow additional information to be added.

#### **4-1 Phase I - Preliminary Proposal Assessment**

Phase I will involve an assessment of the Respondent's compliance with, and adherence to, all submittal requirements requested in Section 3-2 Required Content of the Proposal. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the EC, be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II, Proposal Evaluation.

#### **4-2 Phase II - Proposal Evaluation**

In Phase II, the EC will evaluate the extent to which a Respondent's Proposal meets the program objectives set forth in the RFP. Phase II will include a detailed analysis of the Respondent's qualifications, experience, proposed implementation plan, cost proposal, and other factors based on the evaluation criteria outlined in Section V - Evaluating Proposals.

As part of the evaluation process, the EC will review the information required by Section 3, for each Proposal received. The EC may also review other information gained by checking references and by investigating the Respondent's financial condition.

The CCDDDB and CCMHB reserve the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

The CCDDDB and CCMHB reserve the right to enlist independent consulting services to assist with the evaluation of all or any portion of the Proposal responses as it deems necessary.

In addition, the EC will review the Respondent's Proposal to determine overall responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance):

- A. Professional Competence: Ability to provide the Services described in the RFP, including capacity to achieve the project goals, objectives, and scope of services described in this RFP.
- B. Professional Qualifications and Specialized Experience of Respondent and Team with emphasis on specific experience on projects of similar scope and magnitude as outlined in Exhibit 1 - Scope of Services of this RFP.
- C. Past and Current Performance of the Respondent on IDHS contracts and awards for CILA Services, in terms of quality of services and compliance with budgets and performance schedules. The Committee may solicit from IDHS and/or the Illinois Department of Healthcare and Family Services (IHFS), or any available sources, relevant information concerning the Respondent's record of performance.
- D. Professional Qualifications and Specialized Experience of Respondent's Key Personnel and Local Availability of Key Personnel with emphasis on specific experience on CILA Services projects of similar scope and magnitude as outlined in Exhibit 1 - Scope of Services of the RFP.
- E. Quality, Comprehensiveness, and Adequacy of the proposed Implementation Plan including its agency CLC Plan and responsiveness and understanding of the needs of people requiring CILA Services in Champaign County. The EC will review each Proposal for the Respondent's understanding of the objectives of the Services and how these objectives may be best accomplished. Each Respondent will be evaluated on their overall strategy, methodology, and approach to meeting the CCDDDB and CCMHB program objectives.
- F. Schedule of Professional Fees and Expenses relative to information provided in Exhibit 2.
- G. Legal Actions - The EC will consider legal actions, if any, against Respondent and/or any division, subsidiary, or parent company of Respondent, or against any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation.



H. Financial Stability – The EC will consider the financial condition of Respondent. Respondent must be financially stable to ensure performance over the duration of the contract.

I. Compliance with Laws, Ordinances, and Statutes. The EC will consider Respondent’s compliance with all laws, ordinances, and statutes governing the contract.

J. Conflict of Interest – The EC will consider any information regarding Respondent, including information contained in Respondent’s Proposal, that may indicate any conflicts, or potential conflicts, of interest which might compromise Respondent’s ability to satisfactorily perform the proposed Services or undermine the integrity of the competitive procurement process. If any Respondent has provided any services for the County in researching, consulting, advising, drafting, or reviewing of this RFP or any services related to this RFP, such Respondent may be disqualified from further consideration.

## **Section 5 – Selection Process**

After the Evaluation Committee (EC) completes its review of Proposals in Phase II, it may identify a recommended short list of Respondents (Phase III) or forego Phase III and submit a recommendation to select one Respondent or make a recommendation to reject all Proposals.

### **5-1 Phase III - Oral Presentations and/or Site Visit**

If the EC identifies a short list of Respondents for further review, then those short-listed Respondents will be invited to appear before the CCDDDB and CCMHB and EC for an oral presentation. The purpose of the oral presentation is to clarify in more detail the information that was submitted in Respondent’s Proposal and to allow the CCDDDB and CCMHB and EC to ask Respondent to respond to additional questions. Afterwards, the EC will make a final evaluation, including a final ranking of the Respondents, and will submit a recommendation for one Respondent to the CCDDDB and CCMHB.

If the CCDDDB and CCMHB make a CILA service-provider selection, the selection will be forwarded to the Executive Director as authorization to enter into contract negotiations with the selected Respondent.

The CCDDDB and CCMHB will require the selected Respondent to participate in contract negotiations. The requirement that the selected Respondent negotiate is not a commitment to award a contract. If the Executive Director determines that it is unable to reach an acceptable contract with the selected Respondent, including failure to agree on a fair and reasonable cost proposal for the Services or any other terms or conditions, the Executive Director is authorized to terminate negotiations with the selected Respondent.

**The CCDDDB and CCMHB reserve the right to terminate this RFP solicitation at any stage if the EC determines this action to be in the best interests of people in need of CILA**

**Services. The receipt of Proposals or other documents will in no way obligate the CCDDDB and CCMHB to enter into any contract of any kind with any party. *Termination of the current RFP will not on its own be the cause for any qualified organization which has submitted an application to be excluded from consideration in a subsequent RFP process.***

## **Section 6 - Additional Details of the Process**

### **6-1 Addenda**

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent to all of the prospective Respondents registered with the CCDDDB/CCMHB prior to the Proposal due date. Prospective Respondents are automatically listed when they e-mail as documented in Section 1-2 upon download of the RFP package. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent must acknowledge receipt.

The addendum may include, but will not be limited to, the following:

1. Responses to questions and requests for clarification sent to the CCDDDB/CCMHB Executive Director according to the provisions of Section 1-3 herein; or
2. Responses to questions and requests for clarification posed at the Pre-Proposal Conference or by the deadline for submission of questions.

### **6-2 CCDDDB and CCMHB Rights to Reject Proposals**

If no Respondent is selected through this RFP process, then the Executive Director may utilize any other procurement method available to the CCDDDB and CCMHB, to obtain the Services described herein.

In soliciting proposals, any and all proposals received may be rejected in whole or in part. Basis for rejections shall include, but not be limited to the following:

- The proposal being deemed unsatisfactory as to quantity, quality, delivery, price, or service offered.
- The proposal not complying with conditions of the solicitation document or with the intent of the proposed contract.
- Lack of competitiveness by reason of collusion or knowledge that reasonably available competition was not received.
- Error in specifications or indication that revision would be to the County's advantage.
- Cancellation or changes in the intended project or other determination that the proposed requirement is no longer needed.
- Regulatory changes.
- Circumstances which prevent determination of the most advantageous proposal.
- Any determination that rejection would be in the best interest of the County.

The CCDDDB and CCMHB reserve the right to reject any and all proposals. The CCDDDB and CCMHB also reserve the right to cancel this RFP at any time and/or to solicit and re-advertise for other proposals.

### **6-3 No Liability for Costs**

Champaign County, the CCDDDB, and the CCMHB are not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors, or other interested parties in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, site visits, product/system demonstrations, oral presentations, or negotiations.

## **EXHIBIT 1**

### **SCOPE OF SERVICES**

#### **E1-1 DESCRIPTION OF THE CHAMPAIGN COUNTY CILA SERVICES PROJECT**

The purpose and goal of this Request for Proposals is to maintain the expanded availability of appropriate Community Integrated Living Arrangement (CILA) capacity for people with IDHS CILA awards, in particular those currently residing in Champaign County and/or those with families/guardians residing in Champaign County. During 2014, twelve (12) people with CILA funding had been unable to secure appropriate placements in their home community and another eighteen (18) Champaign County residents had been selected from PUNS for consideration for CILA awards. Because there were no appropriate options in Champaign County, it was imperative that people have a choice of home other than in a location far from their families. This circumstance did not provide people with CILA awards an adequate choice concerning where, how, and with whom they live.

In 2015, the CCDDDB and CCMHB contributed to expansion of Champaign County's CILA capacity by purchasing and renovating two (2) homes, with approval to purchase 2 more if affordable. These houses have been used as Community Integrated Living Arrangements (CILA) for several individuals who had received CILA awards through the state but had not been able to secure a placement in their home community of Champaign County. It was in the best interest of all to have added to the cohort an individual transitioning from a State Operated Developmental Center due to the enhanced rate for care. Selection of the homes was accomplished jointly by the property management company under contract with the CCDDDB/CCMHB and the licensed CILA provider selected through the RFP 2014-001 process.

It is still true in 2021 that nearly 400 Champaign County residents are listed on the PUNS database and waiting for services. Many are members of the Ligas Class and in need of CILA placement. While continuation of the capacity created in 2015 is critically important and the focus of RFP 2021-001, additional CILA home capacity remains desirable. Responses to this RFP may address these unmet local CILA needs and propose solutions.

#### **E1-2 SPECIFICATIONS FOR CILA HOMES**

In consultation with the licensed CILA provider selected in 2015, the CCMHB purchased two (2) houses located in Champaign County which were appropriate for use as a CILA for four (4) persons or fewer. Prior to closing on each property, the licensed provider ensured that the homes were suitable for use as CILA homes and met all relevant requirements promulgated by IDHS and all other applicable statutes, rules, and regulations. The property management firm was responsible for assessing the physical property to determine a reasonable schedule for, and estimated cost of, the maintenance and repair for each home.

The CILA homes owned by the CCDDDB shall be leased (i.e., triple net lease) to the selected Respondent subject to the terms and conditions outlined in this RFP and ultimately in the contract between the CCDDDB and the selected Respondent. The lease of the homes to the selected Respondent is the total contribution of the CCDDDB and CCMHB under the terms and conditions of the contract.

The Respondent shall be fully responsible for all costs associated with the provision of CILA Services as specified in each individual's IDHS CILA award and Person-Centered Plan. All people served in these houses must have parents or guardians residing in Champaign County or must have originated from Champaign County themselves, with the exception of an individual transitioning out of a State Operated Developmental Center.

### **E1-3 SPECIFICATIONS FOR SELECTION OF PEOPLE IN NEED OF CILA SERVICES**

The Respondent shall include a detailed plan for inclusion of people needing and awaiting CILA Services in Champaign County. Information about individuals and families will not be provided as part of this RFP. Each respondent is encouraged to demonstrate an understanding of the needs of eligible individuals. Families and stakeholders may attend the Pre-Proposal Conference, offering opportunity to establish contact. The Champaign County Regional Planning Commission - Independent Service Coordination Unit staff are also familiar with the service needs of eligible people and may be a valuable partner.

The proposal must explain how individuals currently receiving or likely to receive CILA services in Champaign County through this project would benefit from person centered services as coordinated by the individual, the service provider(s), Independent Service Coordinator, and family members or other advocates for the individual, with the individual as the focus.

### **E1-4 SPECIFICATIONS FOR PROVISION OF CILA SERVICES AND BEYOND**

The Respondent shall describe in detail the administration and management of the four CILA houses including the following for each house:

1. Person Centered Planning methodology
2. Information on complaint, appeal, and grievance processes
3. Day and vocational programming predicated by Person Centered Planning
4. Supervision, staffing patterns, and coverage minimums

5. Job descriptions
6. Staff training
7. Staff recruitment and retention strategies
8. Service mix and programming schedule(s)
9. Transportation of CILA residents
10. Nursing coverage and medication management
11. Behavior management planing
12. Emergency procedures
13. Free time and social life
14. Meals and nutrition
15. Wellness strategies
16. Process for maintenance and repair of the house \*
17. Process for replacement of furnishings and equipment \*
18. Other creative ideas to enhance the lives of the people living in the CILAs which also facilitate full community participation and inclusion.

*\* The CCDDDB and CCMHB will continue to engage with a property management company for services through a separate agreement; the CILA provider will coordinate with property management company for these purposes.*

The Respondent may also outline strategies for continued incremental CILA expansion in Champaign County, including a needs assessment of probable utilization needs based on data from PUNS and Ligas Class Members originating from Champaign County. The Respondent may further describe ideas for future innovative living arrangements for people with I/DD.

## **E1-5 IMPLEMENTATION TIMELINE**

The Respondent shall include a very specific and detailed timeline which includes all milestones from award to placement of people in the CILAs.

## **EXHIBIT 2**

### **RESPONDENT PROFILE INFORMATION**

**Submit a completed profile information sheet for the Respondent and subcontractors, if applicable, which includes:**

1. Legal Name of Business Entity:
2. Name of Chief Executive Officer, Executive Director, Agency Director, or Owner:
3. Doing Business under Other Name(s)?  
If Yes, Name(s):
4. Headquarters Address:
5. City, State, Zip Code:
6. Website:
7. Email Address for Primary Contact:

8. Number of Years in Business:
9. Total Number of Employees:
10. Total Number of CILAs currently operated in Illinois by the entity:
11. Total Number of individuals residing in any of these CILAs with capacity for 4 people, 3 people, 2 people, or 1 person:
12. Total Annual Revenues separated by last 3 full fiscal years:
13. License(s) and Services offered:

## **EXHIBIT 3**

### **LEASE AGREEMENT**

THIS LEASE AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, between the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability (Champaign County Developmental Disabilities Board), herein referred to as "Landlord", and \_\_\_\_\_, herein referred to as "Tenant".

### **RECITALS**

A. This lease agreement is predicated by selection of the Tenant's proposal in response to CCDDDB RFP 2021-001 (i.e., Community Integrated Living Arrangement Services for the County of Champaign). The purpose of this lease agreement is to maintain the expansion of Community Integrated Living Arrangements (CILA) for people with intellectual and developmental disabilities (I/DD). The lease agreement is an alternate funding methodology, and the reasonable return on this investment is the provision of high-quality services and supports for people with I/DD residing in the CILAs located in Champaign County.

B. Landlord is the owner of the real estate commonly known as \_\_\_\_\_, Champaign, Illinois, herein referred to as "\_\_\_\_\_ CILA".

C. Tenant desires to lease the CILA from Landlord, and Landlord is willing to lease the same to Tenant, all upon the following terms and conditions ("the Lease").

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which is hereby acknowledged, IT IS HEREBY AGREED AS FOLLOWS:

### **ARTICLE ONE - LEASE PREMISES**

Landlord leases to Tenant, and Tenant hereby accepts from Landlord, the CILA. Landlord has completed all repairs, improvements, and buildout that were agreed upon between the parties in the course of purchasing the property. Tenant, at its own cost and expense, made further alterations and improvements in order to prepare the Premises for Tenant's occupancy, and major repairs were approved and paid for, in part with funds collected through rent and in

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part with Landlord contribution. It shall be the responsibility of Tenant to assure compliance with all applicable codes and regulations for the intended use.

**ARTICLE TWO - POSSESSION**

As Tenant already occupies the premises and is familiar with its condition, Tenant accepts the premises as such and in 'as is condition'.

**ARTICLE THREE - LEASE TERM, COMMENCEMENT, AND RENEWAL**

1. The Term of this Lease shall commence on September 1, 2021, and shall terminate on June 1, 2025, unless terminated earlier or extended further as provided below.

2. After this term, Landlord may extend the Lease by annual renewal.

3. Except as set forth in paragraph #4 below, as part of this contract, Tenant agrees that the following shall be provided at a minimum (quality, licensure level, extent, and quantity) as set forth in their Response to CCDDDB Request for Proposal #2021-001 dated June 16, 2021, which is hereby incorporated into this contract by reference as if set forth in full:

All professional services

All general services

Any good or tangible assets

Hiring and retention of employee practices, procedures, and methods

All professional and business practices including education, training, and

licensure.

The minimum standard shall apply even if the Response simply gives examples of current similar projects, general practice, or current training, hiring or retention practices, or license levels. These examples or current practices shall be the minimum provided under this contract.

For clarification, the Request for Proposal #2021-001 and any amendments or supplements to it are also incorporated into this contract by reference as if set forth in full.

4. In the event the federal and/or state funding for the CILA operation contemplated by this Lease Agreement is reduced in an amount in excess of 5% of the amounts Tenant will receive on the first day of this Lease Agreement for that CILA operation or Tenant ceases its business operations, Tenant reserves the right to terminate this Lease Agreement upon thirty (30) days written notice to Landlord.

**ARTICLE FOUR - RENT**

1. Tenant shall pay to Landlord's agent, at Landlord's address set forth herein or at such other location as directed from time to time by Landlord's notice, Rent during the Term at the annual rate of \$ 7,200.00 per year, payable in monthly installments of \$ 600.00, each installment being payable in advance promptly on the first day of every calendar month of the

Term, without any abatement, setoff, or deduction or further demand whatsoever, except that Tenant, at the time of execution of this Lease, shall pay the installment due for the first full month of the Term and for any initial fractional month of the Term. If the Term commences other than on the first day of the month or ends other than on the last day of the month, the Rent for that month shall be prorated.

2. Tenant shall also pay a late charge of five percent [5%] of any Rent payment made more than ten [10] days after the due date to compensate Landlord for administrative and collection costs that Tenant agrees Landlord will incur by failure of Tenant to pay its Rent in a timely manner.

3. It is understood that the Rent is to be held by Landlord in an account to be used for payment of repairs and maintenance expenses for which Landlord is responsible hereunder, and property management expenses relating to the leased premises. Other CILA properties leased by Tenant from Landlord may be leased on similar terms, and the Rent for such properties may be comingled in the single account, and used as necessary for such expenses related to one or more CILA properties. Upon termination or expiration of this Lease, all such funds will remain property of Landlord.

#### **ARTICLE FIVE – TENANT’S USE**

1. Tenant shall occupy and use the Premises continuously during the Term of this Lease as a Community Integrated Living Arrangement (“CILA”) home and no other purpose without Landlord’s prior written consent. Tenant shall take all steps necessary to ensure the Premises qualify as CILA home. Tenant shall be solely responsible for contracting for all services that may be required to assist the residents of the CILA home.

2. Tenant agrees to observe the following covenants and to comply with all rules and regulations that Landlord may from time to time make for the Premises:

a. Tenant shall not conduct itself or permit its contractors, agents, employees, or invitees to conduct themselves in the Premises in a manner inconsistent with the character of the Premises as a CILA facility.

b. Tenant shall not exhibit, sell, or offer for sale on the Premises or in the Building any article or thing, without the prior written consent of Landlord.

c. Tenant shall not make or permit to be made any use of the Premises that, directly or indirectly, is forbidden by public law, ordinance, or governmental regulation, that may be dangerous to life, limb, or property, or that may invalidate or increase the cost of any policy of insurance carried on the Premises or covering its operation.

d. Tenant shall not sell or offer to sell or permit to be sold or offered for sale in the Premises any alcoholic or other intoxicating beverage.

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e. Tenant shall not display, inscribe, paint, print, maintain, or affix on any place in or about the Premises any sign, notice, legend, direction, figure, or advertisement, except on the doors of the Premises and then only such name or names and in such color, size, style, place, material, and manner as Landlord shall approve in writing.

f. Tenant shall not use the name of the Premises for any purpose other than that of business address of Tenant and shall not use any picture or likeness of the Premises in any circulars, notices, advertisements, or correspondence without Landlord's prior written consent.

g. Tenant shall not obstruct or use for storage or for any purpose other than ingress and egress the sidewalks, entrances, passages, courts, corridors, vestibules, halls, elevators, and stairways of the Premises.

h. No dog or other animal or bird shall be brought or permitted to be in the Building or any part of the Building, other than as an aid to persons with disabilities, unless approved by the Landlord in writing.

i. Tenant shall not install any antennae, aerial wires, or other equipment inside or outside the Building, without, in each and every instance, the prior written consent of Landlord.

j. Tenant shall not attach or permit to be attached any additional locks or similar devices to any door or window, nor shall Tenant make or permit to be made any keys for any door to the Premises or Building other than those provided by Landlord. If more than two keys for one lock are desired by Tenant, Landlord may provide them upon payment by Tenant.

k. Tenant shall be responsible for locking the doors and closing the transoms and windows in and to the Premises.

l. If Tenant desires internet, telegraphic, telephonic, microwave, burglar alarm, or television signal service, Landlord will, upon request, direct where and how connections and all wiring for those services shall be introduced and run. Tenant shall make no boring, cutting, or installation of wires or cables without Landlord's consent and direction.

m. If Tenant desires, and Landlord permits, blinds, shades, awnings, or other forms of inside or outside window covering or window ventilators or similar devices, they shall be furnished, installed, and maintained at Tenant's expense and shall be of such shape, color, material, and make as are approved in writing by Landlord and shall be consistent with the first-class standard of the building.

n. Tenant shall not install, without Landlord's prior written consent, or operate any steam or internal combustion engine, boiler, machinery, refrigerating or heating device, or air-conditioning apparatus in or about the Premises, carry on any mechanical business therein, use any illumination other than electric light, or use or permit to be brought onto the Premises any flammable oils or fluids such as gasoline, kerosene, naphtha, and benzene, or any explosives or other articles deemed hazardous to life, limb, or property.

o. Tenant shall not install in the Premises any equipment that uses a substantial amount of electricity. Tenant shall ascertain from Landlord the maximum amount of electrical current that can safely be used in the Premises, taking into account the capacity of the electric wiring in the Premises, and shall not use more than safe capacity. Landlord's consent to the installation of electric equipment shall not relieve Tenant from the obligation not to use more electricity than safe capacity.

p. Tenant shall not lay linoleum or other similar floor covering so that such floor covering shall come in direct contact with the floor of the Premises. Tenant shall not use cement or other similar material in affixing floor covering. If linoleum or other similar floor covering is used, an interliner of builder's deadening felt shall first be affixed to the floor by paste or other material soluble in water.

3. a. In addition to all other liability that Tenant may incur for breach of any covenant contained in Paragraph 2 of this section, Tenant shall pay to Landlord an amount equal to any increase in insurance premium or premiums payable by Landlord, to the extent caused by any breach.

b. The violation of any covenant contained in Paragraph 2 of this section may be restrained by injunction or other order issued by a court of equity.

4. Landlord shall not be liable in any way for any damage caused by the nonobservance by any other tenant of the Premises of any similar covenant contained in Paragraph 2 of this section or of any rules and regulations made by Landlord.

### **ARTICLE SIX – LANDLORD'S RIGHTS**

Landlord, its agents and employees, shall have the following rights, each of which Landlord may exercise without liability to Tenant for damage or injury to property, person, or business due to the exercise of those rights, and the exercise of those rights shall not be deemed to constitute an eviction or disturbance of Tenant's use or possession of the Premises and shall not give rise to any claim for setoff, deduction, or abatement of Rent or any other claim:

1. To install, affix, and maintain any and all signs on the exterior and on the interior of the Premises.

2. To decorate and to make repairs, alterations, additions, and improvements, structural or otherwise, in or to the Premises.

3. To retain at all times, and to use in appropriate instances, keys to all doors within and into the Premises. Tenant agrees to purchase only from Landlord additional duplicate keys as required, to change no locks, and to affix no locks on doors without the prior written consent of Landlord. No duplicate keys shall be made; all extra keys will be furnished by Landlord at Tenant's expense. If the keys provided to Tenant shall be lost or any locks damaged, Tenant shall be liable for the cost of replacement or repair. Notwithstanding the provision for Landlord's access to the Premises, Tenant relieves and releases Landlord of all responsibility

and liability arising out of theft, robbery, or pilferage. Upon the expiration of the Term or of Tenant's right to possession, Tenant shall return all keys to Landlord and shall disclose to Landlord the combination of any safes, cabinets, or vaults left in the Premises.

4. To approve the weight, size, and location of safes, vaults, books, files, and other heavy equipment and articles in and about the Premises so as not to exceed the design live load per square foot designated by any qualified structural engineer for the Premises, and to require all such items and furniture and similar items to be moved into or out of the Premises only at times and in a manner as Landlord shall direct in writing. Tenant shall not install or operate machinery or any mechanical devices of a nature not directly related to Tenant's ordinary use of the Premises without the prior written consent of Landlord. Movement of Tenant's property into or out of the Premises and within the Building is entirely at the risk and responsibility of Tenant, and Landlord reserves the right to require permits before allowing any property to be moved into or out of the Premises.

5. To show the Premises to prospective tenants or purchasers of the Premises at reasonable hours during the last three [3] months of the Term, and, if vacated or abandoned, to show the Premises to prospective tenants or purchasers at any time and to prepare the Premises for reoccupancy or sale.

6. To erect, use, and maintain concealed pipes, ducts, wiring, and conduits and appurtenances thereto, in and through the Premises in walls, below the floor, and above any suspended ceiling.

7. To enter the Premises at any reasonable time to inspect the Premises.

#### **ARTICLE SEVEN - LANDLORD/TENANT MAINTENANCE RESPONSIBILITY**

1. Landlord shall retain the services of a property manager of its choice to oversee maintenance of the premises. All repairs and maintenance shall be under the supervision and approval of the property manager.

2. Tenant shall promptly notify Landlord of broken or damaged glass, fixtures, equipment, and appurtenances, and any need for repairs or maintenance arising during the occupancy of the premises.

3. Tenant shall pay all normal operating expenses, which shall include all utilities, insurance, licenses, permits, inspection fees, and costs of compliance with applicable laws and governing regulations for CILA operations.

4. Landlord shall make all necessary repairs and perform all needed maintenance, and shall be responsible for all needed structural repairs and replacement of equipment, major appliances, systems, and components.

#### **ARTICLE EIGHT - INSURANCE AND UNTENANTABILITY**

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1. Tenant shall maintain, at Tenant's sole cost and expense, insurance on Tenant's personal property located in the Lease Premises. Tenant shall also maintain a special form policy for property insurance for full replacement cost with a deductible not more than \$5,000, and flood plain coverage if located in a high hazard flood zone, naming the Landlord and the County of Champaign as the primary insured and naming any lender as its interests require.

2. Tenant shall maintain Commercial General Liability in a broad form, to include, but not limited to, coverage for the following: Bodily Injury and Property Damage, Premises/Operations, Independent Contractors, Personal Injury and Contractual Liability; limits of liability shall be not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Tenant shall name the Landlord and the County of Champaign as additional insureds, on a primary and non-contributory basis to general liability. Waiver of subrogation in favor of Landlord and the County of Champaign shall be included on the general liability. Proof of workers compensation coverage shall be provided and waiver of subrogation in favor of the Landlord and the County of Champaign shall be included. Proof of Professional Liability coverage shall be provided with Landlord and the County of Champaign named as additional insureds, and with minimum coverage amount of \$1,000,000.

3. a. In the event (i) the Premises are rendered wholly untenable by fire or other casualty and Landlord declares by written notice to Tenant a determination not to restore or repair them, or (ii) the Building is so damaged by fire or other casualty that Landlord cannot reasonably rebuild or rehabilitate it within ninety [90] days, then in any of such events either party may terminate this Lease by written notice to the other party within thirty [30] days after the date of such fire or other casualty. Rent shall be apportioned on a per diem basis and paid to the date of such fire or other casualty.

b. In the event the Premises are rendered wholly or partially untenable by fire or other casualty and Landlord reasonably declares the intention within thirty [30] days by written notice to Tenant to rebuild and restore them within ninety [90] days of such notice, this Lease shall not terminate, and Landlord shall repair and restore the Premises at Landlord's expense and with due diligence, subject, however, to (i) reasonable delays for insurance adjustments, and (ii) delays caused by forces beyond Landlord's control. Rent shall abate on a per diem basis during the period of reconstruction and repair.

4. In the event the Premises are partially damaged by fire or other casualty but are not rendered wholly untenable and Landlord undertakes repairs, Rent shall abate in proportion to the non-usability of the Premises during the period while repairs are in progress, if Tenant continues to utilize a portion of the Premises.

5. Notwithstanding any provision of this Lease to the contrary, in no event will Landlord be obligated to repair or restore any improvements or alterations made to the Premises by Tenant during the Term of the Lease, the repair and restoration of all such improvements and alterations (and maintaining insurance thereon) to be solely Tenant's Responsibility. Tenant by this Lease acknowledges that Landlord is under no obligation to insure Landlord's interest in the Premises or the Building.

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**ARTICLE NINE - INDEMNIFICATION AND LIMITATIONS OF LIABILITY**

1. Tenant hereby agrees to indemnify, defend and hold Landlord harmless from and against any claim of liability or loss from personal injury or damage to the property of others in connection with the Premises or resulting from or arising out of the use and occupancy of the Premises by Tenant or its agents, invitees, subtenants, clients.

2. To the extent permitted by law, Tenant waives and releases Landlord and Landlord's contractors, agents, and employees from all claims for damage to person or property sustained by Tenant or any occupant of the Premises relating to (a) the Premises or any part of either or any equipment or appurtenance becoming out of repair; (b) any accident in or about the Premises; or (c) directly or indirectly, any act or neglect of any tenant or occupant of the Premises or of any person, including Landlord and Landlord's agents, servants, guests, and invitees. This section shall apply especially, but not exclusively, to damage caused by the flooding of basements or other subsurface areas, refrigerators, sprinkling devices, air-conditioning apparatus, water, snow, frost, steam, excessive heat or cold, falling plaster, broken glass, sewage, gas, odors or noise, or the bursting or leaking of pipes or plumbing fixtures and shall apply equally whether the damage results from the act or neglect of Landlord or its contractors, agents, or employees or of any other person and whether that damage caused or resulted from any thing or circumstance above mentioned or referred to, or any other thing or circumstance, whether of a like or of a wholly different nature.

3. If any damage to the Premises or to any equipment or appurtenance thereto or any part thereof or to Landlord results from any act, omission, or neglect of Tenant or of Tenant's contractors, agents, or employees, Landlord may, at Landlord's option, repair that damage, and Tenant shall, upon demand by Landlord, reimburse Landlord immediately for the total cost of those repairs in excess of the amount, if any, paid to Landlord under insurance, if any, covering these damages.

4. All property situated in the Premises and belonging to Tenant, its agents, contractors, employees, or invitees, or any occupant of the Premises shall be situated there at the risk of Tenant or such other person only, and Landlord shall not be liable for damage, theft, misappropriation, or loss of that property.

5. To the extent that Tenant carries hazard insurance on any of its property in the Premises, each policy of insurance shall contain, if obtainable from the insurer selected by Tenant, a provision waiving subrogation against Landlord.

6. Tenant agrees to hold Landlord and its contractors, agents, and employees harmless from and indemnified against all claims, liability, and costs (including, but not limited to, attorneys' fees and costs) for injuries to persons and damage to, or the theft, misappropriation, or loss of, property arising from occurrences in or about the Premises caused, in whole or in part, by the act, omission, or negligence of Tenant or its agents, contractors, employees, invitees, or clients.

## **ARTICLE TEN - LEASE TERMINATION**

1. At the termination of this Lease by lapse of time or otherwise:
  - a. Tenant shall return the Premises in as good condition as when Tenant took possession (ordinary wear and tear and loss by fire or other casualty excepted).
  - b. Tenant shall, at Landlord's request, remove any floor covering laid by Tenant, and
    - (i) remove all nails, tacks, paper, glue, bases, and other vestiges of the floor covering and restore the floor surface to the condition existing before such floor covering was installed; or
    - (ii) pay to Landlord, upon demand, the cost of restoring the floor surface to such condition.
  - c. Tenant shall surrender all keys to the Premises and shall make known to Landlord the combinations for all locks on safes, cabinets, and vaults.
  - d. All installations, additions, hardware, non-trade fixtures, and improvements, temporary or permanent, in or on the Premises, except movable furniture and equipment belonging to Tenant, whether placed there by Tenant or Landlord, shall be Landlord's property and shall remain on the Premises, all without compensation, allowance, or credit to Tenant, provided, however, that if prior to such termination or within ten [10] days thereafter Landlord so directs by notice, Tenant shall promptly, at Tenant's cost, remove the installations, additions, hardware, non-trade fixtures, and improvements placed in or on the Premises by Tenant and designated in the notice and shall repair any damage caused by that removal, failing which Landlord may remove such items and Tenant shall, upon demand, pay to Landlord the cost of that removal and of any necessary restoration of the Premises plus any interest.
2. All fixtures, installations, and personal property belonging to Tenant not removed from the Premises upon termination of this Lease and not removed as provided in this Lease shall be conclusively presumed to have been abandoned by Tenant, and title to those items shall pass to Landlord under this Lease as by a bill of sale.

## **ARTICLE ELEVEN - ASSIGNMENT AND SUBLETTING**

1. Tenant shall not, without the prior written consent of Landlord, (1) assign, convey, or mortgage this Lease or any interest under this Lease; (2) suffer to occur or permit to exist any assignment of this Lease or any lien on Tenant's interest, voluntarily, involuntarily, or by operation of law; (3) sublet the Premises or any part of the Premises; or (4) permit the use of the Premises by any parties other than Tenant and its employees and clients. Landlord's consent to any assignment, subletting, or transfer shall not constitute a waiver of Landlord's right to withhold its consent to any future assignment, subletting, or transfer.
2. Landlord may, in its sole judgment, withhold its consent to any proposed assignment or subletting for reasonable concerns and purposes which are not in concert with its mission. Tenant acknowledges and agrees that Landlord has a vital interest in the nature of services provided in the Premises and that Landlord's right to withhold its consent to any

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proposed assignment or subletting is a material consideration for the rental rate and terms contained in this Lease.

3. Notwithstanding anything to the contrary contained in this Section, if Landlord approves a proposed assignment or subletting by Tenant, original Tenant shall not be released from any covenant or obligation under this Lease.

**ARTICLE TWELVE- DEFAULT/REMEDIES**

1. Tenant shall be in default of this Lease upon the occurrence of the following events:

a. Tenant shall, by any Court of competent jurisdiction, be adjudged bankrupt or insolvent, or upon Tenant's making an assignment for the benefit of creditors. Upon the occurrence of any such event, Landlord may, if Landlord so elects, and with or without notice of such election, and with or without entry or other action by Landlord, forthwith terminate this lease, and notwithstanding any other provision hereof, Landlord shall forthwith, upon such termination, be entitled to recover damages in an amount equal to the then present value of rent reserved pursuant to the provisions hereof for the remainder of the stated term hereof, less the fair rental value of the Premises actually realized by Landlord during the remainder of the term of this Lease; and

b. Tenant shall default in the payment of rent or in the performance of any other covenant, condition or agreement required of Tenant pursuant hereto, for more than ten [10] days (in the event of default in the payment of rent) or thirty [30] days (in the event of default in the performance of any covenant, condition, or agreement required of Tenant other than payment of rent) after written notice of such default from Landlord to Tenant, Landlord may, at its election but not otherwise, and upon further written notice to Tenant of such election, terminate this Lease and Tenant's right to possession of the Premises.

c. If the leasehold interest of Tenant be levied upon under execution or be attached by process of law, or if Tenant abandons the Premises, then and in any such event Landlord may, at its election, and with or without any demand whatsoever, forthwith terminate this Lease and Tenant's right to possession of the Premises.

d. If Tenant fails to maintain a license with the State of Illinois as a CILA service provider.

2. All rights and remedies of Landlord herein enumerated shall be cumulative, and none shall exclude any other right or remedy permitted by law. Upon any such default by Tenant, Tenant shall reimburse Landlord for all costs associated with Tenant's default, including but not limited to reasonable attorneys' fees and court costs.

**ARTICLE THIRTEEN - WAIVER OF DEFAULT**



No waiver of default of Tenant shall be implied, and no express waiver shall affect any default other than the default specified in such waiver, and then only for the time and to the extent therein stated. The invalidity or unenforceability of any provision of this Lease shall not affect or impair any other provision hereof.

**ARTICLE FOURTEEN – NOTICE**

In every instance where it shall be necessary or desirable to Tenant to serve any notice or demand upon Landlord, such notice or demand shall be sent by United States Certified or Registered mail, postage prepaid, addressed to Landlord at the place where rent is then being paid, and to Tenant at the address of Lease Premises or at such other address as may appear on the books and records of Landlord. Notice mailed as aforesaid shall be deemed to have been received three [3] days following the postmark date thereof.

**ARTICLE FIFTEEN - HEADINGS**

The Article and paragraph headings of this Lease are for convenience only and in no way limit or enlarge the scope or meaning hereof. Whenever the word “Section” is used in this Lease, the same shall be deemed to include “Article”.

**ARTICLE SIXTEEN - PRONOUNS**

All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular or plural, as the identity of the person or persons may require.

**ARTICLE SEVENTEEN – BENEFIT**

This Lease Agreement shall be binding upon and shall inure to the benefit of Landlord and Tenant, their respective successors, assigns, grantees and legal representatives, if any.

IN WITNESS WHEREOF Landlord and Tenant have executed or caused this Lease Agreement to be executed as of the day and year first above written. Copies of executed pages shall be effective as originals and separately executed copies may be combined to constitute a single document.

LANDLORD:

TENANT:

Champaign County Developmental Disabilities Board \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_



12.A.



## BRIEFING MEMORANDUM

**DATE:** July 21, 2021  
**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)  
**FROM:** Kim Bowdry, Associate Director for I/DD  
**SUBJECT:** Update on Deferred Funding Decisions

### Background:

During their May 19, 2021 meeting, CCDDB Members voted to defer the decision on Piatt County Mental Health Center's (PCMHC) funding requests, pending additional information and application modifications. A letter was sent to the PCMHC Executive Director on June 17, 2021 requesting additional information, regarding how CCDDB requirements would be met. Some conflicts raised by the funding requests from PCMHC include not supplementing Medicaid, not supplanting state funding, treating the CCDDB as Payor of Last Resort, and ensuring Champaign County representation on the agency's governing board. Additional concerns consist of the need to address low state rates and lack of client choice.

### Updates:

Lynn Canfield and I met with the PCMHC Executive Director and Director of Programming to discuss the concerns presented above. Several of the Champaign County residents receiving Community Day Services (CDS) or vocational services from PCMHC are currently enrolled in Medicaid waiver funded programs, which includes funding for transportation, built into the rate, presenting the risk of Medicaid supplementation. Others attending CDS or receiving vocational services from PCMHC currently private pay for those services. Interest in these program options continues to grow, especially from families located in Mahomet.

Given that this is a statewide issue with the reimbursement rates, the first course of action was to inquire with the Illinois Department of Human Services – Division of Developmental Disabilities about an increased rate for the residents of Champaign County who are receiving services through PCMHC to account for increased travel.

An email was sent to local ISC staff to determine if there is a mechanism to seek enhanced rates from IDHS-DDD for those with increased transportation requirements. Angela Yost, ISC Program Coordinator, confirmed that transportation is already included in the CDS rate. Ms. Yost also shared that Home Based Supports and Services (HBSS) funds can be used to purchase non-medical transportation; however, this is subtracted from a person's monthly HBSS allotment.

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The PCMHC Director of Programming, Amy Dresback, contacted Allison Stark, Director, IDHS-DDD. Ms. Dresback asked about reimbursement rates for transporting people from out of county to CDS and posed the question of receiving funds from a Developmental Disabilities Board for the purchase of a vehicle for use in CDS programming. Director Stark confirmed that transportation is included in the rate but then also stated that an agency can fundraise or seek private funds for a vehicle purchase, which appears to contradict that Medicaid rates are inclusive.

The question of increased funding for transportation was posed to Director Stark during her presentation to the Association of Community Mental Health Authorities of Illinois (ACMHAI) I/DD Committee meeting on July 13. Her response was consistent with what we learned previously.

If the choice is made to move forward with purchasing a vehicle for PCMHC or finding another mechanism to compensate PCMHC for serving these Champaign County residents, it seems appropriate to seek additional information about the level of services and the preferences of those being served, their specific funding type, constraints of the agency's contracts with the states, and whether there really is a risk of supplementation. PCMHC would also need to update their PY22 application and develop a Champaign County Advisory Board to work closely with their governing board.

Illinois continues to struggle to offer real client choice (also a requirement of federal Medicaid), although not unique to our community. In Champaign County, it has been difficult to maintain provider capacity to meet basic needs, let alone offer real client choice.

## **Requested Input:**

Given this information and the possible risks, CCDDB staff are requesting direction from the CCDDB Members on an appropriate course of action for these specific funding requests. This may include: funding the request as presented, but with the updates to the application and the formation of a Champaign County Advisory Board; directly giving funds for the purpose of transportation for these Champaign County residents (as is done by the Ford County Mental Health Board for Ford County residents served by DSC); or other. With guidance from the Board, a decision memorandum could be prepared for later action.

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# United Way 2-1-1 Report

## Champaign County

April 1 – June 30, 2021

Submitted by: Susan Williams, Database Manager, PATH, Inc.

### TEXTING

Text your zip code to 898211 or this easy-to-remember number – TXT211. Live texting is available Monday through Friday, 8:30 am - 4:30 pm. Second quarter texts for all counties was 54.

### 211 COUNTS

<https://uwaypath.211counts.org/>

If you need guidance on using the dashboard, please feel free to call me for help: 309-834-0513.

The statistics listed below are some of the data elements that 211 Counts does not collect. I will not be showing any "0" values under Contact Person Type or Referral Source.

#### Follow-Ups

Number Performed	112
Received Assistance	18
Did Not Receive Assistance	15
Attempted: no answer, number did not work, referral not contacted	79

#### Call Time

8:00 am – 5:00 pm	470
6:00 pm – 11:00 pm	93
Midnight – 7:00 am	36

#### Contact Person Type

Individual	545
Third Party	37
Agency	12
Police/Sheriff	4
Church	1

#### Referral Source

Self-Referral	450
Agency	113
Family/Friend	18
Caseworker	4
Doctor/Hospital/Clinic	4
Other Advertisement	2
Police/Fire	2
United Way	2
Television	1
Business	1
Internet	1
Clergy/Church	1

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## COVID-19 Contacts

Out of the 599 total contacts for Champaign County, 80 were directly related to COVID-19.

## Top Agency Referrals

Champaign County Regional Planning Commission	151
Salvation Army of Champaign County	68
City of Champaign Township	49
Cunningham Township	49
Illinois Department of Commerce & Economic Opportunity	47
C-U at Home	39
Austin's Place Emergency Shelter for Women	30
Rosecrance Central Illinois	18
Land of Lincoln Legal Aid	17
Housing Authority of Champaign County	17
Champaign-Urbana Public Health District	16
Cunningham Children's Home	15

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### **All 211 Calls – Data from ACD – InContact 04-01-2021 through 06-30-2021**

Service Level % = Percentage of calls answered within 90 seconds. Our goal is 80%. Our goal for abandoned calls is 9%.

SKILL NAME	TOTAL CALLS	AVG HANDLE TIME	ABAN-DONS	AVG INQUEUE TIME	ABAN-DONS	AVG ABANDON TIME	SERV. LEVEL
United Way 211	9,177	00:07:24	1,193	00:00:55	11.49%	00:01:31	79.24%

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**PATH, Inc.**  
**Statistical Report**  
**Search Option - County and AIRS Problem Needs and Referral Count**  
**04/01/2021 To 06/30/2021**

**Total Contacts in Date Range: 9847**

599	6.083%	Champaign			
		310	51.753%	Housing	
				238	76.774% Rent Payment Assistance
				92	29.677% Homeless Shelter
				56	18.065% Low Income/Subsidized Rental Housing
				12	3.871% Homeless Drop In Centers
				9	2.903% Transitional Housing/Shelter
				6	1.935% Housing Authorities
				6	1.935% Mortgage Payment Assistance
				5	1.613% Domestic Violence Shelters
				4	1.29% Housing Search Assistance
				4	1.29% Youth Shelters
				2	0.645% Crisis Nurseries/Child Care
				1	0.323% At Risk/Homeless Housing Related Assistance Program
				1	0.323% Eviction Prevention Legal Assistance
				1	0.323% First Time Buyer Home Loans
				1	0.323% Housing Down Payment Loans/Grants
				1	0.323% Tenant Rights Information/Counseling
					<b>439 TOTAL Referral Count</b>
		102	17.028%	Information Services	
				7	6.863% Information and Referral
				3	2.941% Information Sources
				2	1.961% Directory Assistance
				1	0.98% Directory/Resource List Publication
				1	0.98% Outreach Programs
					<b>14 TOTAL Referral Count</b>
		82	13.689%	Individual, Family and Community Support	
				8	9.756% Case/Care Management
				5	6.098% Home Maintenance and Minor Repair Services
				4	4.878% Adult Protective Intervention/Investigation
				4	4.878% Language Interpretation
				3	3.659% Child Abuse Reporting/Emergency Response
				3	3.659% Personal Care
				2	2.439% Burial/Cremation Expense Assistance
				2	2.439% Foster Home Placement
				1	1.22% Animal Control
				1	1.22% Charities/Grantmaking Organizations
				1	1.22% Elder/Dependent Adult Abuse Reporting
				1	1.22% Extended Child Care
				1	1.22% Family Maintenance/Reunification
				1	1.22% Friendly Visiting
				1	1.22% Group Homes for Children and Youth with Disabilities
				1	1.22% Home Based Parenting Education
				1	1.22% In Home Assistance

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		1	1.22%	Parenting Skills Classes
		1	1.22%	Senior Centers
		1	1.22%	Support Groups
		1	1.22%	Veterinary Care Expense Assistance
		<b>44 TOTAL Referral Count</b>		
62	10.351%	Utility Assistance		
		109	175.806%	Utility Assistance
		<b>109 TOTAL Referral Count</b>		
47	7.846%	Mental Health/Addictions		
		14	29.787%	General Counseling Services
		12	25.532%	Crisis Intervention
		9	19.149%	Psychiatric Disorder Counseling
		7	14.894%	Psychiatric Inpatient Units
		5	10.638%	Inpatient Substance Use Disorder Treatment Facilities
		4	8.511%	Alcohol Detoxification
		4	8.511%	Recovery Homes/Halfway Houses
		3	6.383%	Detoxification
		3	6.383%	General Psychiatry
		2	4.255%	Child/Adolescent Residential Treatment Facilities
		2	4.255%	Community Mental Health Agencies
		2	4.255%	Opioid Detoxification
		1	2.128%	Child Sexual Abuse Counseling
		1	2.128%	Crisis Intervention Hotlines/Hotlines
		1	2.128%	Family Counseling
		1	2.128%	Psychiatric Rehabilitation
		1	2.128%	Psychological Assessment
		1	2.128%	Sexual Assault Counseling
		1	2.128%	Sexual Assault Hotlines
		1	2.128%	Substance Use Disorder Counseling
		1	2.128%	Substance Use Disorder Treatment Programs
		<b>76 TOTAL Referral Count</b>		
42	7.012%	Legal, Consumer and Public Safety Services		
		19	45.238%	General Legal Aid
		5	11.905%	Municipal Police
		3	7.143%	Birth Certificates
		3	7.143%	Veteran Benefits Assistance
		2	4.762%	Advocacy
		2	4.762%	Child Passenger Safety Seats
		2	4.762%	Protective/Restraining Orders
		2	4.762%	State's Attorney
		1	2.381%	911 Services
		1	2.381%	Child Guardianship Assistance
		1	2.381%	Full Cost Motor Vehicle Registration
		1	2.381%	General Benefits Assistance
		1	2.381%	Identification Cards
		1	2.381%	Lawyer Referral Services
		1	2.381%	Public Defender
		1	2.381%	Reduced Cost Motor Vehicle Registration
		1	2.381%	Traffic Bulletins/Information
		<b>47 TOTAL Referral Count</b>		
33	5.509%	Food/Meals		
		60	181.818%	Food Pantries

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		7	21.212%	Food Stamps/SNAP
		3	9.091%	Grocery Ordering/Delivery
		2	6.061%	Food Cooperatives
		2	6.061%	Soup Kitchens
		1	3.03%	Food Banks/Food Distribution Warehouses
		1	3.03%	Formula/Baby Food
		1	3.03%	WIC
		<b>77 TOTAL Referral Count</b>		
28	4.674%	<b>Health Care</b>		
		12	42.857%	Dental Care
		11	39.286%	COVID-19 Immunization Clinics
		3	10.714%	Medicaid
		2	7.143%	Community Clinics
		2	7.143%	Eye Care
		1	3.571%	General Medical Equipment/Supplies Provision
		1	3.571%	Health Insurance Marketplaces
		1	3.571%	Pregnancy Counseling
		1	3.571%	Public Health Information/Inspection/Remediation
		1	3.571%	Wheelchairs/Wheeled Mobility
		<b>35 TOTAL Referral Count</b>		
27	4.508%	<b>Income Support/Assistance</b>		
		13	48.148%	General Relief
		4	14.815%	Tax Preparation Assistance
		3	11.111%	Child Care Expense Assistance
		2	7.407%	TANF
		1	3.704%	Credit Counseling
		1	3.704%	Social Security Disability Insurance
		1	3.704%	SSI
		1	3.704%	State Unemployment Insurance
		<b>26 TOTAL Referral Count</b>		
18	3.005%	<b>Transportation</b>		
		8	44.444%	Transportation Expense Assistance
		1	5.556%	Disability Related Transportation
		1	5.556%	Local Bus Services
		1	5.556%	Non-Emergency Medical Transportation
		1	5.556%	Senior Ride Programs
		1	5.556%	Transportation Passes
		<b>13 TOTAL Referral Count</b>		
13	2.17%	<b>Clothing/Personal/Household Needs</b>		
		6	46.154%	General Clothing Provision
		3	23.077%	Diapers
		2	15.385%	Baby Clothing
		2	15.385%	Children's Clothing
		2	15.385%	Furniture
		2	15.385%	General Furniture Provision
		2	15.385%	Household Goods
		2	15.385%	Thrift Shops
		<b>21 TOTAL Referral Count</b>		
8	1.336%	<b>Disaster Services</b>		
		6	75%	Extreme Cold Warming Centers
		3	37.5%	Disaster Related Cash Grants
		<b>9 TOTAL Referral Count</b>		

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6	1.002%	Volunteers/Donations		
		5	83.333%	Household Goods Donation Programs
		1	16.667%	Volunteer Opportunities
		<b>6 TOTAL Referral Count</b>		
5	0.835%	Not Recorded		
5	0.835%	Other Government/Economic Services		
		2	40%	City Government Departments/Offices
		1	20%	Legal Associations
		1	20%	Post Offices
		<b>4 TOTAL Referral Count</b>		
4	0.668%	Employment		
		3	75%	Comprehensive Job Assistance Centers
		1	25%	Ex-Offender Employment Programs
		<b>4 TOTAL Referral Count</b>		
3	0.501%	Arts, Culture and Recreation		
		1	33.333%	Boys/Girls Clubs
		1	33.333%	Computer and Related Technology Classes
		1	33.333%	Recreational Activities/Sports
		<b>3 TOTAL Referral Count</b>		
1	0.167%	Education		
		1	100%	English as a Second Language
		<b>1 TOTAL Referral Count</b>		

**796 TOTAL AIRS Problem Needs**

**599 TOTAL Search Option - County**

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**PATH, Inc.**  
**Statistical Report**  
**Search Option - County and Unmet Need Count and Unmet Need Reasons**  
**04/01/2021 To 06/30/2021**

**Total Contacts in Date Range: 9847**

599	6.083%	Champaign			
		13	2.17%	Homeless Shelter	
				12	92.308% Service is unavailable
				1	7.692% Service is unavailable for women
				<b>13 TOTAL Unmet Need Reasons</b>	
		8	1.336%	Homeless Motel Vouchers	
				8	100% Service is unavailable
				<b>8 TOTAL Unmet Need Reasons</b>	
		7	1.169%	Rent Payment Assistance	
				2	28.571% Does not meet eligibility guidelines for program
				1	14.286% COVID19 - Service unavailable or caller not eligible
				1	14.286% Service is out of funds
				1	14.286% Service is unavailable
				1	14.286% Service referral is refused
				<b>6 TOTAL Unmet Need Reasons</b>	
		3	0.501%	Outreach Programs	
				3	100% Service is unavailable
				<b>3 TOTAL Unmet Need Reasons</b>	
		2	0.334%	Homeless Drop In Centers	
				2	100% Service is unavailable
				<b>2 TOTAL Unmet Need Reasons</b>	
		1	0.167%	Automotive Repair and Maintenance	
				1	100% Does not meet eligibility guidelines for program
				<b>1 TOTAL Unmet Need Reasons</b>	
		1	0.167%	Car donation to her	
				1	100% Service is unavailable
				<b>1 TOTAL Unmet Need Reasons</b>	
		1	0.167%	Car-Repair	
				1	100% Service is unavailable
				<b>1 TOTAL Unmet Need Reasons</b>	
		1	0.167%	Child Passenger Safety Seats	
				1	100% Service is too far away/Transportation is unavailable
				<b>1 TOTAL Unmet Need Reasons</b>	
		1	0.167%	Domestic Violence Shelters	
				1	100% Service referral is refused
				<b>1 TOTAL Unmet Need Reasons</b>	
		1	0.167%	Employment	
				1	100% Service is unavailable
				<b>1 TOTAL Unmet Need Reasons</b>	
		1	0.167%	Extreme Heat Cooling Centers	
				1	100% Service is unavailable
				<b>1 TOTAL Unmet Need Reasons</b>	
		1	0.167%	General Legal Aid	
				1	100% Service is unavailable

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		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Homeless Permanent Supportive Housing
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Hotel/Motel Funds
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Information and Referral
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Language Interpretation
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Maternity Clothing
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Medical Care Expense Assistance
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Prescription Expense Assistance
		1 100% Disability makes access to services unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Ramp Construction Services
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Respite Care
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Temporary Financial Assistance
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Transitional Housing
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Transportation-Out of Town
		1 100% Service is unavailable
		<b>1 TOTAL Unmet Need Reasons</b>
1	0.167%	Utility Assistance
		1 100% Service is out of funds
		<b>1 TOTAL Unmet Need Reasons</b>

**54 TOTAL Unmet Need Count**

**599 TOTAL Search Option - County**

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12.0

## CCDDB 2021-2022 Meeting Schedule

9:00AM Wednesday after the third Monday of each month

Brookens Administrative Building, 1776 East Washington Street, Urbana, IL

<https://us02web.zoom.us/j/81559124557> 312-626-6799, Meeting ID: 815 5912 4557

July 21 – Shields-Carter Room

July 28, 5:45PM – Shields-Carter – joint special meeting with CCMHB

August 18 – Shields-Carter Room – *tentative*

~~September 15, 5:45PM – Shields-Carter – study session with~~ CANCELLED

September 22 – Putman Room

October 20 – Shields-Carter Room

November 17 – TBD (*Shields-Carter Room unavailable*)

December 15 – Shields-Carter Room

January 19, 2022 – Shields-Carter Room

February 23, 2022 – Shields-Carter Room

March 23, 2022 – Shields-Carter Room

April 20, 2022 – Shields-Carter Room

May 18, 2022 – Shields-Carter Room

June 22, 2022 – Shields-Carter Room

July 20, 2022 – Shields-Carter Room

August 17, 2022 – Shields-Carter Room

September 21, 2022 – Shields-Carter Room

October 19, 2022 – Shields-Carter Room

October 26, 5:45PM – Shields-Carter – study session with CCMHB

November 16, 2022 - Shields-Carter Room

December 21, 2022 – Shields-Carter Room

This schedule is subject to change due to unforeseen circumstances.

**Please email [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.**

All meetings and study sessions include time for members of the public to address the Board.

Meetings are posted in advance and recorded and archived at

<http://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php>

**Public Input:** All are welcome to attend the Board's meetings, using the Zoom options or in person, in order to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate in a meeting, let us know how we might help by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org). If the time of the meeting is not convenient, you may still communicate with the Board by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated but be aware that the time for each person's comments may be limited to five minutes.

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CHAMPAIGN COUNTY  
DEVELOPMENTAL  
DISABILITIES BOARD  
CHAMPAIGN COUNTY  
MENTAL HEALTH BOARD

## CCMHB 2021-2022 Meeting Schedule

5:45PM Wednesday after the third Monday of each month

Brookens Administrative Building, 1776 East Washington Street, Urbana, IL

<https://us02web.zoom.us/j/81393675682> 312-626-6799, Meeting ID: 813 9367 5682

**July 21** – Shields-Carter Room

**July 28** – Shields-Carter Room – *joint special meeting with CCDDDB*

~~**September 15** – *joint study session* – Shields-Carter Room~~ CANCELLED

**September 22** – Shields-Carter Room

**October 20** – Shields-Carter Room

**October 27** – *study session* - TBD

**November 17** – Shields-Carter Room

**December 15** – Shields-Carter Room - *tentative*

**January 19, 2022** – Shields-Carter Room

**January 26, 2022** – *study session* - Shields-Carter Room

**February 16, 2022** – *study session* - Shields-Carter Room

**February 23, 2022** – Shields-Carter Room

**March 23, 2022** – Shields-Carter Room

**March 30, 2022** – *study session* - Shields-Carter Room

**April 20, 2022** – Shields-Carter Room

**April 27, 2022** – *study session* - Shields-Carter Room

**May 18, 2022** – *study session* - Shields-Carter Room

**May 25, 2022** – Shields-Carter Room

**June 22, 2022** – Shields-Carter Room

**July 20, 2022** – Shields-Carter Room

**September 21, 2022** – Shields-Carter Room

**September 28, 2022** – *study session* - Shields-Carter Room

**October 19, 2022** – Shields-Carter Room

**October 26, 5:45PM** – *study session with CCMHB* - Shields-Carter

**November 16, 2022** – Shields-Carter Room (*off cycle*)

**December 21, 2022** – Shields-Carter Room (*off cycle*) - *tentative*

This schedule is subject to change due to unforeseen circumstances.

**Please email [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.**

Meetings are archived at <http://www.co.champaign.il.us/mhbddb/MHBMeetingDocs.php>

**Public Input:** All meetings and study sessions include time for members of the public to address the Board.

All are welcome to attend meetings, using the Zoom options or in person, in order to observe and to offer thoughts during "Public Participation". For support to participate, let us know how we might help

by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org). If the time of the meeting is not convenient, you may still communicate with the Board by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated but be aware that the time for each person's comments may be limited to five minutes.

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**IMPORTANT DATES**  
**DRAFT 2021-2022 Meeting Schedule with Subjects,**  
**Agency and Staff Deadlines, and Allocation Timeline for PY2023**

This schedule provides dates and subject matter of meetings of the Champaign County Developmental Disabilities Board. Subjects are not exclusive to any given meeting, as other matters requiring Board review or action may also be addressed or may replace the subject listed. Study sessions may be scheduled; topics will be based on issues raised at meetings, brought by staff, or in conjunction with the Champaign County Mental Health Board. Regular meetings of the CCDDDB are usually at 9AM; study sessions at 5:45PM. Included are tentative dates for steps in the funding allocation process for Program Year 2023 (July 1, 2022 – June 30, 2023) and deadlines related to PY2021 and PY2022 agency contracts.

7/21/21	<b>Regular Board Meeting:</b> Election of Officers
7/28/21	<b>Joint Special Meeting with CCMHB, 5:45PM</b>
8/18/21	<b>Regular Board Meeting - tentative</b>
8/27/21	<i>Agency PY2021 4<sup>th</sup> Q Reports, CLC Progress Reports, and Annual Performance Measure Reports due</i>
9/22/21	<b>Regular Board Meeting</b> (Putman Room) Draft Three Year Plan 2022-2024 with 2022 Objectives
9/30/21	<i>Deadline for some agency revisions, if indicated by Special Provision</i>
10/20/21	<b>Regular Board Meeting</b> Release Draft Program Year 2023 Allocation Criteria
10/29/21	<i>Agency PY2022 1<sup>st</sup> Quarter Reports due</i>
11/17/21	<b>Regular Board Meeting</b> (tentative due to no meeting room) Approve Three Year Plan with One Year Objectives Allocation Decision Support – PY23 Allocation Criteria
12/13/21	<i>Public Notice of Funding Availability to be published on or before this date, giving at least 21-day notice of application period.</i>
12/15/21	<b>Regular Board Meeting</b> (business of 11/17 if needed)
12/31/21	<i>Agency Independent Audits, Reviews, or Compilations due</i>
1/3/22	<i>Online System opens for Agency Applications for PY2023 Funding</i>
1/19/22	<b>Regular Board Meeting</b>

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1/28/22 *Agency PY2022 Second Quarter and CLC Progress Reports due.*

1/31/22 *Deadline for submission of updated agency eligibility questionnaires*

2/11/22 *Deadline for submission of applications for PY2023 funding.  
Online System will not accept any forms after 4:30PM.*

2/23/22 **Regular Board Meeting**  
List of Requests for PY2023 Funding

3/23/22 **Regular Board Meeting**

4/13/22 *Program summaries released to Board, copies posted online with the  
CCDDB April 20, 2022 Board meeting agenda and packet.*

4/20/22 **Regular Board Meeting**  
Board Review and Staff Summaries of Funding Requests

4/29/22 *Agency PY2022 Third Quarter Reports due*

5/11/22 *Allocation recommendations released to the Board, copies posted online  
with the CCDDB May 18, 2022 Board meeting agenda and packet.*

5/18/22 **Regular Board Meeting**  
Allocation Decisions; Authorize PY2023 Contracts

6/22/22 **Regular Board Meeting:** Draft FY2023 Budget

6/24/22 *Deadline for agency application/ contract revisions.  
Deadline for agency letters of engagement with CPA firms.  
PY2023 contracts completed.*

6/30/22 *Agency Independent Audits, Reviews, or Compilations due  
(only applies to those with calendar fiscal year, check Special Provision)*

7/20/22 **Regular Board Meeting:** Election of Officers

8/17/22 **Regular Board Meeting**

8/26/22 *Agency PY2022 4<sup>th</sup> Q Reports, CLC Progress Reports, and  
Annual Performance Measure Reports due*

9/21/22 **Regular Board Meeting**  
Draft Three Year Plan 2022-2024 with 2023 Objectives

10/19/22 **Regular Board Meeting**  
Release Draft Program Year 2024 Allocation Criteria

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- 10/26/22                      **Joint Study Session with CCMHB at 5:45PM**
- 10/28/22                      *Agency PY2023 First Quarter Reports due*
- 11/16/22                      **Regular Board Meeting (off cycle)**  
Approve Three Year Plan with One Year Objectives  
Allocation Decision Support – PY24 Allocation Criteria
- 12/11/22                      *Public Notice of Funding Availability to be published on or before this date, giving at least 21-day notice of application period.*
- 12/21/22                      **Regular Board Meeting (off cycle)**

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12.D.

**Agency and Program acronyms**

- CC – Community Choices
- CCDDB – Champaign County Developmental Disabilities Board
- CCHS – Champaign County Head Start, a program of the Regional Planning Commission
- CCMHB – Champaign County Mental Health Board
- CCRPC – Champaign County Regional Planning Commission
- DSC - Developmental Services Center
- DSN – Down Syndrome Network
- FDC – Family Development Center
- PACE – Persons Assuming Control of their Environment, Inc.
- RCI – Rosecrance Central Illinois
- RPC – Champaign County Regional Planning Commission
- UCP – United Cerebral Palsy

**Glossary of Other Terms and Acronyms**

211 – Similar to 411 or 911. Provides telephone access to information and referral services.

AAC – Augmentative and Alternative Communication

ABA – Applied Behavioral Analysis. An intensive behavioral intervention targeted to autistic children and youth and others with associated behaviors.

ABLE Act – Achieving a Better Life Experience Act. A tax advantage investment program which allows people with blindness or disabilities the option to save for disability related expenses without putting their federal means-tested benefits at risk.

ACA – Affordable Care Act

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADA – Americans with Disabilities Act

ADD – Attention Deficit Disorder

ADHD – Attention Deficit/Hyperactivity Disorder

ADL – Activities of Daily Living

ASD – Autism Spectrum Disorder

ASL – American Sign Language

ASQ – Ages and Stages Questionnaire. Screening tool used to evaluate a child's developmental and social emotional growth.

ASQ-SE – Ages and Stages Questionnaire – Social Emotional screen.

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BD – Behavior Disorder

BSP – Behavior Support Plan

CANS – Child and Adolescent Needs and Strengths. The CANS is a multi-purpose tool developed to support decision making, including level of care, service planning, and monitoring of outcomes of services.

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

CMS – Center for Medicare and Medicaid Services, the federal agency administering these programs.

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

CSEs - Community Service Events. A category of service measurement on the Part II Utilization form. Activity to be performed should also be described in the Part I Program Plan form-Utilization section. It relates to the number of public events (including mass media and articles), consultations with community groups and/or caregivers, classroom presentations, and small group workshops to promote a program or educate the community. Activity (meetings) directly related to planning such events may also be counted here. Actual direct service to clientele is counted elsewhere.

CUSR – Champaign Urbana Special Recreation, offered by the park districts.

CY – Contract Year, runs from July to following June. For example, CY18 is July 1, 2017 to June 30, 2018. May also be referred to as Program Year – PY. Most contracted agency Fiscal

Years are also from July 1 to June 30 and may be interpreted as such when referenced in a Program Summary e.g. FY18.

DCFS – (Illinois) Department of Children and Family Services.

DD – Developmental Disability

DDD – Division of Developmental Disabilities

DHFS – (Illinois) Department of Healthcare and Family Services. Previously known as IDPA (Illinois Department of Public Aid)

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

EPDS – Edinburgh Postnatal Depression Scale – Screening tool used to identify mothers with newborn children who may be at risk for prenatal depression.

EPSDT – Early Periodic Screening Diagnosis and Treatment. Intended to provide comprehensive and preventative health care services for children under age 21 who are enrolled in Medicaid.

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education

FFS – Fee For Service. Type of contract that uses performance-based billings as the method of payment.

FOIA – Freedom of Information Act.

FQHC – Federally Qualified Health Center

FTE – Full Time Equivalent is the aggregated number of employees supported by the program. Can include employees providing direct services (Direct FTE) to clients and indirect employees such as supervisors or management (Indirect FTE).

FY – Fiscal Year, which for the County is January 1 through December 31.

GAF – Global Assessment of Functioning. A subjective rating scale used by clinicians to rate a client's level of social, occupational and psychological functioning. The scale included in the DSM-IV has been replaced in the DSM-V by another instrument.

HBS – Home Based Services, also referred to as HBSS or HBSP

HCBS – Home and Community Based Services

HI – Hearing Impairment or Health Impairment

Hx – History

ICAP – Inventory for Client and Agency Planning

ICDD – Illinois Council for Developmental Disabilities

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDEA – Individuals with Disabilities Education Act

IDOC – Illinois Department of Corrections

IDPH – Illinois Department of Public Health

IDT – Interdisciplinary Team

IEP – Individualized Education Plan

IFSP – Individualized Family Service Plan

IPLAN - Illinois Project for Local Assessment of Needs. The Illinois Project for Local Assessment of Needs (IPLAN) is a community health assessment and planning process that is conducted every five years by local health jurisdictions in Illinois. Based on the *Assessment Protocol for Excellence in Public Health* (APEX-PH) model, IPLAN is grounded in the core functions of public health and addresses public health practice standards. The completion of IPLAN fulfills most of the requirements for Local Health Department certification under

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Illinois Administrative Code Section 600.400: Certified Local Health Department Code Public Health Practice Standards. The essential elements of IPLAN are:

1. an organizational capacity assessment;
2. a community health needs assessment; and
3. a community health plan, focusing on a minimum of three priority health problems.

I&R – Information and Referral

ISBE – Illinois State Board of Education

ISC – Independent Service Coordination

ISP – Individual Service Plan, Individual Success Plan

ISSA – Independent Service & Support Advocacy

LCPC – Licensed Clinical Professional Counselor

LCSW – Licensed Clinical Social Worker

LD – Learning Disability

LGTBQ – Lesbian, Gay, Bi-Sexual, Transgender, Queer

LPC – Licensed Professional Counselor

LPN – Licensed Practical Nurse

MCO – Managed Care Organization

MDC – Multidisciplinary Conference

MDT – Multidisciplinary Team

MH – Mental Health

MHP - Mental Health Professional, a bachelors level staff providing services under the supervision of a QMHP.

MI – Mental Illness

MIDD – A dual diagnosis of Mental Illness and Developmental Disability.

MSW – Master of Social Work

NCI – National Core Indicators

NOS – Not Otherwise Specified

NTPC -- NON - Treatment Plan Clients. Persons engaged in a given quarter with case records but no treatment plan. May include: recipients of material assistance, non-responsive outreach cases, cases closed before a plan was written because the client did not want further service beyond first few contacts, or cases assessed for another agency. It is a category of service measurement, providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II utilization form. The actual activity to be performed should also be described in the Part I Program Form, Utilization section. Similar to TPCs, they may be divided into two groups: New TPCS – first contact within any quarter of the plan year; Continuing NTPCs - those served before the first day of July and actively receiving services within the first quarter of the new program year. The first quarter of the program year is the only quarter in which Continuing NTPCs are reported.

OMA – Open Meetings Act.

OT – Occupational Therapy, Occupational Therapist

OTR – Registered Occupational Therapist

PAS – Pre-Admission Screening

PASS – Plan for Achieving Self Support (Social Security Administration)

PCI – Parent Child Interaction groups.

PCP – Person Centered Planning, Primary Care Physician

PDD – Pervasive Developmental Disorders

PLAY – Play and Language for Autistic Youngsters. PLAY is an early intervention approach that teaches parents ways to interact with their child who has autism that promotes developmental progress.

PRN – when necessary, as needed (i.e., medication)

PSH – Permanent Supportive Housing

PT – Physical Therapy, Physical Therapist

PTSD – Post-Traumatic Stress Disorder

PUNS – Prioritization of Urgency of Need for Services. PUNS is a database implemented by the Illinois Department of Human Services to assist with planning and prioritization of services for individuals with disabilities based on level of need. An individual's classification of need may be emergency, critical, or planning.

PY – Program Year, runs from July to following June. For example, PY18 is July 1, 2017 to June 30, 2018. May also be referred to as Contract Year (CY) and is often the Agency Fiscal Year (FY).

QIDP – Qualified Intellectual Disabilities Professional

QMHP – Qualified Mental Health Professional, a Master’s level clinician with field experience who has been licensed.

RCCSEC – Rural Champaign County Special Education Cooperative

RD – Registered Dietician

RN – Registered Nurse

RT – Recreational Therapy, Recreational Therapist

SAMHSA – Substance Abuse and Mental Health Services Administration, a division of the federal Department of Health and Human Services

SASS – Screening Assessment and Support Services is a state program that provides crisis intervention for children and youth on Medicaid or uninsured.

SCs - Service Contacts/Screening Contacts. The number of phone and face-to-face contacts with eligible persons who may or may not have open cases in the program. Can include information and referral contacts or initial screenings/assessments or crisis services. May sometimes be referred to as a service encounter (SE). It is a category of service measurement providing a picture of the volume of activity in the prior program year and a projection for the coming program year on the Part II form, and the activity to be performed should be described in the Part I Program Plan form-Utilization section.

SEDS – Social Emotional Development Specialist

SEL – Social Emotional Learning

SF – Service Facilitation, now called “Self-Direction Assistance”

SH – Supportive Housing

SIB – Self-Injurious Behavior

SIB-R – Scales of Independent Behavior-Revised

SLI – Speech/Language Impairment

SLP – Speech Language Pathologist

SPD – Sensory Processing Disorder

SSA – Social Security Administration

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

SST – Support Services Team

SUD – Substance Use Disorder

SW – Social Worker

TIC – Trauma Informed Care

TPC – Transition Planning Committee

TPCs - Treatment Plan Clients - service recipients with case records and treatment plans. It is a category of service measurement providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II Utilization form, and the actual activity to be performed should also be described in the Part I Program Plan form -Utilization section. Treatment Plan Clients may be divided into two groups: Continuing TPCs are those with treatment plans written prior to the first day of July and actively receiving services within the first quarter of the new program year (the first quarter of the program year is the only quarter in which this data is reported); New NTPCs are those newly served, with treatment plans, in any quarter of the program year.

VI – Visual Impairment

VR – Vocational Rehabilitation

WHODAS – World Health Organization Disability Assessment Schedule. It is a generic assessment instrument for health and disability and can be used across all diseases, including mental and addictive disorders. The instrument covers 6 domains: Cognition, Mobility; Self-care; Getting along; Life activities; and Participation. Replaces the Global Assessment of Functioning in the DSM-V.

WIOA – Workforce Innovation and Opportunity Act

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## **Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities Staff Report – July 2021**

**CCDDDB:** I spent time working with Agency staff to ensure that the Online Reporting System was prepared for PY22 reports. I also coordinated with the System Developer to update the Excel Worksheets used for claims uploads into the Online Reporting System.

Champaign County Down Syndrome Network submitted most of their PY2022 reports, the CLC reports for the 2<sup>nd</sup> and 4<sup>th</sup> Quarters were not submitted and their Agency Financial Review has not yet been submitted. DSN Board members provided an update on their Financial Review, sharing that they have contacted several area accounting firms and have been declined by all. DSN has learned that most accounting firms do not do Financial Reviews, as they are not licensed to do Financial Reviews since it is a specialty practice. DSN shared that they are reaching out to one additional accountant to complete the Review. DSN also shared that the new Financial Review does not seem fair to the small non-profit groups run by volunteers receiving limited funding compared to larger non-profit organizations that run as a business and use outside auditors as part of their business model. A recommendation was provided to us by our contracted CPA and that recommendation was passed along to DSN.

The CU Able Program Site Visit was completed June 18, 2021. No concerns were noted during the site visit. During their site visit, CU Able members shared that some families have communicated that they continued ordering from the Walmart Giveaway program throughout the pandemic because it allowed them the opportunity to interact with others, who understand what they are going through, in a safe way. On at least one occasion, CU Able Board Members and/or volunteers were able to help one family through a difficult mental health situation, by providing support and information referral during the Walmart Giveaway program. Another family shared that they had been trying to get their child a weighted vest costing over \$300 and not covered by their insurance. This family shared that they were able to get other household items, such as shampoo, through the Walmart Giveaway program, thus freeing up some of their funds to purchase the weighted vest for their child.

I met with the Piatt County Mental Health Center (PCMHC) Executive Director, PCMHC Director of Programming, Director Canfield, and Associate Director Bryson to discuss next steps for the PCMHC funding requests, see 'Update on Deferred Funding Decisions' in the Board packet.

I participated in a Zoom meeting with new CCDDDB member, Kim Fisher, welcoming her to the CCDDDB.

I participated in several meetings related to the CCDDDB & CCMHB Community Needs Assessment. A Focus Group was formed, and the assessment tool developed based on discussions with the Focus Group.

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I emailed a local CPA and a representative from a local consulting company to determine their ability and willingness to provide bookkeeping/financial support to a few of the smaller organizations.

**CCDDB Mini-Grant:** I communicated with one Mini-Grant recipient's mother regarding his Mini-Grant award. I also communicated with staff from Camp New Hope arrange for payment for his first week of Camp New Hope Summer Camp. This young man plans to attend Camp New Hope Respite Weekends in the fall as well.

**Learning Opportunities:** Karen Simms, MAMFT, LMHC presented "Psychological First Aid and Skills for Psychological Recovery" on June 24, 2021.

On July 29, 2021, Karen Simms, MAMFT, LMHC is scheduled to present again, this time "Culturally Responsive Fundamentals of Trauma, Trauma Informed Care & Resilience." I created the Eventbrite registration page and Zoom meeting information for each event, managing the registrations for each event is often a tedious task. Each presentation was also certified with staff from the University of Illinois School of Social Work, for Social Work CEUs.

**ACMHAI:** I participated in the July meeting of the ACMHAI I/DD committee. IDHS-DDD Director Allison Stark participated in a Q & A with ACMHAI members.

**NACBHDD:** I participated in the July meeting of the NACBHDD I/DD Committee.

**Disability Resource Expo:** I will be supporting one of the Expo Coordinators and UIUC a student group to continue the Expo video project during the fall semester. The UIUC Professor and his students worked on the video project for the Expo last fall and expect to complete 8 to 12 videos. This effort continues the enhancement of the Expo website.

The Expo will also have a booth at the Champaign County Fair and will be distributing the Expo Resource Guide. The official Press Release about the cancellation of the Expo was released on June 28, 2021.

**Other activities:** Other activities include attendance at several webinars and Lunch n' Learns. I also used vacation time and spent time back to school shopping with my boys.

**Prioritization of Urgency of Needs for Services (PUNS) Selection Letters:** 1,593 PUNS Selection Letters were mailed by IDHS-DDD on July 12, 2021. According to local ISC staff, 34 residents of Champaign County received PUNS Selection Letters and were invited to apply to the State for Medicaid waiver-funded services, two others declined potential funding and were removed from the PUNS database as a result.

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## **Stephanie Howard-Gallo**

### **Operations and Compliance Coordinator Staff Report**

#### **July 2021 Board Meeting**

##### **SUMMARY OF ACTIVITY:**

###### **Compliance:**

Down Syndrome Network (CCDDDB funded) have submitted their 3<sup>rd</sup> Quarter Reports and we are being told that their financial review will be finished soon. Staff members are in the process of reviewing their reports. As of this writing, payments continue to be withheld.

The Promise Healthcare (CCMHB funded) payments on PY22 contracts are withheld until their audit is submitted.

###### **Community Awareness/Anti-Stigma Efforts/Alliance for Inclusion and Respect (AIR):**

The Ebertfest Art Show will be held on Saturday, September 11. The time of the event will be announced once we know the movie schedule. I contacted the artists and they are beginning to sign up for the event. So far, eight people/groups have committed to the day.

###### **Records and Data Retention:**

Master files are being set up for the new contract year beginning July 1. Paper files are kept on contracts, funding applications, audits, board minutes, site visit reports, program/financial reports, and any correspondence being sent or received. Generally, we keep 10 years of paper files in the master file room.

###### **Annual Report:**

The 2020 CCMHB Annual Report that the Board approved in June has been posted on the County website.

<https://www.co.champaign.il.us/mhbddb/reports/20annualreport.pdf>

Paper copies are available upon request.

###### **Contracts:**

All of the contracts that the Board approved in May have been fully executed. A few payments to agencies were delayed due to them missing the return deadline.

###### **Trainings:**

On June 2<sup>1st</sup>, I attended an equipment training with M.C. Neal, the Chief Information Officer of Champaign County.

On June 24, I attended Psychological First Aid (PFA) and Skills for Psychological Recovery (SPR) presented by Karen Crawford Simms. Psychological First Aid (PFA)

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and Skills for Psychological Recovery (SPR) are practical trainings that equip lay community members with the essential skills that are needed to support

individuals, families, and communities immediately after a crisis. They have been proven to be effective in promoting long term mental health recovery, reduce the need for additional mental health services, or crisis supports. The models are applicable for use in at work, home, school, or in any community settings.

**Site Visits:**

Participated in a program site visit with Kim, Lynn, Chris, and Leon for CU Able (CCDDB funded) on June 18.

Participated in a financial site visit with Lynn, Chris, and Leon for Rattle the Stars (CCMHB funded) on June 23.

**Other:**

- Preparing meeting materials for CCMHB/CCDDB regular meetings and study sessions/presentations.
- Composing detailed minutes from the meetings.
- Participating in virtual meetings and study sessions for the CCDDB/CCMHB.
- I completed an extensive orientation packet for new CCDDB member, Dr. Kim Wolowiec-Fisher. She replaces Dr. Gail Kennedy.

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## **2021 July Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator**

### **Agency Cultural and Linguistic Competence (CLC) Technical Assistance, Monitoring, Support and Training for CCMHB/DDB Funded Agencies**

#### **Agency Support and Technical Assistance:**

There was an updated CLC Site visit form that was created to ensure the CLC Support is available to organizations. This fiscal year there will be additional time spent with the CLC Committees to ensure they are being a culturally responsive organization.

#### **Cultural Competence Training/Support**

**Champaign County Head Start:** I met with Christy Martin on July 8, to discuss the changes in Champaign County Head start and how they are updating their CLC Plan for Head start. They are still going through an CLC organizational process that will conclude in October. We will bring results from the process in November to the boards.

Site Manager Meetings are held on the 1<sup>st</sup> Thursday or 3<sup>rd</sup> Thursday.

Administrative Team Meetings are scheduled monthly.

**PACE:** I reviewed the updated CLC Plan for PACE for PY22 revisions. I met with the Diversity Committee to discuss the updates about their new CLC Plan. PACE is being more intentional about CLC within the organization.

**Don Moyer's Boys Club:** I conducted CLC Training for the Board of Directors. There was an CLC Assessment that was conducted prior to the training to ensure that training needs were met for the board members. The training was held on June 22. There were 9 board members and 3 staff members in attendance.

### **CLC Coordinator Direct Service Activities**

#### **PY22 Contract Revisions**

I am working with the team to review contract revisions and provide support to organizations that require updates to their CLC Plans for PY22.

#### **Webinar and Training Activities:**

**The Impact of Digital Workflows in the New Hybrid Workplace, Wednesday, June 16 12:00 – 1:00pm**

How to thrive in a hybrid work world, delivering value through superior customer and employee experiences, and the role of digital workflows as a driver of growth and competitive advantage.

**Reform: Restoration, Revitalization, and Representation Thursday, June 17 5:30 – 7:00pm**

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## **2021 July Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator**

The Illinois Legislative Black Caucus Foundation (ILBCF) and the University of Illinois Springfield have partnered to create a focused speaker series to educate the citizens of Illinois on critical, societal issues resulting from social determinant factors directly impacting historically marginalized populations. The series will embody principles of equity, diversity and inclusion and promote social change with a concentration on the reform pillars of the Illinois Black Caucus.

### **The Lasting Effects of COVID-19 on Patients, the Health Care System, and the World- June 18, 2021, 12:00pm-1:00pm**

As new COVID-19 infections recede in the United States, our expert panelists will discuss some lasting effects of the pandemic, both good and bad. Some "Long Hauler" COVID-19 patients have not completely recovered months after their initial infection. Increased use of telemedicine prompted by the pandemic will improve access to health care long-term, and new COVID-19 variants, vaccine hesitancy, and global COVID-19 activity suggest that the pandemic is still not over.

### **Anti-Stigma Activities/Community Collaborations and Partnerships**

**C-HEARTS African American Storytelling Project:** Activities will resume in August.

### **C-U Trauma and Resilience Initiative**

The Community Violence Response Community Committee meets monthly. I attended the meeting on July 9 to discuss the work that has been happening with the community violence response. The purpose of the group is to discuss the areas that community members can support families that are impacted by community violence. We have learned that due to the underfunded strained systems, services for families are not coordinated well. There is also not enough staff to cover the volume of support that is needed to address the incidents of violence. CU-TRI has conducted community-based training for neighborhoods as well as offered support. This is ongoing work that is happening in collaboration with the Walk as One Community Coalition.

### **AIR-Alliance for Inclusion and Respect:**

I have been working with Lynn and Andy Hall to finalize activities for the Community Involvement of the Ebert Fest and the sponsored film. Please see the Memo that provides a full update about the partnerships. I connected a new artist to Stephanie about display their ART Through AIR.

### **Short Reading List to continue the conversation about Racism and Trauma as a decision maker.**

**MENTAL HEALTH: Culture, Race, and Ethnicity**

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# 2021 July Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator

A SUPPLEMENT TO MENTAL HEALTH: A REPORT OF THE SURGEON GENERAL

<https://drum.lib.umd.edu/bitstream/handle/1903/22834/sma-01-3613.pdf?sequence=1&isAllowed=y>

## National CLAS Standards Fact Sheet

<https://thinkculturalhealth.hhs.gov/pdfs/NationalCLASStandardsFactSheet.pdf>

## Foster Care, LGBTQ Youth & Increased Suicide

[https://nihcm.org/publications/foster-care-lgbtq-youth-increased-suicide?utm\\_source=NIHCM+Foundation&utm\\_campaign=6cd69a3caa-Trevor Project Infographic 052521&utm\\_medium=email&utm\\_term=0\\_6f88de9846-6cd69a3caa-167751988](https://nihcm.org/publications/foster-care-lgbtq-youth-increased-suicide?utm_source=NIHCM+Foundation&utm_campaign=6cd69a3caa-Trevor+Project+Infographic+052521&utm_medium=email&utm_term=0_6f88de9846-6cd69a3caa-167751988)

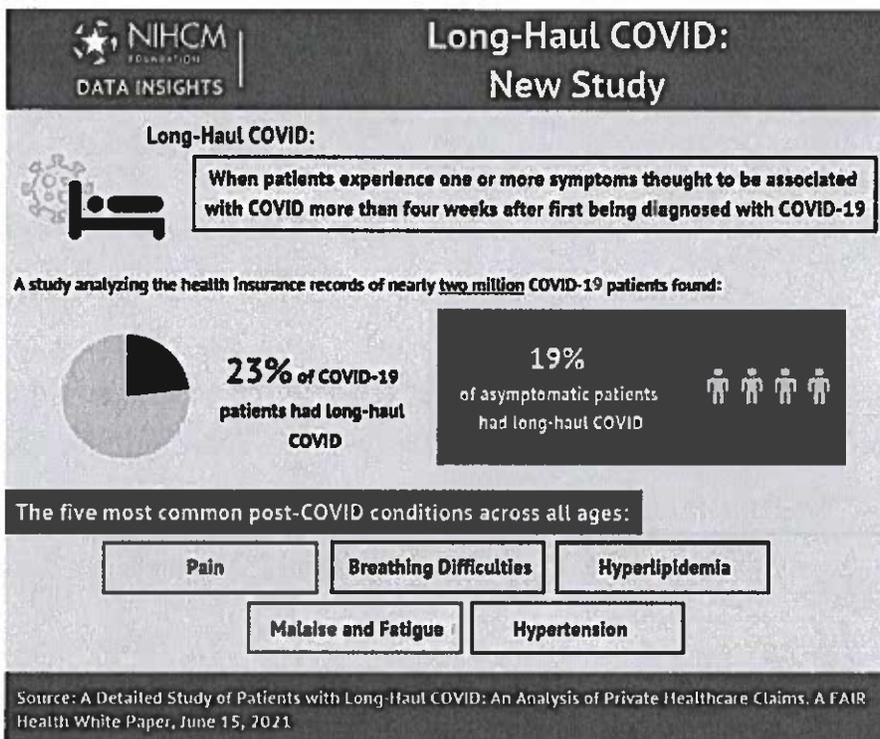
## Liberatory Education

### Integrating the Science of Learning and Culturally Responsive Practice

<https://www.aft.org/ae/summer2021/hammond>

## Long Haul COVID: New Study

[https://nihcm.org/publications/long-haul-covid-new-study?utm\\_source=NIHCM+Foundation&utm\\_campaign=6e631acadb-July 2021 Newsletter&utm\\_medium=email&utm\\_term=0\\_6f88de9846-6e631acadb-167751988](https://nihcm.org/publications/long-haul-covid-new-study?utm_source=NIHCM+Foundation&utm_campaign=6e631acadb-July+2021+Newsletter&utm_medium=email&utm_term=0_6f88de9846-6e631acadb-167751988)



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**Champaign County Mental Health Board**  
 FY21 Revenues and Expenditures as of 06/30/21

Revenue	Q2	YTD	Budget	% of Budget
Property Tax Distributions	\$ 2,826,737.42	\$ 2,826,737.42	\$ 5,312,965.00	53.20%
From Developmental Disabilities Board	\$ 98,193.00	\$ 196,386.00	\$ 404,296.00	48.57%
Gifts & Donations	\$ 100.00	\$ 200.00	\$ 18,000.00	1.11%
Other Misc Revenue	\$ 507.10	\$ 507.10	\$ 113,000.00	0.45%
<b>TOTAL</b>	<b>\$ 2,925,537.52</b>	<b>\$ 3,023,830.52</b>	<b>\$ 5,848,261.00</b>	<b>51.70%</b>

Expenditure	Q2	YTD	Budget	% of Budget
Personnel	\$ 129,275.43	\$ 264,965.13	\$ 580,633.00	45.63%
Commodities	\$ 2,699.99	\$ 3,958.20	\$ 16,295.00	24.29%
Contributions & Grants	\$ 1,001,828.00	\$ 2,404,548.00	\$ 4,882,008.00	49.25%
Professional Fees	\$ 26,707.50	\$ 65,588.61	\$ 140,000.00	46.85%
Other Services	\$ 24,935.73	\$ 76,668.67	\$ 229,055.00	33.47%
<b>TOTAL</b>	<b>\$ 1,185,446.65</b>	<b>\$ 2,815,728.61</b>	<b>\$ 5,847,991.00</b>	<b>48.15%</b>

**Champaign County Developmental Disability Board**  
 FY21 Revenues and Expenditures as of 06/30/21

Revenue	Q2	YTD	Budget	% of Budget
Property Tax Distributions	\$ 2,321,116.62	\$ 2,321,116.62	\$ 4,360,483.00	53.23%
From Mental Health Board	\$ -	\$ -	\$ 6,800.00	0.00%
Other Misc Revenue	\$ 303.00	\$ 303.00	\$ 19,000.00	1.59%
<b>TOTAL</b>	<b>\$ 2,321,419.62</b>	<b>\$ 2,321,419.62</b>	<b>\$ 4,386,283.00</b>	<b>52.92%</b>

Expenditure	Q2	YTD	Budget	% of Budget
Contributions & Grants	\$ 786,811.00	\$ 1,710,404.32	\$ 3,931,987.00	43.50%
Professional Fees	\$ 98,193.00	\$ 196,386.00	\$ 404,296.00	48.57%
Transfer to CILA Fund	\$ -	\$ 50,000.00	\$ 50,000.00	100.00%
<b>TOTAL</b>	<b>\$ 885,004.00</b>	<b>\$ 1,956,790.32</b>	<b>\$ 4,386,283.00</b>	<b>44.61%</b>

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