

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: September 22, 2026

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Terence Acquah, Assistant Village Manager

Topic: Intergovernmental Agreement – Access to Transit Grant for Downtown Crosswalk Project

PURPOSE

Staff requests that the Village Board authorize the Village President to enter into an Intergovernmental Agreement (IGA) between the Village of Homewood and the Northern Illinois Transit Authority (NITA) for a \$55,000 Access to Transit grant.

The grant will reimburse eligible engineering costs associated with pedestrian safety and ADA compliance improvements along portions of Ridge Road and Dixie Highway in Downtown Homewood. Under the IGA, NITA will provide an amount not to exceed \$55,000, representing 100% of eligible project costs covered by the agreement.

PROCESS

As part of the Village's ongoing Downtown Crosswalk Improvement Project, staff has been working to improve pedestrian safety, accessibility, and connectivity throughout Downtown Homewood. The improvements are consistent with recommendations identified in the Village's Downtown Transit-Oriented Development (TOD) Master Plan.

Funding for Downtown Crosswalk Improvement Project

The crosswalk improvements are TIF eligible and will be funded through the Downtown TOD TIF.

The Village Board previously authorized (budgeted) \$100,000 for engineering and design services associated with Phase II of the Downtown Crosswalk Improvement Project. The five locations identified for this phase are:

- Dixie Highway and Olive Road
- Dixie Highway and Hickory Road
- Ridge Road and Gottschalk Avenue
- Ridge Road and Highland Avenue
- Ridge Road and Gladville Avenue

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HR Green is currently conducting the engineering and design work associated with these locations. The total cost for Phase II engineering services is \$97,477. The Village's \$55,000 Access to Transit grant will offset a significant portion of these costs, reducing the Village's out-of-pocket expense for Phase II engineering services to \$42,477.

Key provisions of the Intergovernmental Agreement

- **Grant Amount:** NITA will provide reimbursement of up to \$55,000, representing 100% of the eligible project costs covered by the IGA. The Village is responsible for any project costs exceeding the \$55,000 grant amount.
- **Reimbursement Basis:** The grant is reimbursement-based. The Village must first incur eligible costs and submit the required documentation to NITA. Eligible expenses must be necessary, reasonable, properly documented, and generally incurred after the effective date of the agreement.
- **Payment Milestones:** Engineering costs are eligible for invoicing at 50% project completion and 100% project completion. Reimbursement requests must include supporting documentation such as contractor invoices, proof of payment, expenditure information, project schedule updates, and applicable photographs.
- **Reporting:** The Village is required to submit quarterly progress reports addressing project status, work completed, percent complete, schedule, budget status, challenges or delays, and anticipated activities for the next quarter. Failure to submit the required reports may delay reimbursement.
- **Agreement Term:** The agreement becomes effective upon final execution by both parties and remains in effect through December 31, 2027, unless extended by NITA. Either party may terminate the agreement upon 90 days' written notice.
- **Record Retention:** The Village must maintain applicable books, records, and supporting documentation related to the agreement and expenditures for a minimum of three years following completion of the agreement.

OUTCOME

Approval of the IGA will allow the Village to formally accept the \$55,000 Access to Transit grant and seek reimbursement for eligible engineering expenses associated with the Downtown Homewood pedestrian improvements. The funding will help reduce the Village's local financial contribution while advancing improvements intended to enhance pedestrian safety, ADA accessibility, and connections to public transportation.

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FINANCIAL IMPACT

- **Funding Source:** Downtown TOD TIF – Special Allocation TIF Fund
- **Budgeted Amount:** \$100,000
- **Cost:** N/A

LEGAL REVIEW

Complete

RECOMMENDED BOARD ACTION

Authorize the Village President to execute an Intergovernmental Agreement between the Village of Homewood and the Northern Illinois Transit Authority for the Downtown Homewood Phase I Engineering Access to Transit grant.

ATTACHMENT(S)

Intergovernmental Agreement