



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

### **m e m o r a n d u m**

**TO:** Laurel Lunt Prussing, Mayor, City of Urbana

**FROM:** Elizabeth H. Tyler, FAICP, Community Development Director

**DATE:** June 3, 2010

**SUBJECT:** **AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (A Woman's Fund - A Woman's Place, Project No. 0910-AAP-01)**

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### **Description**

Included on the agenda for the June 7, 2010 meeting of the Urbana City Council is an Amendment to a City of Urbana Community Development Block Grant Subrecipient Agreement (A Woman's Fund – A Woman's Place, Project No. 0910-AAP-01). The Amendment would extend the time allowed for completion of the project from June 30, 2010 to September 30, 2010.

### **Issues**

The issue is whether the Urbana City Council should approve the proposed Amendment.

### **Background**

On April 20, 2009, the Urbana City Council passed Ordinance No. 2009-04-038 approving A Woman's Fund (AWF) application for funding for the renovation of two client bathrooms in A Woman's Place, located at 1304 East Main Street, Urbana in order to make them more accessible to clients of all abilities. This project was included in the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2009-2010.

On July 20, 2010, the Urbana City Council passed Ordinance No. 2009-07-076 approving the grant agreement, which was then executed on November 17, 2009 between the City of Urbana and A Woman's Fund. The agreement stated the project would be completed by June 30, 2010.

In early spring 2010, Karla Peterson, Interim Executive Directive at A Woman's Place, contacted the City of Urbana for technical assistance with the bid packet and bid process for the project. During the ensuing meetings between City staff and Ms. Peterson, it became clear that the bidding and contracting process for the project would not be completed by the June 30, 2010 deadline articulated in the grant agreement. Consequently, Ms. Peterson requested that the

completion date of the project be extended to September 30, 2010, to allow sufficient time for the project to be completed.

Ms. Peterson also indicated that the Center for Women in Transition (CWT) and A Woman's Fund (AWF) had been discussing the possibility of merging the two agencies. This was a result of the recent financial problems incurred by AWF. Although the Center for Women in Transition (CWT) and A Woman's Fund (AWF) are in the process of combining both organizations under the umbrella of CWT, the merger will not become effective until July 1, 2010 at the earliest.

Because the original agreement for this grant was executed with A Woman's Fund - A Woman's Place, City of Urbana Special Counsel Jack Waaler has advised that, upon approval of Council, the City should execute the Amendment to the Agreement with A Woman's Fund – A Woman's Place. As part of the merger, AWF will assign the contract to the Center for Women in Transition and will request City acceptance of that assignment. After the two agencies merge, CWT will continue to operate the services provided by AWF, which will dissolve as an agency. AWP will then become "A Woman's Place Program" at the location of A Woman's Place.

At its May 25, 2010 regular meeting, the Urbana Community Development Commission voted unanimously to forward the ordinance approving the agreement amendment to the Urbana City Council, with a recommendation for approval.

## **Options**

1. Approve the Ordinance approving the amended agreement with A Woman's Fund.
2. Approve the Ordinance approving the amended agreement with A Woman's Fund, with changes.
3. Do not approve the Ordinance.

## **Fiscal Impacts**

This amendment would not have any direct fiscal impact as these monies have been previously budgeted. Extending the date of project completion will not have a negative impact on the City's required expenditure of CDBG funds.

## **Recommendations**

The Community Development Commission and staff recommend that the Urbana City Council approve the Ordinance approving the amendment to the agreement with A Woman's Fund.

**Memorandum Prepared By:**

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**Kelly Hartford  
Grants Coordinator  
Grants Management Division**

**Attachments:**

- (1) AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (A Woman's Fund - A Woman's Place, Project No. 0910-AAP-01)
- (2) An Amendment to a City of Urbana Community Development Block Grant Program Subrecipient Agreement (A Woman's Fund – A Woman's Place, Project No. 0910-AAP-01)
- (3) Community Development Commission (CDC) unapproved minutes from May 25, 2010.

**ORDINANCE NO. 2010-06-038**

**AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT**

**(A Woman's Fund - A Woman's Place  
Project No. 0910-AAP-01)**

WHEREAS, on April 20, 2009, the Urbana City Council passed Ordinance No. 2009-04-038 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan for Program Year 2009-2010 authorizing certain activities under the Public Facilities and Improvements Program; and

WHEREAS, on July 20, 2009, the Urbana City Council passed Ordinance No. 2009-07-076, which provided Nineteen Thousand and Twelve and 00/100 dollars (\$19,012.00) in Community Development Block Grant (CDBG) funds to complete the renovation of two (2) client bathrooms in order to make them more accessible to clients of all abilities at the shelter operated by A Woman's Place and on November 17, 2009, the City of Urbana executed an agreement with A Woman's Fund - A Woman's Place; and

WHEREAS, due to new considerations with regard to the repair of two client bathrooms, at the shelter operated by A Woman's Place, located at 1304 East Main Street, Urbana, the City and A Woman's Fund now desire to make an amendment to the Community Development Block Grant (CDBG) Program Agreement to change the timeframe for completion of the project with regard to the Agreement.

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

Section 1. That the City of Urbana hereby approves AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (A WOMAN'S FUND - A WOMAN'S PLACE, PROJECT NO. 0910-AAP-01), a copy of which is attached hereto and incorporated herein by reference, and authorizes the Mayor of the City of Urbana to execute the same on behalf of the City of Urbana.

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

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

AYES:

NAYS:

ABSTAINS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor

SUBRECIPIENT NAME: A Woman's Fund  
PROJECT NO. 0910-AAP-01  
CFDA No. 14.218

**AN AMENDMENT TO A CITY OF URBANA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT**

**(A Woman's Fund – A Woman's Place)  
Project No. 0910-AAP-01**

This Agreement is made this \_\_\_\_\_ day of June, 2010 between the City of Urbana, an Illinois Municipal Corporation (hereinafter referred to as the "City"), and A Woman's Fund, an Illinois Not-For-Profit Organization (hereinafter referred to as the "Subgrantee").

WITNESSETH:

WHEREAS, the City has been designated as an "Entitlement" by the U. S. Department of Housing and Urban Development under provisions of the Housing and Community Development Act of 1974, as amended, and the City has received an entitlement of funds during the period July 1, 2009 - June 30, 2010, pursuant to the Community Development Block Grant Program (hereinafter referred to as the "CDBG Program"); and

WHEREAS, the Urbana City Council adopted a CDBG Program and budget which authorized funding for the complete renovation of two client bathrooms in order to make them more accessible to clients of all abilities, at the shelter operated by A Woman's Place, located at 1304 East Main Street, Urbana; and

WHEREAS, the City has the right and authority under said CDBG Program to change the amount of funds allocated for CDBG Agreements; and

WHEREAS, on April 20, 2009, the Urbana City Council passed Ordinance No. 2009-04-038 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan for Program Year 2009-2010.

WHEREAS, due to new considerations with regard to the renovation of two (2) client bathrooms at the shelter operated by A Woman's Place, located at 1304 East Main Street, Urbana, the City and A Woman's Fund now desire to make an amendment to the CDBG Agreement to extend the effective date of the Agreement; and

NOW, THEREFORE, for and in consideration of the premises and of the mutual covenants and agreements herein contained, the parties agree as follows:

1. Attachment C: Statement of Special Conditions of the Agreement is hereby amended to replace the existing Section 1 with a new Section 1 as follows:

**This Agreement is contingent upon Subgrantee operating the Scope of Service herein initially outlined during the period July 1, 2009 - June 30, 2010, now extended during the period July 1, 2010 – September 30, 2010.**

2. All other provisions of said Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, and have caused this instrument to be executed by their duly authorized officials and corporate seals affixed hereto, all on the day and year first above written.

CITY

SUBGRANTEE

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

SEAL

SEAL



**UNAPPROVED - INCOMPLETE**  
**MINUTES**  
**COMMUNITY DEVELOPMENT COMMISSION MEETING**  
**Tuesday, May 25, 2010, City Council Chambers**  
**400 South Vine Street, Urbana, IL 61801**

**Call to Order:** Chairperson Cobb called the meeting to order at 7:00 p.m.

**Roll Call:** Connie Eldridge called the roll. A quorum was present.

**Commission Members Present:** Fred Cobb, Janice Bengtson, Chris Diana, George Francis, Theresa Michelson, Jerry Moreland, Brad Roof, Anne Heinze Silvis, Dennis Vidoni

**Commission Members Absent:** None.

**Others Present:** John Schneider, Kelly Hartford, Jennifer Gonzalez, and Connie Eldridge, Community Development Services; Sheila Ferguson and Lisa Benson, Mental Health Center; DeWayne Doskin, The Salvation Army; Beverly Hoffman, Habitat for Humanity; Natasha Elliott, Ecological Construction Laboratory (e-co lab); Aaron P. Smith, Homestead Corporation; Karla Peterson, A woman's Fund; Janice McAteer, Developmental Services Center; John Sullivan, Center for Women in Transition (CWT).

**Approval of Minutes:** *Chairperson Cobb asked for approval or corrections to the March 23, 2010 minutes. Commissioner Roof moved to approve the minutes, and Commissioner Diana seconded the motion. In response to Chairperson Cobb, Mr. Schneider clarified page 2, sixth paragraph, second line should read, "...1.5 times the amount of their grant..." The motion carried unanimously.*

**Petitions and Communications:** None.

**Staff Report:** Mr. Schneider distributed and reviewed a staff briefing memorandum dated May 25, 2010.

**Old Business:** None.

**New Business:** **HOME PROGRAM**

**An Ordinance Approving an Amendment to a Subrecipient Agreement Between the Urbana HOME Consortium and Habitat for Humanity of Champaign County (Homebuilder Blitz Program FY 2006-2007)** – Mr. Schneider stated the amount for each grant agreement reflects what is in the City of Urbana's Annual Action Plan (AAP). Jennifer Gonzalez provided a brief history of Habitat's Homebuilder Blitz Program with the City of Urbana, which was approved by Council on August 6, 2007. Habitat planned to build five homes in two years; however, this was not met due to staff turnover. The City of Urbana has been amending this agreement as each individual home was built.



This request is to extend the agreement deadline from June 15, 2009 to September 30, 2010. Habitat will build two homes at 1405 and 1405 ½ West Beslin Street, Urbana.

*Commissioner Michelson moved to recommend to City Council approval of an Ordinance Approving an Amendment to a Subrecipient Agreement Between the Urbana HOME Consortium and Habitat for Humanity of Champaign County (Homebuilder Blitz Program FY 2006-2007). Commissioner Roof seconded the motion. Commissioner Diana inquired if the City's legal department had been consulted regarding extending an expired contract. Mr. Schneider responded the contract has technically not expired because it includes the statement. "that the contract is effective until the latest of: June 15, 2009 or the disbursement of all HOME funds associated with the contract." The extension is more of a housekeeping item to reflect what is actually happening with the contract. Beverly Huffman, Habitat's Executive Director, stated volunteers will begin construction June 3. The September 30 deadline will allow time for construction, inspections and closing on the properties. The motion carried unanimously.*

**A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 (*Homestead Corporation of Champaign-Urbana*) -**

**A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 (*Ecological Construction Laboratory*) -**

Both resolutions were presented together to the CD Commission. Ms. Gonzalez explained that Community Housing Development Organizations (CHDOs) must be certified to receive the 15% setaside CHDO funds. City staff monitored each CHDO in February and March 2010 and both CHDOs met the requirements to be recertified. The CHDO funds are included in the FY 2010-2011 AAP.

In response to Commissioner Roof, Ms. Gonzalez discussed the only monitoring concern, which was with e-co lab. Since e-co lab has a new executive director, Ms. Gonzalez recommended that e-co lab create a program manual to help their staff understand how the HOME Program fits into their development. Mr. Schneider clarified the Department of Housing and Urban Development (HUD) two levels of concern. A finding means a rule was broken; a concern means the subrecipient needs to change direction. There was only one concern and no findings for the two CHDOs.

*Commissioner Roof moved to recommend to City Council approval of a Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 for (1) Homestead Corporation of Champaign-Urbana, and (2) Ecological Construction Laboratory. Commissioner Francis seconded the motion, and the motion carried unanimously.*

**CDBG PROGRAM**

**An Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement (*A Woman's Fund – A Woman's Place, Project. No. 0910-***

**AAP-01**) – Mr. Schneider explained the impending merger of Center for Women in Transition (CWT) and A Woman’s Fund (AWF) that is expected to take place on July 1, 2010. CWT will assume AWF’s contracts and will continue to operate A Woman’s Place (AWP) Shelter. Because AWF’s initial bidding process for this project was not correct, city staff has been working with them to provide technical assistance. The changes to the bid process has caused a delay, thus requiring an extension of the contract until September 30, 2010.

The City Special Counsel will advise staff as to the best way for CWT to assume AWF’s contractual obligations and responsibilities with the City of Urbana. This will also include AWF’s Supportive Housing Program contract. These are both for grants that were approved for this current funding year. It may be necessary to amend the Annual Action Plan to reflect this change.

In response to Commissioner Michelson, Kelly Hartford explained that A Woman’s Fund was the umbrella organization over the shelter A Woman’s Place (AWP). After the merger, CWT will be the umbrella organization over AWP. John Sullivan, Executive Director of CWT, clarified this merger would reduce administrative costs, result in a management change, and provide economies of scale in administration. In response to Commissioner Diana, Mr. Schneider stated this agreement is with A Woman’s Fund – A Woman’s Place. Next year the contract will be with Center for Women in Transition – A Woman’s Place. The description will be specific to FY 2010-2011 Annual Action Plan.

There was discussion on the wording of the memorandum and the ordinance.

*Commissioner Diana moved to recommend to City Council approval of an Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement (A Woman’s Fund – A Woman’s Place, Project. No. 0910-AAP-01). Commissioner Moreland seconded the motion, and the motion carried unanimously.*

### **SUPPORTIVE HOUSING PROGRAM**

**An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and A Woman’s Fund –**

**An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and Center for Women in Transition –**

**An Ordinance Approving a Supportive Housing Program Subrecipient agreement between the City of Urbana and Salvation Army Services, Inc. -**

Kelly Hartford reviewed the Supportive Housing Program (SHP). The City of Urbana receives SHP funds from HUD and then allocates the funds to A Woman’s Fund, Center for Women in Transition, and Salvation Army Services, Inc. These renewal agreements include eligible costs, the amount of funds allocated, and the SHP regulations for the participating agencies. The grant year began March 1, 2010 and ends February 28, 2011.

In response to Commissioner Michelson, Ms. Hartford explained that SHP funds are different from CDBG and HOME funds. Mr. Schneider added the funds are allocated to the Urbana/Champaign Continuum of Care to deal with homelessness. The Continuum is comprised of the Champaign County Regional Planning Commission, Village of Rantoul, Cities of Urbana and Champaign, and social service agencies. Ms. Hartford noted the Continuum receives a variety of grants; however, this particular grant is administered by the City of Urbana.

In response to Commissioner Roof, Ms. Hartford noted the three agencies provide supportive services. DeWayne Doskin, The Salvation Army, reviewed their Transitional Housing Program, which provides housing, case management and counseling for three families. Families may stay in the program up to two years. Commissioner Roof asked about their waiting list. Mr. Doskin replied they could place other families but three homes is their limit. The Salvation Army has received HUD funding for these three TH houses since 1994.

*Commissioner Michelson moved to recommend to City Council approval of Ordinances Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and (1) A Woman's Fund, (2) Center for Women in Transition and (3) The Salvation Army Services, Inc. Commissioner Moreland seconded the motion. Ms. Hartford clarified the amount of funding for the agencies was the same as last year and the program included administrative funds for the City of Urbana. The motion carried unanimously.*

**Adjournment:** Chairperson Cobb adjourned the meeting at 8:29 p.m.

Recorded by Connie Eldridge

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**UNAPPROVED - INCOMPLETE**