



## 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:** May 10, 2012

**SUBJECT: AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (The Center for Women in Transition-AWP Sprinkler System, Project No. 1112-AAP-02)**

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### **Description**

Included on the agenda of the May 14, 2012 meeting of the Urbana City Council is an Ordinance approving an amendment to a City of Urbana Community Development Block Grant Subrecipient Agreement (The Center for Women in Transition-AWP Sprinkler System, Project No. 1112-AAP-02). This amendment changes the amount of time allotted to complete the project at the domestic violence shelter (formerly A Woman's Place) operated by The Center for Women in Transition (CWT).

### **Issues**

The issue is whether the Urbana City Council should approve the Ordinance approving the amendment to the agreement.

### **Background**

On April 11, 2011, the Urbana City Council passed Ordinance No. 2011-04-023 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2011-2012, which included funding to The Center for Women in Transition for the expansion of the sprinkler system at 1304 East Main Street, Urbana, the domestic violence shelter (formerly A Woman's Place) operated by The Center for Women in Transition (CWT).

On July 11, 2011, the Urbana City Council passed Ordinance No. 2011-07-064 approving the grant agreement, which was then signed by the City of Urbana and The Center for Women in Transition on August 09, 2011. On March 16, 2012, the City of Urbana received a request from The Center for Women in Transition for a time extension to complete the project by June 30, 2013 instead of June 30, 2012. The Center for Women in Transition requested sealed bids on two occasions for this project: February 13, 2012 and March 5, 2012. No bids were submitted for the proposed scope of work on either date, causing a delay in project completion. The Center

for Women in Transition has made contact with other contractors that would be able to complete the work, and can complete the project by June 30, 2013.

At its April 24, 2012 regular meeting, the Urbana Community Development Commission (CDC) voted unanimously to forward the Ordinance approving the amendment to a City of Urbana Community Development Block Grant Subrecipient Agreement (The Center for Women in Transition-AWP Sprinkler System, Project No. 1112-AAP-02).

## **Options**

1. Approve the Ordinance approving the amendment to the agreement with The Center for Women in Transition.
2. Approve the Ordinance approving the amendment to the agreement, with changes.
3. Do not approve the Ordinance approving the amendment to the agreement.

## **Fiscal Impacts**

This amendment would not have any direct fiscal impact as these monies have been previously budgeted. Changing the deadline will not have a negative impact on the City's timely expenditure of CDBG funds for the current fiscal year, as we have expended the required amount of funds to meet our timeliness requirement for this year.

## **Recommendations**

Staff and the CDC recommend that the Urbana City Council approve the Ordinance approving the amendment to the agreement with The Center for Women in Transition.

### **Memorandum Prepared By:**

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Jenell L. Hardy  
Grants Coordinator II  
Grants Management Division

### **Attachments:**

- (1) AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (The Center for Women in Transition – AWP Sprinkler System, Project No. 1112-AAP-02)
- (2) An Amendment to a City of Urbana Community Development Block Grant Program Subrecipient Agreement (The Center for Women in Transition – AWP Sprinkler System, Project No. 1112-AAP-02)
- (3) Unapproved minutes from the April 24, 2012 Urbana Community Development Commission

ORDINANCE NO. 2012-05-046

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

(The Center for Women in Transition - AWP Sprinkler System  
Project No. 1112-AAP-02)

WHEREAS, on April 11, 2011, the Urbana City Council passed Ordinance No. 2011-04-023 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2011-2012; and

WHEREAS, On July 11, 2011, the Urbana City Council passed Ordinance No. 2011-07-064 approving the grant agreement, which provided Eleven Thousand Eight Hundred Fifty-One and 00/100 Dollars (\$11,851.00) in Community Development Block Grant (CDBG) funds towards the expansion of the fire suppression system, at the domestic violence shelter (formerly A Woman's Place) operated by The Center for Women in Transition; and

WHEREAS, the City and The Center for Women in Transition now desire to amend the Community Development Block Grant (CDBG) Program Agreement to revise the time allotted to complete the fire suppression system expansion project at the domestic violence shelter operated by The Center for Women in Transition.

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 (THE CENTER FOR WOMEN IN TRANSITION-DOMESTIC VIOLENCE PROGRAM, PROJECT NO. 1112-AAP-02), in substantially the form as 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: The Center for Women in Transition  
PROJECT NO. 1112-AAP-02  
CFDA No. 14.218

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

**(The Center for Women in Transition–AWP Sprinkler System)  
Project No. 1112-AAP-02**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2012 between the City of Urbana, an Illinois Municipal Corporation (hereinafter referred to as the "City"), and The Center for Women in Transition, 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, 2011 - June 30, 2012, 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 expansion of the fire suppression system, at the domestic violence shelter (formerly A Woman's Place) operated by The Center for Women in Transition, 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 11, 2011, the Urbana City Council passed Ordinance No. 2011-04-023 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan for Program Year 2011-2012; and

WHEREAS, on March 16, 2012, the City of Urbana received a request from The Center for Women in Transition, for a time extension to complete the project. The Center for Women in Transition requested sealed bids on two occasions for this project: February 13, 2012 and March 5, 2012. No bids were submitted for the proposed scope of work on either date. The Center for Women in Transition has subsequently made contact with other contractors that would be able to complete the work, and can complete the project by June 30, 2013.

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

1. Page 2, No. 10 of the CDBG Agreement is hereby amended to replace the existing No. 10 with a new No. 10 as follows:

**The Subgrantee represents to the City that the Project shall begin on July 1, 2012 and shall terminate on June 30, 2013, unless otherwise extended in a written modification to this contract executed by the City and Subgrantee.**

2. Attachment C: Statement of Special Conditions – No. 1 is hereby amended to replace the existing No. 1 with a new No. 1 as follows:

**This agreement is contingent upon Subgrantee operating the Scope of Services herein outlined during the period July 1, 2012 – June 30, 2013.**

3. 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  
MINUTES  
COMMUNITY DEVELOPMENT COMMISSION MEETING  
Tuesday, April 24, 2012, City Council Chambers  
400 South Vine Street, Urbana, IL 61801**

**Call to Order:** Chairperson Cobb called the meeting to order at 7:05 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, Anne Heinze Silvis, Dennis Vidoni

**Commission Members Absent:** None

**Others Present:** Kelly Mierkowski, Jenell Hardy, and Connie Eldridge, Community Development Services; John Sullivan, Center for Women in Transition (CWT); Karla Peterson, Frances Nelson Health Center.

**Approval of Minutes:** *Chairperson Cobb asked for approval or corrections to the March 27, 2012 minutes. Commissioner Roof moved to approve the minutes, and Commissioner Diana seconded the motion. The motion carried unanimously.*

**Petitions and Communications:** None.

**Staff Report:** Ms. Mierkowski reviewed the staff briefing memorandum dated April 30, 2012. The Department of Housing and Urban Development (HUD) will monitor the City of Urbana's Community Development Block Grant (CDBG) Program on May 1-4, 2012 and the HOME Investment Partnerships (HOME) Program in July or August 2012. Matt Murphy, Grants Management Division's former Community Development (CD) Associate, is now employed by the University of Illinois.

Ms. Mierkowski distributed a flyer on the Modern Urbana Home Tour on Sunday, May 6. She also distributed information regarding the State of Illinois' Open Meetings Act (OMA) training course. All elected or appointed board and commission members must complete this training before December 31, 2012. Ms. Mierkowski explained how the on-line course worked.

Commissioner Vidoni appreciated the new procedure of the CD Commission receiving the Grants Management Division staff briefing before the meeting. This provides the CD Commission with time to review the briefing along with meeting packet information.

Chairperson Cobb requested a copy of the latest Minority Business Enterprise/Women Business Enterprise (MBE/WBE) report. Staff biannually submits this report to HUD; however, HUD has not provided any comments on it.

**Old Business:** None.

**New Business: An Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement (Center for Women in Transition – AWP Sprinkler System Project No. 1112-AAP-02)** – Jenell Hardy, CDBG Grants Coordinator, stated the purpose was to amend the project’s timeline. CWT has twice requested bids on this project; however, they did not receive any bids. CWT was contacting the contractors to learn why they did not bid on this project. Ms. Hardy noted the project must meet Davis Bacon regulations, which require more time than additional costs.

In response to Commissioner Roof, John Sullivan, Executive Director of CWT, explained CWT uses F.E. Moran, but this contractor was not interested in the project. CWT also contacted McDaniels and will contact Fire Suppression. Ms. Mierkowski remarked that Developmental Services Center had used F.E. Moran. Since only a few companies do this type of work, the project may not have fit into the company’s time schedule.

*Commissioner Michelson moved to recommend to City Council approval of an Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement (Center for Women in Transition – AWP Sprinkler System Project No. 1112-AAP-02). Commissioner Francis seconded the motion, and the motion carried unanimously.*

**A Resolution Approving a Supportive Housing Program Subrecipient Agreement with Center for Women in Transition (FY 2012-2013) –**

**A Resolution Approving a Supportive Housing Program Subrecipient Agreement with Salvation Army Services, Inc. (FY 2012-2013)** - Ms. Hardy stated there was one memorandum summarizing two resolutions for the SHP agreements. This is for renewal of grant year 17, which started March 1, 2012. Total funding of \$196,879 helps support the homeless programs administered by CWT and Salvation Army. CWT uses its funds for Homeless Services and Domestic Violence, with Salvation Army Services using its funds for Homeless Services. The City receives a small amount of administrative funds.

*Commissioner Roof moved to recommend to City Council approval of Resolutions Approving a Supportive Housing Program Subrecipient Agreement (FY 2012-2013) with Center for Women in Transition and with Salvation Army Services. Commissioner Michelson seconded the motion. Mr. Sullivan clarified that CWT is officially known as “The Center for Women in Transition.” The motion carried unanimously.*

Commissioner Roof requested that the CD Commission discuss the Community Development Block Grant (CDBG) application scorecard system at a future meeting. The purpose would be to develop or revise the scoring sheet in order to assess need as compared with number of Urbana residents served. Noting the system would still be bound by HUD regulations, Commissioner Bengtson supported this and suggested the CD Commission create its own checklist to help staff.

Commissioner Roof asked whether the scorecard was a requirement or a tool and how the scorecard impacts funding decisions. Ms. Hardy explained the scorecard helps determine if a project is eligible and if it will meet HUD regulations and national objectives. A project may meet several eligibility standards. Commissioner Francis inquired if HUD had specific regulations for twin cities. Ms. Mierkowski answered no; CDBG funds must be used for the benefit of that municipality’s low- and moderate-income residents. There is no CDBG Consortium, as compared



to the Urbana HOME Consortium for HOME funds. Because social service agencies serve both communities, it is staff's responsibility to make sure Urbana residents are being served. When HUD monitors these programs, HUD looks at how the subrecipients meet national objectives.

Commissioner Michelson remembered the issue of comparing the percentage of Urbana residents served to the actual number served. There was discussion on how much latitude HUD would allow. Commissioner Vidoni believed this issue was an Urbana stipulation, rather than a HUD regulation. Ms. Mierkowski noted the Urbana City Council has provided direction on this matter. For example, at a recent City Council meeting for the Consolidated Social Service Fund (CSSF), the Mayor asked each agency how many Urbana residents they had served. Ms. Hardy added that another issue is about the type of services with Urbana residents as a priority. Commissioner Francis asked whether that was a priority or a restriction. Chairperson Cobb stated the goal is to serve as many Urbana residents as possible.

There was discussion on percentage and number of Urbana residents served in certain projects. In response to Commissioner Francis, Ms. Hardy said the City of Urbana is the only entity providing CDBG funds to local social service agencies. She added that when HUD gives entitlement community funds, HUD is giving those funds to your community. Commissioner Vidoni questioned this stipulation and requested documentation, which Ms. Mierkowski will provide. Commissioner Diana said the CD Commission is to oversee equal and fair distribution of funds within HUD's guidelines. Commissioner Francis wanted the process to be more fair minded and not arbitrary. Commissioner Roof wants to know how much latitude is involved, so the CD Commission can hear proposals and make better funding decisions. He felt the scorecard did not accurately reflect differences between a roof repair and a cosmetic project.

Chairperson Cobb agreed the CD Commission should make recommendations that reflect the thinking of the community as opposed to a scripted mathematical formula. Commissioner Michelson asked if most commissioners wanted to review the scorecard. Noting the CD Commission's concern, Commissioner Bengtson proposed forwarding suggestions to City Council. Commissioner Michelson requested staff provide scorecards, written instructions, and City Council statements. Ms. Mierkowski will provide this information to the CD Commission.

Commissioner Roof supported this year's Annual Action Plan process which included two separate meetings—one for agency presentations and one for voting on funding. Commissioner Diana agreed, but remembered problems with earlier projects when City Council did not follow HUD's regulations.

As a CDBG applicant, Mr. Sullivan mentioned frustrations with the process and requested more clarity and common sense.

**Adjournment:** Chairperson Cobb adjourned the meeting at 7:53 p.m.

Recorded by Connie Eldridge