



## 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 Services Director

**DATE:** July 9, 2015

**SUBJECT:** **Supportive Housing Program – Homeless Families in Transition**  
**Resolution Approving Subrecipient Agreement for FY 2015-2016:**  
**Courage Connection, (formerly The Center for Women in Transition)**

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### **Description**

Included on the agenda of the July 13, 2015 meeting of the Urbana City Council Committee of the Whole is an agreement for the FY 2015-2016 Supportive Housing Program (SHP) - Homeless Families in Transition. The proposed agreement is with Courage Connection (formerly The Center for Women in Transition), the agency that currently participates in the SHP Homeless Families in Transition project.

### **Issues**

The issue is whether the Urbana City Council should approve the subrecipient agreement.

### **Background**

In FY 1995-1996, the City of Urbana received its first SHP grant from HUD for a three (3) year funding cycle, with renewals on a yearly basis. The funds received were initially utilized by the Salvation Army, the Center for Women in Transition and A Woman's Fund (operated by The Center for Women in Transition as A Woman's Place). The initial grant included funds for operations, supportive services, and administration, as well as funding for acquisition and rehabilitation. All three organizations used funds to either acquire or rehab the units that they are currently operating for transitional housing. The federal funds used for acquisition and rehabilitation require that the transitional housing program for homeless families be operated at the identified location for at least 20 years.

Since FY 1995-1996, the City has applied every year through the Notice of Funding Availability (NOFA) process and has received funding from the U.S. Department of Housing and Urban Development (HUD) for this program. On September 15, 2014, HUD issued the 2014 NOFA announcing funds were available for the City of Urbana's Supportive Housing Program. On October 24, 2014, the City of Urbana (City) submitted an application, through the Champaign County Continuum of Care, for renewal grant funds for the Supportive Housing Program in the

amount of \$166,720. The funds will be used to continue the transitional housing programs sponsored by Courage Connection (formerly the Center for Women in Transition), a private non-profit organization.

On January 26, 2015, the City received notice from HUD that the application for Supportive Housing Program funds was approved and that the grant agreement would be forthcoming once certain conditions were met. On May 29, 2015, the City executed the Supportive Housing Program Grant Agreement with HUD that governs expenditure of Supportive Housing Program renewal funds by the City and the participating agency. The City is required by HUD to then execute an agreement with the subrecipient agency, detailing amounts of funding and eligible uses of the funds.

On June 23, 2015, the Community Development Commission forwarded the proposed Resolution to the Urbana City Council with a unanimous recommendation for approval. Unapproved minutes from the CDC meeting are also attached for review.

The Supportive Housing Program is designed to promote the development of supportive housing and supportive services, and to promote the provision of supportive housing to homeless persons to enable them to live as independently as possible. The agency receives funds through this program to provide supportive services, such as case management services, outreach, life skills, housing placement, and transportation, to single women and families who are homeless. The organization also receives program funds for operation costs, homeless information management systems (HMIS) and administrative expenses.

## **Fiscal Impacts**

There will be no direct fiscal impact on the City General Fund, as the \$166,720 in funding for this program comes from HUD and is reflected in the adopted FY 2015-2016 budget. The grant began on March 1, 2015, and the total amount of funding is as follows:

Courage Connection:	\$163,085
<i>(Homeless Services: \$104,750)</i>	
<i>(Domestic Violence Services: \$58,335)</i>	
<u>City of Urbana:</u>	<u>\$ 3,635</u>
Total amount of grant:	\$166,720

## **Programmatic Impacts**

City staff will continue to provide the programmatic and administrative support for the Supportive Housing Program Homeless Families in Transition Program as in previous years. This is in keeping with the goals and strategies outlined in the City of Urbana and Urbana HOME Consortium Consolidated Plan FY 2015-2019, by providing support for existing agencies delivering services to homeless individuals and families, and encouraging the expansion of local services to meet community homeless needs.

## **Options**

1. Approve the Resolution.
2. Approve the Resolution with changes.
3. Do not approve the Resolution.

## **Recommendations**

Staff and the Community Development Commission recommend that the Urbana City Council approve the proposed Resolution.

**Memorandum Prepared By:**

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**Kelly H. Mierkowski, Manager  
Grants Management Division**

### Attachments:

1. A Resolution Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and Courage Connection (Formerly The Center for Women in Transition)
2. Supportive Housing Program Subrecipient Agreement Between the City of Urbana and Courage Connection (Formerly The Center for Women in Transition), (FY 2015-2016)
3. *Unapproved Community Development Commission minutes - June 23, 2015*

RESOLUTION NO. 2015-07-031R

**A RESOLUTION APPROVING A SUPPORTIVE HOUSING PROGRAM  
SUBRECIPIENT AGREEMENT WITH COURAGE CONNECTION  
(FORMERLY THE CENTER FOR WOMEN IN TRANSITION)**

**(FY 2015-16)**

WHEREAS, on October 24, 2014, the City submitted an application to the U.S. Department of Housing and Urban Development (hereinafter "HUD") for Supportive Housing Program (hereinafter "SHP") funds to continue transitional housing programs sponsored by Courage Connection, formerly The Center for Women in Transition, Champaign, Illinois, a private non-profit organization (hereinafter referred to as the "Participating Organization"); and

WHEREAS, on January 26, 2015, the City received notice that HUD approved the City's application for SHP funds; and

WHEREAS, on May 29, 2015, the City executed a SHP Grant Agreement **(Grant No. IL0037L5T031407)** with HUD to govern expenditure of SHP renewal funds by the City and Participating Organization; and

WHEREAS, the Participating Organization has heretofore expressed its intent to assume responsibility from the City for their transitional housing programs with SHP funds and in accordance with SHP regulations; and

WHEREAS, in its application for SHP funds the City declared its intent to provide SHP funds to the Participating Organization for their use in continuing their transitional housing programs for single women and homeless families.

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

Section 1. That an Agreement providing \$163,085.00 in Supportive Housing Program funds to Courage Connection for their Homeless Services (\$104,750) and Domestic Violence Services (\$58,335), so as to continue their transitional housing programs for single women and homeless families, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

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

**SUPPORTIVE HOUSING PROGRAM  
SUBRECIPIENT AGREEMENT WITH COURAGE CONNECTION  
(FORMERLY THE CENTER FOR WOMEN IN TRANSITION)**

This Subrecipient Agreement is made by and between the City of Urbana, Illinois (hereinafter the "City"), and Courage Connection (formerly The Center for Women in Transition) (hereinafter the "Subrecipient") for Supportive Housing Program Project Number IL0037L5T031407 (Renewal of IL0037L5T031306).

WITNESSETH:

WHEREAS, on October 24, 2014, the City submitted an application to the U.S. Department of Housing and Urban Development (hereinafter "HUD") for Supportive Housing Program (hereinafter "SHP") funds to continue transitional housing programs sponsored by one private non-profit organization: Courage Connection (formerly The Center for Women in Transition), Champaign, Illinois; and

WHEREAS, in its application for SHP funds the City declared its intent to provide SHP funds to the Subrecipient for their use in continuing their respective transitional housing programs for homeless families; and

WHEREAS, the Subrecipient has heretofore expressed their intent to assume responsibility from the City for expanding their respective transitional housing programs with SHP funds and in accordance with SHP regulations; and

WHEREAS, on January 26, 2015, the City received notice that HUD approved the City's application for SHP funds upon certain conditions be met; and

WHEREAS, on May 29, 2015, the City executed a SHP Grant Agreement with HUD to govern expenditure of SHP renewal funds by the City and the Subrecipient.

WHEREAS, the purpose of this Subrecipient Agreement is to set forth the terms and conditions under which the City shall grant SHP funds to the Subrecipient for its transitional housing program for homeless families. This Subrecipient Agreement sets forth rights and responsibilities of both parties in connection with the Subrecipient's transitional housing program. In this Subrecipient Agreement, the Subrecipient assumes full responsibility for adherence to all applicable laws, assurances, regulations, and guidelines associated with the SHP.

NOW, THEREFORE, in consideration of the matters set forth above and below, the parties agree as follows.

**Section 1. Definitions.** Whenever used in this Subrecipient Agreement:

- A. The term "Grant Agreement" means the agreement between the City and HUD executed by the City on May 29, 2015, in connection with the SHP Project No. IL0037L5T031407 (Renewal of IL0037L5T031306).
- B. The terms "Grant" and "Grant Funds" mean the assistance provided under this Subrecipient Agreement.
- C. The term "Grant Application" means the application submission, October 24, 2014, on the basis of which a SHP renewal grant was approved by HUD, including the certifications and assurances and any information or documentation required to meet any SHP award conditions.

- D. The term "Act" shall mean Subtitle C of Title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11381 *et seq.*) as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.
- E. The term "Matching Funds" means a cash payment for the provision of supportive services, cash payment for activities related to HMIS, and the difference between the total operating costs and the amount of the SHP operating funds.

**Section 2. Applicable Laws, Assurances, Regulations, Guidelines.** The financial assistance which is the subject of this Subrecipient Agreement is authorized by the Act. The Subrecipient Agreement and all activities undertaken by the Subrecipient pursuant thereto shall be governed by the Act; the Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule which were published at 24 CFR Part 578 on July 31, 2012, at FR-5476-I-01, a copy of which is attached hereto as Attachment A and made a part hereof; and the Notice of Fund Availability, published on November 22, 2013 at FR-5700-N-17. The Application is incorporated herein as part of this Subrecipient Agreement; however, in the event of a conflict between any part of the Application and any part of the Subrecipient Agreement, the Subrecipient Agreement shall control.

**Section 3. Grant Award.** Subject to the terms of the Grant Agreement and this Subrecipient Agreement, the City agrees to provide up to **\$163,085.00** in SHP renewal funds to the Subrecipient for activities identified as the responsibility of the Subrecipient in the Application. The Subrecipient agrees to use funds granted to it by the City pursuant to this Subrecipient Agreement to undertake those activities in the Application identified as the responsibility of the Subrecipient in the manner identified in the Application. The Subrecipient agrees that funds awarded it pursuant to this Subrecipient Agreement shall be used for the following purposes:

	<u>CC/Homeless</u>	<u>CC/Domestic Violence</u>
Homeless Management Information Services	0.00	\$ 1,500.00
Supportive Services:	\$ 61,950.00	\$45,938.00
Operations:	\$ 38,800.00	\$ 9,797.00
<u>Administration:</u>	<u>\$ 4,000.00</u>	<u>\$ 1,100.00</u>
Total Grant Award:	\$104,750.00	\$58,335.00

**Section 5. Matching Funds.** The Subrecipient agrees to provide matching funds in at least the amounts specified in the Application plus any amount necessary to comply with matching requirements of the Act in connection with activities the Subrecipient undertakes in connection with this Subrecipient Agreement. Documentation of match is required of all projects. Subrecipients are required to maintain detailed fiscal records during each year of the project to ensure adequate documentation of all expenditures related to the grant, including those paid through the use of cash match sources.

**A. Supportive Services:** SHP funds can be used to pay up to 75% of the total costs for the provision of supportive services. The Subrecipient must match the remaining 25% of the total costs with funds from other sources. All matching funds must be used for eligible service costs identified on the supportive services budget, and included in the application and/or technical submission, per 24 CFR Part 578.

**Operating Costs:** SHP funds can be used to pay up to 75% of the operating cost in each year of the grant term. The Subrecipient must match the remaining 25% with a cash source which can be from itself, the Federal government, State and local governments, or private contributions. Resident rents may be used to meet the cash match requirement for transitional housing provided those funds are used to cover costs associated with eligible SHP activities, per 24 CFR Part 578. If the program match obligation is met through other means, then resident rents can be used for other program costs, and may cover activities that are not eligible under SHP. Resident rents are considered program income and must be accounted for and reported appropriately on annual reports.

**B. Homeless Management Information Services (HMIS):** SHP funds can be used to pay up to 75% of the eligible costs related to the implementation and operation of an HMIS. The Subrecipient must match the remaining 25% with a cash match. Cash match is actual dollar resources contributed and spent on eligible HMIS project costs by the Subrecipient, and it must be actual money spent by the Subrecipient, per 24 CFR Part 578.

**C. Matching.** The Subrecipient acknowledges and agrees that the City shall not be responsible for providing the Subrecipient with any funds to meet the Subrecipient's matching requirements. However, nothing herein shall prohibit the City from making funds available to the Subrecipient for transitional housing program activities in addition to funds granted to the Subrecipient pursuant to this Subrecipient Agreement, per 24 CFR Part 578 .

**Section 6. Allowable Costs.** The following costs are allowable, per the Department of Housing and Urban Development (HUD) pursuant to 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) - Continuum of Care Program:

**A. § 578.53 Supportive Services:** “Grant funds may be used to pay the eligible costs of supportive services that address the special needs of the program participants. If the supportive services are provided in a supportive service facility not contained in a housing structure, the costs of day-to-day operation of the supportive service facility, including maintenance, repair, building security, furniture, utilities, and equipment are eligible as a supportive service. Supportive Services must be necessary to assist program participants obtain and maintain housing. Recipients and subrecipients shall conduct an annual assessment of the service needs of the program participants and should adjust services accordingly.”

“Eligible supportive service costs include: Annual assessment of service needs, assistance with moving costs, case management, child care, educations services, employment assistance and job training, food, housing search and counseling services, legal services, life skills training, mental health services, outpatient health services, outreach services, substance abuse treatment services, transportation, utility deposits, direct provision of services including

- (i) the costs of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants; and
- (ii) the salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.”

**B. § 578.55 Operations:** “Grant funds may be used to pay the costs of the day-to-day operation of transitional housing in a single structure or individual housing units.”

“Eligible operational costs include: The maintenance and repair of housing; property taxes and insurance; scheduled payments to a reserve for replacement of major systems of the housing (provided that the payments must be based on the useful life of the system and expected replacement cost); building security for a structure where more than 50 percent of the units or area is paid for with grant funds; electricity, gas, and water; furniture; and equipment.”

**C. § 578.57 Homeless Management Information System (HMIS):** “The recipient or subrecipient may use Continuum of Care program funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care.”

“Eligible HMIS costs include: Purchasing or leasing computer hardware; purchasing software or software licenses; purchasing or leasing equipment, including telephones, fax machines, and furniture; obtaining technical support; leasing office space; paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the



HMIS; paying salaries for operating HMIS, including: completing data entry; monitoring and reviewing data quality; completing data analysis;”

“Reporting to the HMIS Lead; training staff on using the HMIS; and Implementing and complying with HMIS requirements; paying costs of staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act; Paying staff travel costs to conduct intake; and paying participation fees charged by the HMIS Lead, as authorized by HUD, if the recipient or subrecipient is not the HMIS Lead.”

**D. § 578.59 Project Administrative Costs:** “The recipient or subrecipient may use up to 10 percent of any grant awarded under this part, excluding the amount for Continuum of Care Planning Activities and UFA costs, for the payment of project administrative costs related to the planning and execution of Continuum of Care activities. This does not include staff and overhead costs directly related to carrying out activities eligible under § 578.43 through § 578.57, because those costs are eligible as part of those activities.”

“Eligible administrative costs include: General management, oversight, and coordination; costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:”

“Salaries, wages, and related costs of the recipient’s staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.”

“Program administration assignments include the following: Preparing program budgets and schedules, and amendments to those budgets and schedules; Developing systems for assuring compliance with program requirements; Developing agreements with subrecipients and contractors to carry out program activities; Monitoring program activities for progress and compliance with program requirements; Preparing reports and other documents directly related to the program for submission to HUD; (F) Coordinating the resolution of audit and monitoring findings; Evaluating program results against stated objectives; and Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in this section.”

“Travel costs incurred for monitoring of subrecipients; Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.”

“Training on Continuum of Care requirements. Costs of providing training on Continuum of Care requirements and attending HUD sponsored; Continuum of Care trainings; Environmental review. Costs of carrying out the environmental review responsibilities under § 578.31; Sharing requirement: Recipients that are not UFAs - If the recipient is not a UFA, it must share at least 50 percent of project administrative funds with its subrecipients.”

**Section 7. Payouts.** The Subrecipient understands and agrees that a request for disbursement of SHP funds pursuant to this Subrecipient Agreement shall not be made until such funds are needed to pay eligible costs related to the Project. Subrecipient understands and agrees that funding in the full amount of this

Subrecipient Agreement is contingent upon the City receiving said SHP funds, and should the entitlement funds be discontinued or reduced for any reason, Subgrantee understands and agrees that funding under this Subrecipient Agreement could cease or be reduced without advance notice. The sponsor agency shall:

- A. Maintain adequate documentation to demonstrate the homeless eligibility of persons served by SHP funds;
- B. Maintain records that show the eligible supportive services costs and operating costs of the program;
- C. Use required forms to show participant eligibility, the calculation of resident rent, the policy showing savings program (if any) and the procedures for communicating said information to the participant, which must be maintained in participant file.
- D. Submit proper documentation of eligible expenses for match to the city on a regular basis.
- E. Submit timesheets and activity sheets on a monthly basis for review and approval;
- F. Submit monthly reports to the City of Urbana no later than 30 days of month end.
- G. Maintain files and records as required which relate to the overall administration of the SHP - HFIT program;
- H. Provide information for Annual Performance Report (APR) within required timeframes; and
- I. Enter participant data into the HMIS, and update all participant changes while in the program.

**Section 8. Notices.** Any notice, demand, request, or other communication that either party may desire or may be required to give to the other party hereunder shall be given in writing at the addresses set forth below by any of the following means: (a) personal service; (b) electronic communication whether by telegram, telecopier, or email, together with confirmation of transmission; or (c) first-class United States mail, postage prepaid.

TO THE CITY: Kelly H. Mierkowski, Manager, Grants Management Division  
Dept. of Community Development Services  
City of Urbana  
400 South Vine Street  
Urbana, Illinois 61801

TO THE SUBRECIPIENT: Isak Griffiths, Executive Director  
Courage Connection  
508 East Church Street  
Champaign, Illinois 61820

**Section 9. Default.** A default shall consist of any use of grant funds for a purpose other than as authorized herein, failure of the Subrecipient to provide the supportive housing in the minimum amounts and for the minimum time period in accordance with the requirements of Attachment A provisions, noncompliance with the Act or Attachment A provisions, failure to return the executed subrecipient agreement or any other material breach of the Subrecipient Agreement.

Upon due notice to the Subrecipient of the occurrence of any such default and the provision by the City of a reasonable opportunity to respond, the City may take one or more of the following actions. If it is the decision of the City to require the repayment to the City of any grant funds provided to the Subrecipient, the Subrecipient agrees to pay back to the City all such funds up to the amount of grant funds provided to them by the City (hereafter called "Recapture"):

- A. Direct the Subrecipient to submit progress schedules for completing approved activities;
- B. Issue a letter of warning advising the Subrecipient of the default, establishing a date by which corrective actions must be completed and putting the Subrecipient on notice that more serious actions will be taken if the default is not corrected or is repeated;
- C. Direct the Subrecipient to establish and maintain a management plan that assigns responsibilities for carrying out remedial actions;
- D. Direct the Subrecipient to suspend, discontinue, or not incur costs for the affected activity;

- E. Reduce or recapture the grant authorized herein;
- F. Direct the Subrecipient to reimburse the City for costs inappropriately charged to the City;
- G. Other appropriate action including, but not limited to, any remedial action legally available.

No delay or omission by the City in exercising any right or remedy available to it under this Subrecipient Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Subrecipient default.

**Section 10. Certification by Subrecipient.** The Subrecipient agrees to the following terms and conditions as outlined by HUD in the Grant Agreement:

- A. Subrecipient will maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project;
- B. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operation of such project;
- C. Subrecipient will establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness;
- D. In the case of a project that provides housing or services to families, that subrecipient will designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act;
- E. The Subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government;
- F. The Subrecipient's financial records and payments shall comply with all federal regulations;
- H. The Subrecipient agrees to allow any and all audits of its records as may be required and to permit inspection of program records by representatives of the Urbana Grants Management Division and HUD;
- I. The Subrecipient agrees to retain all records pertinent to expenditures incurred under this Agreement for a period of three (3) years after the termination of all activities funded under this Agreement;
- J. The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided;
- G. The Subrecipient agrees that client information collected pursuant to this Subrecipient Agreement is confidential, and the use or disclosure of such information, when not directly connected with the administration of the Project, is prohibited unless prior written consent is obtained from such person receiving service, and in the case of a minor, that of a responsible parent/guardian.
- H. The Subrecipient will provide information, such as data and reports, as required by HUD; and to comply with such other terms and conditions as HUD may have established in the applicable Notice of Funds Availability;

**Section 11. Subgrants by the Subrecipient.** The Subrecipient agrees to accept responsibility for compliance with all requirements of this Subrecipient Agreement by any entities to which the Subrecipient in turn makes grant funds available. This Subrecipient Agreement constitutes the entire agreement between the parties hereto. This Subrecipient Agreement may be amended only by a written agreement executed by the City and the Subrecipient. The effective date of this Subrecipient Agreement shall be the date of execution by the City.

IN WITNESS WHEREOF, the City and the Subrecipient have respectively signed this Subrecipient Agreement and have caused their seals to be affixed hereto.

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**CITY OF URBANA, ILLINOIS:**

BY: \_\_\_\_\_  
Laurel Prussing, Mayor

DATE \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Phyllis Clark, City Clerk

DATE: \_\_\_\_\_

**COURAGE CONNECTION (SUBRECIPIENT):**

BY: \_\_\_\_\_  
Isak Griffiths, Executive Director

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Name & Title:

DATE: \_\_\_\_\_

**ATTACHMENT A:**

**24 CFR Part 578**

**Homeless Emergency Assistance and Rapid Transition to Housing:  
Continuum of Care Program; Interim Final Rule**

**July 31, 2012**



**UNAPPROVED  
MINUTES  
COMMUNITY DEVELOPMENT COMMISSION MEETING  
Tuesday, June 23, 2015, City Council Chambers  
400 South Vine Street, Urbana, IL 61801**

**Call to Order:** Chairperson called the meeting to order at 7:22 p.m.

**Roll Call:** Kelly H. Mierkowski called the roll. A quorum was present.

**Commission Members Present:** Fred Cobb, Janice Bengtson, Chris Diana., Lisabeth Searing, and Jerry Moreland.

**Commission Members Excused/Absent:** Lauren Karplus, Anne Heinze Silvis, Brian Cunningham

**Others Present:** Kelly H. Mierkowski, Community Development Services.

**Approval of Minutes:** *Chairperson Cobb asked for approval or modifications to the May 27, 2015 minutes. Commissioner Searing moved to approve the minutes and Commissioner Bengtson seconded the motion. The motion carried unanimously.*

**Petitions and Communications:** Chairperson Cobb asked if there was any written communication to the Commission; there were none.

**Audience Participation:** Chairperson Cobb asked if there was anyone in the audience who wished to speak, there were none.

**Staff Report:** Kelly H. Mierkowski, Grants Management Division Manager, provided a brief overview of the staff report provided to the Commissioners that evening. Ms. Mierkowski noted that the HUD activity included the City receiving an email from HUD regarding the review of the Consolidated Plan and Annual Action Plan. Staff have been working on revisions and clarifications, which will be submitted the following day.

Environmental Reviews will also need to be done, staff have delayed completing the reviews due to being short staffed, as well as needing to attend an Environmental Review training, sponsored by HUD for the Region V area, which staff will be attend. Environmental Reviews will soon be electronically done though HEROES, connected with IDIS. Noted on the staff report were activities that staff completed and meetings staff attended since the last meeting. Ms. Mierkowski noted regarding staff replacements that the Division will be reorganizing. The positions will be a new financial person and a new programmatic person. New job descriptions that were posted internally on Jun 19, 2015 with the posting ending on July 1, 2015. After that, the jobs will be posted externally on various job sites.

Commissioner Bengtson noted that the Community Development Associate listed the Boneyard Creek Permit support under Other, as far as activities he was working on. Ms. Mierkowski stated that he is helping to wrap up some planning activities, such as Kerr Avenue Rezoning, while assisting us with projects.

Commissioner Searing noted that under meetings attended, it states that staff attended the Senior Task Force. Ms. Mierkowski commented that attending this task force meeting is one of Randy's regular duties, since he works with Seniors through his rehab programs.

**Old Business:** None

**New Business:**

**A RESOLUTION APPROVING A SUBRECIPIENT AGREEMENT FOR FY 2015-2016:  
COURAGE CONNECTION (FORMERLY THE CENTER FOR WOMEN IN TRANSITION)**

Ms. Mierkowski explained that she would present the information and then have Isak Griffiths, Executive Director for Courage Connection come up and give an update regarding their agency. Ms. Mierkowski stated that the agenda item for the evening as resolution approving the subrecipient agreement with Courage Connection, with the issue being whether the Community Development Commission should forward the agreement to the Urbana City Council with a recommendation for approval.

The City of Urbana has administered this grant, the Supportive Housing Program Homeless Families in Transition, since FY 1995-1996. Initially there were three agencies under this grant, then The Center for Women in Transition and A Woman's Fund merged into one agency. The Salvation Army then did not receive funding from the Continuum of Care, and so decided to not participate in the grant program, in order to go in a different direction with their transitional housing program. The City of Urbana and Courage Connection agreed to continue the grant program together, as there is a 20-year commitment to operate this program as a transitional housing program for homeless women with children, with the City administering the grant and Courage Connection providing the services.

In October 2014, the City of Urbana submitted an application through the Champaign County Continuum of Care, for renewal funds through the NOFA (notice of funding availability). The City was then notified by HUD in January 2015 that the application was approved and that certain conditions needed to be met before a grant agreement could be executed. The conditions were met and the grant agreement was executed in May 2015. The City is then required by HUD to execute a subrecipient agreement with Courage Connection, detailing amounts of funding and eligible uses of the funds.

Under fiscal impacts, it was noted that there will be no direct fiscal impact to the City General Fund, as the funding for this program comes from HUD. The City receives some funds for the administration of this grant. Under programmatic impacts, this grant is in keeping with the goals and strategies as outlined in the FY 2015-2019 Consolidated Plan, as it will provide support for existing agencies delivering services to homeless individuals and families.

The options, as noted in the memo, are to forward the resolution approving the agreement with Courage Connection to the Urbana City Council with a recommendation for approval, forward the resolution approving the agreement, with suggested changes, or do not make a recommendation for approval. Ms. Mierkowski then asked the Commission if they had any questions regarding this resolution, or if the Commission preferred to wait until after Ms. Griffiths presentation. It was decided Ms. Griffiths would present first, and then the Commission would be able to ask any questions they had.

Ms. Isak Griffiths, Executive Director for Courage Connections introduced herself to the Commission and thanked them for allowing her to present to them about the exciting things happening at their agency, that are done with their support.

Courage Connection has four main programs: (1) working with men and women fleeing domestic violence relationships by providing emergency shelter for the women, helping both men and women navigate the legal system, providing counseling to become self sufficient/move forward successfully; (2) a transitional housing program in both Champaign and Urbana, largely for women coming from a domestic violence situation, but not all are; they also serve homeless women with children up to 18 years of age; (3) they also provide affordable housing and rental assistance, as well as (4) job training through their store, Connections, at Lincoln Square Village. All residents are able to go to the store to obtain at least a week's worth of clothing for themselves and their children, in order to start rebuilding their lives.

What the City of Urbana provides, as well as the community at large, is funding which allows staff to meet with the clients one-on-one and work with them to find out what they need in order to rebuild their lives, and then to help connect them to local resources so they can be successful. Staff also work with them to increase their education, to get back in school in order to increase their hireability, as well as their employability. They want to make sure that the client can get into the workforce, but also develop their skills in order to improve their work situation so they can be sustainable. Staff also work with them to develop life skills, parenting skills, and whatever else they feel they need to be successful. This grant also funds their maintenance staff, which helps the agency save money on repairs; last fiscal year at least several thousands of dollars. Maintenance staff are able to work on the heating and cooling systems, do light construction, replace the fixtures and lighting in their offices to make them more energy efficient with help from U of I, and other such updates.

In regard to domestic violence clients, the funds also assist with providing counseling services for the women and their children, as well as for men. Shelter services, over the last year, have been provided for approximately 100 women and 50 children, leaving a domestic violence situation, in addition to another 50 families. It is not just about having a safe place to stay, it's about once a decision has been made to leave, what can be done to rebuild their life so that they have additional options for their self and their family.

In terms of the store, Connections was started in 2008 and it was expanded in 2013. In the last fiscal year, the store will contribute about \$20,000 to programs, it is also an additional source of revenue for the agency, including training which is eligible for their clients, and to help persons coming out of the Dept. of Corrections or who need community service through the store, as well as many volunteers.

New things in the agency are that they are working on developing their board and are one of three agencies recently selected by the Community Foundation of East Central Illinois to actively work on board development and board training, which is a great opportunity for their agency. They have been able to promote within several key positions including three positions that are funded by this grant. The agency is working on employability and job preparedness within the agency, in addition to the clients. The agency has been working on collaborating and referrals with other agencies in the community, to make sure they are going a good job and to make sure they are doing all they can for their clients.



One group they are working with is the Urbana Adult Education, for a long term project to help people who have not had the same level of education as others initially, or who have had some challenges but are ready to create a new future for themselves to get into the construction business, targeting women especially. It is a great opportunity potentially, because this program could provide and make sure they finish getting their high school diploma or GED, while providing child care and helping them obtain a certificate for construction.

The agency is also working with businesses in the community, such as the Hilton Garden Inn, who reached out and asked if there were potential workers they could interview. The agency is actively working in the community to provide as many resources as they can for their resident clients. It is not enough to have a place to stay, but also need a plan to move forward. The agency is working to do all that it can to assist their clients, so that they are able to do so. The agency serves about 50 men, most of them came for assistance in navigating the legal system, because they were in a domestic violence situation and need some help to make sure that they were able to protect their rights.

The agency has a great history in Champaign-Urbana, the domestic violence facility in particular. The domestic violence shelter was the first and oldest shelter in the nation, built in 1971; The Center for Women in Transition is now 30 years old. The funding has helped the agency provide services and opportunities for thousands of families. Urbana is becoming a leader once again in the domestic violence arena, as a community fighting domestic violence. Ms. Griffiths stated she sits on the Operations Committee for the Illinois Coalition Against Domestic Violence. Part of that responsibility is working with domestic violence agencies around the state to determine where is it we go from here. Not only are the agencies there to advocate for victims, but also ask how to address the problem of domestic violence and prevention as well. Ms. Griffiths will be attending a conference in Wisconsin of domestic violence advocates and will be representing the state of Illinois. What is learned will be brought back to the state, and will be shared with the agency and with other agencies around the state.

The agency would not be able to do what it does without the support that it receives from the City through this grant. Not only is shelter being provided, but opportunities are also being provided for people to rebuild their lives and create a success they have never had before. Ms. Griffiths thanked the Commission again and asked for any questions.

Commissioner Moreland asked about outreach in the community and Ms. Griffiths commented that it depends on the person and their situation. Chronically homeless are the ones often seen in public, of which C-U at Home is the agency that works with that population, which includes the Phoenix in downtown Champaign. Women with children who are homeless tend to not be visible because if they are recognized as homeless they are at risk of losing their children. The agency's primary target population is in fact not the ones seen in public on the street, as that is the target population for C-U at Home and the Salvation Army. Courage Connection's outreach is largely the community, even on the homeless services side, a lot of their residents are victims of domestic violence. A lot of the outreach CC does is to educate people on what their rights really are. An example includes people coming from other cultures where domestic violence is a legal right and they have no idea that here in the United States it is illegal. In fact, Illinois was the first state in the Union to recognize that domestic violence is and should be illegal.

Outreach is being done in the schools; the agency also works with local police departments and women resource centers, as well as other agencies regarding their mission and also talking to groups in the community.

Chairperson Cobbs asked about if the age limits for clients or financial restrictions. Ms. Griffiths commented that there are no age limits or financial restrictions if fleeing a domestic violence situation. In terms of transitional housing, they are more traditionally homeless and have no place to stay, so when a family comes to the emergency shelter, for the first 30 days they work on what is your plan for when this time is gone; they work with them to find other alternatives. In terms of ages, the client basically has to be an adult; they recently had a 16 year with a child. In the state, if you are a parent then you are an emancipated adult. They have had clients who are seniors, unfortunately domestic violence does not have an age limit so neither does the agency. In terms of housing, same thing; you basically have to be an adult with or without children. But they can only take children as dependents 18 years old and younger.

Commissioner Moreland asked, with regard to outreach, if the agency placed information in places like the library, as both the homeless and victims of domestic violence may see the libraries as a safe haven. Ms. Griffiths agreed that they go to various places with brochures in the community and would be open to the suggestion. They have been posting flyers with tear off phone numbers in public places to get the word out about services, which has been successful.

Chairperson Cobb entertained a motion to either forward the resolution to City Council with a recommendation for approval, forward it with a recommendation for approval with changes, or not recommend for approval. Commissioner Moreland recommended that the resolution be forwarded to the City Council for approval; Commissioner Bengston seconded. Commissioner Diana noted that some of the terms in the agreement need to be consistent and Ms. Mierkowski agreed; motion carried.

**Study Session:** No items for this agenda.

**Adjournment:** Seeing no further business, Chairperson Cobb adjourned the meeting at 7:55pm.

Recorded by  
Kelly H. Mierkowski  
Manager, Grants Management Division

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**UNAPPROVED**