



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**TO:** Elizabeth H. Tyler, AICP, City Planner/Director

**FROM:** Bob Grewe, AICP, Manager, Grants Management Division

**DATE:** August 22, 2003

**SUBJECT:** **CDBG Subrecipient Agreements For FY2003-2004**

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### **Description**

Included in this packet are copies of the agreements for projects and activities to be undertaken by not-for-profit agencies and organizations using CDBG monies during the fiscal year beginning July 1, 2003 and ending June 30, 2004. Staff request the Community Development Commission review the agreements in order to formulate a recommendation to City Council.

### **Issues**

The Community Development Commission is requested to review and recommend any changes to the following Public Service Activity agreements, which are part of the Consolidated Social Service Funding Pool. These agreements will then be forwarded to the Mayor for execution.

DEVELOPMENTAL SERVICES CENTER  
VOCATIONAL SERVICES-EASTERN ILLINOIS FOODBANK  
PROJECT NO. 0304-03

PROVENA BEHAVIORAL HEALTH SERVICES  
(ROUNDHOUSE SHELTER)  
PROJECT NO. 0304-04

DON MOYERS BOYS AND GIRLS CLUB  
LAKESIDE TERRACE CLUB  
PROJECT NO. 0304-05

The Community Development Commission is requested to review and recommend any changes to the following CDBG Subrecipient Agreements. These agreements will then be forwarded to the City Council for consideration and approval.

PROVENA BEHAVIORAL HEALTH AT THE MENTAL HEALTH CENTER  
PROJECT NO.0304-01

PROVENA BEHAVIORAL HEALTH AT MENTAL HEALTH CENTER  
(TIMES CENTER)  
PROJECT NO.0304-02

DEVELOPMENTAL SERVICES FOUNDATION  
PROJECT NO. 0304-06

UNITED CITIZEN AND NEIGHBORS (UCAN)  
PROJECT NO. 0304-07

## **Background**

On May 2, 2003, the Urbana City Council passed Resolution No. 2003-04-006 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2003-2004. This AAP was submitted to HUD on May 15, 2003 for approval. The approving resolution defined the actions necessary (as listed above) for the implementation of the CDBG Program.

Environmental reviews for the above activities have been completed, a Finding of No Significant Impact on the Environment has been published, and a Request for Release of Funds was submitted to HUD on Monday, June 25, 2003. HUD provided Authority to Use Grant Funds July 11, 2003.

Note that Attachment C of the Agreements contain project specific information.

## **Options**

The Community Development Commission can pursue the following options:

1. Recommend that the Agreements be forwarded to City Council for approval.
2. Recommend that Agreements, with amendments, be forwarded to City Council for approval.
3. Recommend that the Agreements not be forwarded to City Council for approval.

## **Fiscal Impacts**

The City's major investments in the CDBG Program for FY2003-2004 are identified in the Annual Action Plan.

Failure to forward agreements to City Council within a reasonable period of time can delay projects and impact the timely expenditure of CDBG funds.

## Recommendations

Staff requests that CDC members review the Agreements for content, indicate any suggestions for improvements in defining program descriptions, required actions on the part of the subgrantees, reporting requirements, safeguards for the city, etc.

Staff recommends that CDC approve the grant agreements and forward a favorable recommendation to the Urbana City Council.

### Memorandum Prepared By:

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Bob Grewe, AICP  
Manager, Grants Management Division

#### Attachments:

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