



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Elizabeth H. Tyler, FAICP, Community Development Director

FROM: John Schneider, Manager, Grants Management Division

DATE: January 23, 2009

SUBJECT: Review of CDBG Public Facilities Grant Applications for FY 2009-2010

Description

As part of the Annual Action Planning process, the City of Urbana, Grants Management Division annually receives applications from local non-profit agencies for Community Development Block Grant (CDBG) public facility improvement grants. On the agenda of the January 27, 2009 Urbana Community Development Commission (CDC) meeting is a review of the two applications submitted to the City of Urbana for consideration. The City has not received notification from the Department of Housing and Urban Development (HUD) of the amount of CDBG funding that will be available for Fiscal Year (FY) 2009-2010 and has formulated a preliminary budget based on the CDBG allocation to the City of Urbana for FY 2008-2009. Staff is requesting from the CDC input and recommendations regarding these requests for CDBG funds for Fiscal Year 2009-2010.

Issues

The issue is for the CDC is to evaluate and make recommendations regarding funding of the proposed projects to be included in the Draft Annual Action Plan (AAP) for FY 2009-2010. After the thirty-day public review period for the draft AAP, CDC will review the Draft and all subsequent public comments and will be asked to forward a recommendation regarding the proposed Annual Action Plan for FY 2009-2010 to the Urbana City Council.

Background

Applications for FY 2009-2010 CDBG public facility grants became available on December 8, 2008 and were due to the City of Urbana by 4:00 P.M. on January 19, 2009. In response, applications were submitted by the following two agencies: A Woman's Fund, for bathroom renovations at the domestic violence shelter run by A Woman's Place, and the Disabled Citizens Foundation, for renovations to one of their group homes in Urbana, in which residents receive services from the Developmental Services Center.

The CDBG public facilities projects for the eligible applications that are proposed to be included in the FY 2009-2010 AAP are summarized below. The summaries include: the agency name; the amount of funding requested; and the score staff assessed for each request. The scoring system is provided by HUD in its guidebook entitled Managing CDBG Grantees and is based on the

following criteria: benefit to low- and moderate-income persons, benefit to target areas, activity need and justification, cost reasonableness and effectiveness, activity management and implementation, experience and past performance, matching contributions and leveraging, environmental justice, and completeness of the application. The maximum score an application can receive is 115 points.

1. CDBG GRANT APPLICATIONS

A Woman’s Fund

\$19,012.50

105 points

The requested funding would be used towards 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.

Staff Recommended Funding Amount: \$19,012.50

Disabled Citizens Foundation

\$32,821.48

99 points

The requested funding would be used in support of renovations for the DSC Scovill Group Home, located at 2504 Scovill Circle, Urbana. The Scovill home is a licensed eight-bed group home and is currently home to five residents, all of whom receive services through Developmental Services Center. This building is approximately 37 years old and needs renovation to maintain the highest level of functionality. This project would enable adults with developmental disabilities who reside there access to an updated living environment and the opportunity for the highest level of independence in the least restrictive environment, in addition to providing sustainability for the Urbana neighborhood where the home is located.

Staff Recommended Funding Amount: \$32, 821.48

2. PROJECTED CDBG BUDGET FOR FY 2009-2010:

Following is a funding breakdown that shows the anticipated Federal Grant amount of \$460,655 plus \$31,700 in Program Income from the previous year and anticipated expenditures based on previous program allocations and expenditures.

Anticipated Federal Grant	\$ 460,655.00
Previous Year’s Program Income	\$ 31,700.00
Total available (Projected)	\$ 492,355.00
<i>Less: Administrative Cap (20%)</i>	<i>\$ 98,471.00</i>
Public Service Cap (15%)	\$ 73,853.00
Emergency /Access Grants	\$ 80,000.00
Senior Repair Service	\$ 20,000.00
Housing Programs Delivery	\$ 78,500.00
Balance to be allocated to Projects	\$ 141,531.00

The Administrative Cap is 20% and the Public Service Cap is 15% (includes Transitional Housing and Neighborhood Cleanup). Funding is budgeted for the City developed regular housing repair programs in the following amounts: Emergency/Access Grants (\$80,000); Urbana Senior Repair Service (\$20,000); and Program Delivery (\$78,500). The total funding allocated to the agencies requesting public facilities grants will be deducted from the balance to be allocated to projects.

3. REMAINING FUNDS & CARRYOVER

If the grants are funded at the staff recommended amounts, it would leave **\$89,697** to be allocated to other Consolidated Plan projects such as City of Urbana infrastructure improvements or the City’s Property Acquisition program. Funds committed in previous years’ Annual Action Plans will be listed as Carryover projects and will be included in the AAP budget. These projects include: Lakeside Terrace Redevelopment, Clearance of Slum/Blight, and Property Acquisition. Any funding remaining after completion of projects from previous years will be reprogrammed for neighborhood projects such as acquisition and maintenance of property, and slum and blight abatement.

Options

Staff is requesting that Community Development Commission provide input regarding the grant applications to be included in the City of Urbana Draft Annual Action Plan for FY 2009-2010. The CDC may:

1. Recommend approval of the funding of the grant applications in the amounts recommended by staff (full amount of the applications).
2. Recommend funding of one or both of the grant applications in an amount other than as recommended by staff.
3. Recommend not approving funding of either grant application.

Fiscal Impacts

This year the federal CDBG grant allocation is projected at \$460,655, which is the same as last year’s allocation. Although the CDBG grant for the City of Urbana has been reduced each year since 2005, based on input from the city’s HUD Representative Amy Hudson-Davis, staff anticipates the new administration may consider allocating the upcoming entitlement funds at the 2008-2009 level. The decisions made by the CDC and the Urbana City Council will determine the budget allocations for the CDBG grants.

Recommendations

Staff recommends funding the public facilities grant requests for the two agencies as follows:

A Woman’s Fund	\$19,012.50
Disable Citizens Foundation	<u>\$32,821.48</u>
Total	\$51,833.98

The staff recommendations are based on the overall needs of the community as described in the

Consolidated Plan and the current needs of the agencies. The requests for A Woman's Fund and Disabled Citizens Foundation projects are recommended for full funding.

Memorandum Prepared By:

Kelly Hartford
Grants Coordinator
Grants Management Division

Attachments:

1. FY 2009-2010 CDBG PF Grant Application: A Woman's Fund
2. FY 2009-2010 CDBG PF Grant Application: Disabled Citizens Foundation