



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: Kelly Hartford, Interim Manager, Grants Management Division

DATE: June 24, 2011

SUBJECT: AN ORDINANCE APPROVING A SECOND AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT (Center for Women in Transition-Domestic Violence Program, Project No. 1011-AAP-01)

Description

Included on the agenda of the June 28, 2011 meeting of the Community Development Commission is an Ordinance Approving a Second Amendment to the City of Urbana Community Development Block Grant Agreement (Center for Women in Transition-A Woman's Place, Project No. 1011-AAP-01). The proposed Amendment extends the length of time for completion of this project from a deadline of June 30, 2011 to a deadline of August 31, 2011 in order to complete the kitchen.

Issues

The issue is whether the Community Development Commission should recommend Council approval of the Ordinance approving the Second Amendment.

Background

On April 19, 2010, the Urbana City Council passed Ordinance No. 2010-04-024 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2010-2011, which included funding to A Woman's Fund (AWF) for the repair of the foundation, installation of proper drainage and grading on the grounds, and installation of a new HVAC system at the shelter operated by A Woman's Place (AWP).

On July 1, 2010, Center for Women in Transition (CWT) and A Woman's Fund (AWF) merged, due to the financial crisis caused by the lack of payments to AWF from the State of Illinois. A Woman's Fund, the umbrella organization over AWP, was dissolved and AWP then became a part of CWT, who reorganized and designated AWP as their domestic violence program. On July 19, 2010, the Urbana City Council passed Ordinance No. 2010-07-061 approving the agreement between the City of Urbana and Center for Women in Transition for the project.

On January 21, 2011 the City of Urbana received a letter from John Sullivan, Executive Director, at the Center for Women in Transition requesting the grant funds be used for a different project at the same location, as the original project of drainage and site grading had been completed through donations. The revised scope of work involved the renovation of the kitchen at the shelter. The amendment to the agreement, which changed the scope of work, was then approved by the Urbana City Council, via Ordinance No. 2011-04-024, on April 18, 2011, and executed by the Mayor on May 17, 2011.

On June 24, 2011 the City of Urbana received an email from John Sullivan, Executive Director at the Center for Women in Transition, requesting that the activity be extended until August 31, 2011, as the length of time in the process for executing the first grant amendment, and for when the Invitation to Bid was able to be published in the newspaper, did not allow enough time for the project to be completed by the June 30, 2011 deadline.

Options

1. Forward the Ordinance approving the proposed second amendment to the Urbana City Council with a recommendation for approval.
2. Forward the Ordinance approving the proposed second amendment, with suggested changes, to the Urbana City Council with a recommendation for approval.
3. Do not recommend Urbana City Council approve the Ordinance.

Fiscal Impacts

This amendment would not have any direct fiscal impact as these monies have been previously budgeted. Changing the length of time for completion will not have a negative impact on the City's timely expenditure of CDBG funds.

Recommendations

Community Development staff recommends that the proposed amendment be forwarded to the Urbana City Council for approval.

Memorandum Prepared By:

Kelly Hartford
Interim Manager
Grants Management Division

Attachments:

- (1) AN ORDINANCE APPROVING A SECOND AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT (Center for Women in Transition-Domestic Violence program, Project No. 1011-AAP-01)
- (2) A Second Amendment to a City of Urbana Community Development Block Grant Agreement (Center for Women in Transition-Domestic Violence Program, Project No. 1011-AAP-01)
- (3) Copy of letter from John Sullivan, Executive Director, Center for Women in Transition regarding amending grant agreement to change scope of work for project.
- (4) Copy of email from John Sullivan, Executive Director, Center for Women in Transition regarding request for extension of completion date for project.

ORDINANCE NO. _____

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

(Center for Women in Transition - Domestic Violence Program
Project No. 1011-AAP-01)

WHEREAS, on April 19, 2010, the Urbana City Council passed Ordinance No. 2010-04-024 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2010-2011.

WHEREAS, on July 1, 2010, the Center for Women in Transition (CWT) and A Woman's Fund, the umbrella organization over A Woman's Place, merged, and A Woman's Place became a program under the Center for Women in Transition.

WHEREAS, On July 19, 2010, the Urbana City Council passed Ordinance No. 2010-07-061 approving the agreement, which provided Thirty-One Thousand Eight Hundred Forty-Six and 00/100 dollars (\$31,846.00) in Community Development Block Grant (CDBG) funds towards the repair of the foundation, installation of proper drainage and grading on the grounds, and installation of a new HVAC system, at the domestic violence shelter (formerly A Woman's Place) operated by the Center for Women in Transition.

WHEREAS, on January 19, 2011, the Center for Women in Transition sent a letter to the City of Urbana requesting to amend the Community Development Block Grant (CDBG) Agreement in order to revise the scope of work to the renovation of the kitchen at the domestic violence shelter operated by the Center for Women in Transition; and

WHEREAS, on March 29, 2011, the Community Development Commission unanimously voted to forward the Ordinance approving the proposed amendment to the agreement to the Urbana City Council for approval.

WHEREAS, on April 18, 2011, the Urbana City Council approved the ordinance approving the proposed amendment to the agreement. On May 17, 2011, the amendment to the grant agreement was then executed by the Mayor.

WHEREAS, on June 13, 2011, the Center for Women in Transition contacted the City of Urbana, via email, requesting to extend the deadline for completion of the project, and

WHEREAS, the City and Center for Women in Transition now desire to amend the Community Development Block Grant (CDBG) Agreement to revise the length of time for completion of the renovation of the kitchen at the domestic violence shelter operated by the Center for Women in Transition from June 30, 2011 to August 31, 2011;

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 A SECOND AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT (CENTER FOR WOMEN IN TRANSITION-DOMESTIC VIOLENCE PROGRAM, PROJECT NO. 1011-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: Center for Women in Transition
PROJECT NO. 1011-AAP-01
CFDA No. 14.218

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

**(Center for Women in Transition–Domestic Violence Program)
Project No. 1011-AAP-01**

This CDBG Agreement is made this _____ day of July 2011 between the City of Urbana, an Illinois Municipal Corporation (hereinafter referred to as the "City"), and 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, 2010 - June 30, 2011, 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 repair of the foundation, installation of proper drainage and grading on the grounds, and installation of a new HVAC system, at the domestic violence shelter (formerly A Woman's Place) operated by 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 19, 2010, the Urbana City Council passed Ordinance No. 2010-04-024 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan for Program Year 2010-2011.

WHEREAS, on January 21, 2011, the City of Urbana received a letter from the Center for Women in Transition requesting a change in the scope of work at the domestic violence shelter, to use the funds to renovate the kitchen instead of repairing the foundation, as the original work was completed due to a donation from a contractor.

WHEREAS, on March 29, 2011, the Community Development Commission unanimously voted to forward the ordinance approving the proposed amendment to the Urbana City Council for approval.

WHEREAS, on April 18, 2011, the Urbana City Council approved the ordinance approving the proposed amendment to the agreement. On May 17, 2011, the amendment to the grant agreement was then executed by the Mayor.

WHEREAS, on June 13, 2011, the Center for Women in Transition has requested a change in the completion date of the project to renovate the kitchen from June 30, 2011 to August 31, 2011.

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

1. The Subgrantee represents to the City that the Project shall now terminate on August 31, 2011.
2. All other provisions of said CDBG 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: _____

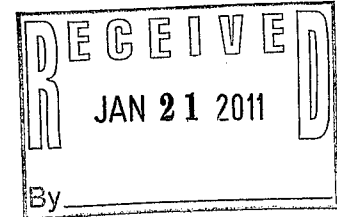
SEAL

SEAL



| 508 East Church Street Champaign, IL 61820

January, 19th, 2011



Kelly Hartford
Dept. of Community Development Services
400 South Vine Street
Urbana, Il 61801

Dear Kelly Hartford,

I am writing to request that the City of Urbana CDBG that was initially requested by A Woman's Fund on 1/4/10 (Project nos.1011-AAP-01, at project address 1304 East Main Street, Urbana, Il 61802) be allocated to a different project. The amount allocated was \$31,846.00.

The initial request was for drainage and grading at 1304 East Main Street. This project has been completed in thanks to a donation from Coit Concrete. We would, therefore, like to use these funds to renovate the kitchen for our clients. This project would meet the National Objective Compliance of this grant. CWT would of course be providing the 25% match required for this project.

If you could please direct me as the steps required to transfer this project or any other information and documentation required I will be happy to assist in any way possible.

Yours truly,

A handwritten signature in black ink, appearing to read "J. Sullivan", with a long horizontal flourish extending to the right.

John Sullivan

Executive Director

Hartford, Kelly

From: John Sullivan [jsullivan@cwt-cu.org]
Sent: Friday, June 24, 2011 10:33 AM
To: Hartford, Kelly
Subject: FW: AWP kitchen remodel extension

See below

John Sullivan
Executive Director



508 East Church Street, Champaign, Illinois, 61820
(217) 819 4611

Important Confidentiality Notice:

This message and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of this message or any attachment is prohibited. If you have received this message in error, please notify us.

From: Melanie Hertel
Sent: Friday, June 24, 2011 10:32 AM
To: John Sullivan
Subject: FW: AWP kitchen remodel extension

Kelly, I am requesting that the CDBG for 1304 East Main (AWP), kitchen remodel be extended until August 31st 2011. We are requesting the extension because the change in the scope of project was not granted until May, 2011. By the time all the appropriate paperwork was process and the Invitation to Bid was published, there will not be enough time to complete the project by June 30, 2011. Thank you.

John Sullivan
Executive Director



508 East Church Street, Champaign, Illinois, 61820
(217) 819 4611

Important Confidentiality Notice:

This message and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of this message or any attachment is prohibited. If you have received this message in error, please notify us.