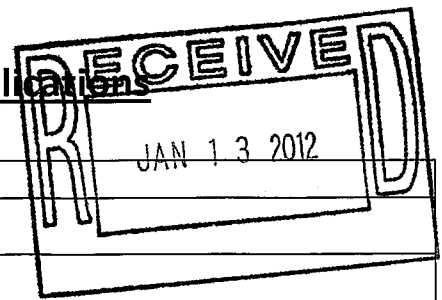


**City of Urbana CDBG Public Facilities Application**



<b>A. ORGANIZATION INFORMATION</b>	
Project Title: AWP Living Room and Dining Room	
Address/Service Area: 1304 E. Main Street, Urbana, IL 61802	
Amount Requested* (minus 25% match): \$15,592.50	
Applicant Organization: <b>The Center for Women in Transition</b>	
Address: 508 E. Church Street	
City/State/Zip: Champaign, IL 61820	
Applicant's Fiscal Year: July 1 – June 30	
<b>Person Responsible for Preparation of Application</b>	
Name	John Sullivan
Title	Executive Director
Address	508 E. Church Street
City/State/Zip	Champaign, IL 61820
Phone Number	217-819-4611
Fax	217-352-1035
E-mail	jsullivan@cwt-cu.org
<b>Person Responsible for Proposed Activity (if different than person above)</b>	
Name	Andy Harmon
Title	Facilities Manager
Address	508 E. Church Street
City/State/Zip	Champaign, IL 61820
Phone Number	859-351-5843
Fax	217-352-1035
E-Mail	aharmon@cwt-cu.org
<b>Person Responsible for Financial Information (if different than person above)</b>	
Name	Irina Dikanova
Title	Fiscal Manager
Address	508 E. Church Street
City/State/Zip	Champaign, IL 61820
Phone Number	217-819-4619
Fax	217-352-1035
E-Mail	idikanova@cwt-cu.org

\*Amount requested should be same amount as listed on Page 9)

**B. ACTIVITY TO BE FUNDED:**

B1. Fully describe the activity for which you are requesting funds:

Repaint both areas to create a bright, clean living space. Install new cabinets for dining storage to store dining room supplies and dishes. Install new doors in Case Manager's office for privacy to ensure privacy for counseling and intake services.

B2. Why are CDBG funds needed for this activity? The Center for Women in Transition does not have adequate resources to pay for this activity.

B3. Describe how the overall project budget is cost effective and reasonable, as required by the Federal Office of Management and Budget (OMB) and HUD, for the anticipated result: An estimate based upon prevailing wage was secured from a reputable construction company with whom the agency has previously contracted for services. This agency has found the construction company to be honest and reliable in its estimation of costs.

B4. Please describe the effect on the proposed project if the City of Urbana grant is not awarded.

If funding under this grant application is not received, this project cannot be undertaken. The living area remains in a poor condition and the two glass doors would remain a hazard to children.

B5. Estimate the number of **total** persons or households that will benefit from implementation of this project:

157 Persons OR \_\_\_\_\_ Households

B6. Percentage of persons or households served who will be or are City of Urbana residents: 100 %.

B7. Indicate other significant characteristics of the population to be served (i.e., elderly, disabled, homeless):

All individuals served will be women and children who are victims of domestic violence or homeless

**C. NATIONAL OBJECTIVE COMPLIANCE**

C1. In order to ensure that the program meets the intent of the Federal Housing and Community Development Act of 1974, as amended and re-authorized by the National Affordable Housing Act of 1990, Congress has required that entitlement programs meet at least (1) one of three national objectives, of which the City has decided to focus its activities on - those that principally **benefit extremely low- and low-income persons**. Please note that the following information is subject to change by HUD.

C2. Using the table below, please answer the following questions:

(a) Estimate the number of  persons or  households (please check one) served who will be extremely low, low, & moderate income:

157 Extremely low (<30% MFI)                      \_\_\_\_\_ Low (31-50%)                      \_\_\_\_\_ Moderate (51-80%)

FAMILY SIZE	EXTREMELY LOW INCOME (30% MFI)	LOW INCOME (50% MFI)	MODERATE INCOME (80% MFI)
1	\$14,150	\$23,500	\$37,600
2	\$16,150	\$26,850	\$43,000
3	\$18,150	\$30,200	\$48,350
4	\$20,150	\$33,500	\$53,700
5	\$21,800	\$36,250	\$58,000
6	\$23,400	\$38,950	\$62,300
7	\$25,000	\$41,650	\$66,600
8	\$26,600	\$44,300	\$70,900

(b) Explain fully how you will document that you are providing services to persons/households who are extremely low-, low-, & moderate-income:

We collect income data for each person/household receiving services.

---



---



---

D2. Which local funding priority does this project meet, as identified in the Five-Year Strategic Plan of the City of Urbana Consolidated Plan for Program Years 2010-2014? (See Page 2 for local funding priorities.)

- To provide decent housing

D3. Explain how the proposed project addresses the local funding priority listed above:

In our transitional housing program, women and their children can reside at A Woman's Place for up to two years while they work on their goals of self-sufficiency. These repairs and renovations will create a clean, safe, home-like atmosphere for the women and children who reside in the facility.

#### **D. PERFORMANCE MEASUREMENT**

D1. Federal regulations require all CDBG grantees to report annually on specific outcome indicators as mandated by the U.S. Department of Housing and Urban Development (HUD). HUD has developed a Community Planning and Development (CPD) Performance Measurement System to measure the impact of their federally funded programs. The three program performance **outcome** categories listed below are to show results achieved through your project activities, not the activities themselves. **Please check only one box on this page that best applies.**

**Outcome 1 - Availability/Accessibility:**

This outcome applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low- and moderate-income people, including persons with disabilities.

**Objective:**

- Enhances the Living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

**Outcome 2 – Affordability:**

This outcome applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

**Objective:**

- Enhances the Living Environment through New/Improved Affordability
- Creates Decent Housing with New/Improved Affordability
- Promotes Economic Opportunity through New/Improved Affordability

**Outcome 3 - Sustainability/Promoting Livable or Viable Communities:**

This outcome applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

**Objective:**

- Enhances the Living Environment through New/Improved Sustainability
- Creates Decent Housing with New/Improved Sustainability
- Promotes Economic Opportunity through New/Improved Sustainability

**E. TIMELINESS / PROJECT READINESS**

E1. Discuss the timeline for the project including dates for start and completion, and other significant stages such as hiring staff or securing a site, as applicable to your project. Indicate if this project is ongoing in nature. \_\_\_\_\_

Step 1: Advertise for bids to complete the repairs & renovations (within 30 days of receipt of funding) \_\_\_\_\_

Step 2: Award contact (one week after advertising) \_\_\_\_\_

Step 3: Renovate and repair areas (schedule as soon as contract has crew available) \_\_\_\_\_

Step 4: Evaluate completed project (upon completion) \_\_\_\_\_

**F. LEVERAGE / MATCH**

F1. The applicant leveraging/match may be provided in the form of materials and/or labor, cash and/or other non-federal funding and must offer a minimum of 25% of the estimated project cost. The minimum percent of leveraging which is pledged for the project must be maintained, regardless of the amount of CDBG/HOME funds awarded.

F2. Source of applicant's leveraging:

Dept. of Commerce and Economic Opportunity. \$5,197.50

**TOTAL** \$5,197.50

F3. Calculate leveraging ratio as leverage offered divided by total project cost.

a.  $\frac{\$20,790.00}{\text{(Total Project Cost)}} \text{ Divided by } \frac{\$5,197.50}{\text{(Leverage Offered)}} \text{ Equals } \frac{25}{\text{(Minimum of 25\%)}} \% \text{ Match.}$

b.  $\frac{\$20,790.00}{\text{(Total Project Cost)}} \text{ Minus } \frac{\$5,197.50}{\text{(Match amount)}} \text{ Equals } \frac{\$15,592.50}{\text{(Amount Requested)*}}$

- Notes:
1. CDBG funds, including previously awarded CDBG monies cannot be counted as leverage.
  2. Applicant's leverage funds must be spent prior to drawing on CDBG funds,
  3. Documentation is to be submitted with request for reimbursement.
  4. \* Amount requested should be same amount as listed on Page 5.

**G. PAST LEVERAGING / MATCH PERFORMANCE**

G1. All applicants are required to state the amount of funds or in-kind contributions provided by the applicant toward implementation of the last CDBG project funded and/or completed under the City of Urbana's program. Explain at the bottom of this page how your funds were expended (i.e. staff administration, engineering, construction, etc.)

G2. Provide your agency budget for the last project that received funding through the City of Urbana CDBG Public Facilities grant program:

Your funds:	\$ _____	
Total of Other funds	\$ <u>9,854.00</u>	(list sources below)
CDBG funds	\$ <u>31,846.00</u>	
<b>Total</b>	\$ <u>41,700.00</u>	

G3. List Sources: Eastern Illinois Foodbank and United Way of Champaign County

G4. What year did your agency last receive funds? 2011

CDBG Funds used in 2011 were expended on construction costs to renovate the kitchen at A Woman's Place.

## H. ASSURANCES AUTHORIZATION, AND SIGNATURE SHEET

### H1. ASSURANCES

As the Applicant, the undersigned assures the commitment to compliance with the following Regulations, as required by the Dept. of Housing and Urban Development (HUD):

- A. NATIONAL ENVIRONMENTAL POLICY ACT COMPLIANCE: Where necessary, in order to comply with the National Environmental Policy Act (NEPA) directives, applicants shall provide complete and accurate information about environmental issues relating to their proposed activity or project. Such information must be analyzed and demonstrate a thorough investigation of possible or actual implications as a result of the proposed project. Those agencies involved in housing production, rehabilitation and/or development shall document their files demonstrating compliance with NEPA and other environmental laws. Such files shall be complete and in accord with environmental regulations.
- B. LEAD-BASED PAINT / ASBESTOS: HUD requires proper removal and disposal of lead-based paint as a part of CDBG-assisted renovation/rehabilitation of public facilities built prior to 1978, as well as the proper removal and disposal of certain materials, including asbestos. If the proposed project is seeking CDBG Public Facilities funds from the City of Urbana for renovation of an existing building or other public facility - please provide photographs, aerial photographs, design specifications, plans/blueprints, elevation drawings, and/or site surveys to detail information about the proposed renovation.
- C. DAVIS BACON AND RELATED ACTS (DBRA): Whenever the contract/project involves construction work that is valued in excess of \$2,000, Davis-Bacon (including Federal Prevailing Wages) will be applicable. Even if CDBG funds finance only a portion of a construction work, DBRA is still applicable to the entire construction work. City staff will work with the applicant to ensure that DBRA is adhered to.
- D. SECTION 3: Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. City staff will review this application to determine if Section 3 applies to this project, and will notify the agency of such.
- E. FEDERAL LABOR STANDARDS: To ensure Federal Labor Standards are being met, all bid documents will be reviewed by City staff: (1) The agency will submit to City staff a bid packet/request for proposal to ensure compliance with Davis-Bacon and/or Section 3; (2) Prior to signing a contract, each selected Contractor's eligibility to work on Federal projects must be determined by City staff to make sure they are not on the "debarred contractors' list" - (see [www.epls.gov](http://www.epls.gov).); and (3) The selected general contractor and agency must meet with City staff for a Pre-Construction Conference to review required documentation needed, i.e. certified payroll, pay request, and employee interviews.
- F. UNIFORM RELOCATION ACT: Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) 49 CFR Part 24, protects all persons who are displaced by a federally-assisted project regardless of their income. URA requires relocation assistance be provided to any family, individual, or business that must move as a direct result of rehabilitation, demolition, or acquisition for a project in which federal funds are used. Where possible, projects must be designed to prevent or minimize displacement of tenants. Because federal funds administered by the City are made available through this application, any temporary or permanent displacement of tenants must be handled in accordance with all applicable provisions that cover relocation and acquisition of HUD programs.

H2. If a grant is awarded on the basis of this application, all project information detailed in this application will be implemented accordingly, becoming a part of the Agreement, and the project shall commence within ninety (90) days of the new grant period, which will begin on July 1, 2012.

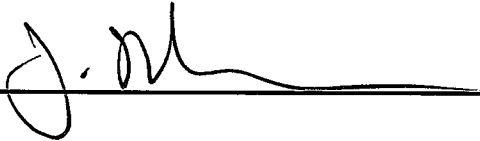
H3. We, the undersigned, duly-authorized agents of \_\_\_\_\_ :  
(Name of Organization)

- A. Do hereby state, to the best of our knowledge, the information contained in this application for the Community Development Block Grant (CDBG) Public Facilities (PF) grant is true and correct.
- B. Understand the CDBG PF funds are disbursed on a reimbursement basis and assure the funds will be administered by the Applicant.
- C. Understand that the laws and regulations of the US Dept. of Housing & Urban Development, as stated on previous page under "Assurances", and the City of Urbana will govern any CDBG PF funding resulting from this application.
- D. Agree to enter into an Agreement with the City of Urbana for its FY 2012-2013 Public Facilities grant and will adhere to all Program requirements.

**CHIEF AGENCY OFFICIAL:**

JOHN SULLIVAN  
Name (Print)

EXECUTIVE DIRECTOR  
Title

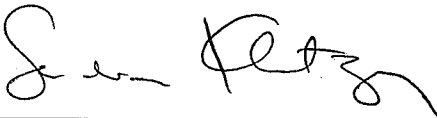
  
Signature

1/12/12  
Date

**BOARD OF DIRECTORS: CHAIRPERSON / BOARD MEMBER:**

SANDRA KLITZING  
Name (Print)

PRESIDENT  
Title

  
Signature

1/12/12  
Date

# **ATTACHMENT A**



**The Center for Women in Transition  
Project Budget**

**Estimate received to:**

Paint walls & ceiling, install new base trim,  
and install new corner guards in common area,  
living room and dining room.

Install new base and upper  
cabinets in common area.

Dispose of all waste associated with project. .... Cost \$20,790.00

## **ATTACHMENT B**

**The Center for Women in Transition  
Project Schedule**

Notification of final approval for funding = Day 1

Day 20 – Bid packet and advertisement to City of Urbana Grants Manager for approval

Day 30 - Advertise the project for bids (subject to receiving approval from Grants Manager)

Days 31 through 38 - Bids will be accepted for project

Day 39 - Bids will be opened, and contractor selected. Request approval from City of Urbana Grants Manager on selected contractor, and schedule pre-construction conference.

Day 44 – Bid award letters issued

Work will be scheduled with the contractor to commence as soon as possible, but with a project completion date no later than June 30, 2012.

At project start, all required postings will be in place. City of Urbana Grants Manager will be notified of project start to schedule Employee Interviews and take pictures of posted information.

Certified payroll will be submitted to the City of Urbana for review.

Upon completion of project, City of Urbana will be notified to conduct a final inspection, and a final pay request will be submitted to the City of Urbana.