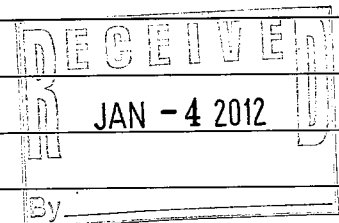


A. ORGANIZATION INFORMATION	
Project Title: Elm Street Supported Apartment Program	
Address/Service Area: 405 E. Elm Street Urbana, IL 61801	
Amount Requested* (minus 25% match): \$15,665	
Applicant Organization: Community Elements, Inc	
Address: 1801 Fox Drive	
City/State/Zip: Champaign, Illinois 61820	
Applicant's Fiscal Year: July - June	
Person Responsible for Preparation of Application	
Name	Lisa Benson
Title	Director of Residential Services
Address	1801 Fox Drive
City/State/Zip	Champaign, Illinois 61820
Phone Number	217-693-4627
Fax	217-398-8568
E-mail	lbenson@communityelements.org
Person Responsible for Proposed Activity (if different than person above)	
Name	Larry Hoyt
Title	Maintenance Supervisor
Address	202 W. Park Street
City/State/Zip	Champaign, Illinois 61820
Phone Number	217-373-2430
Fax	
E-Mail	lhoyt@communityelements.org
Person Responsible for Financial Information (if different than person above)	
Name	Wanda Burnett
Title	Chief Financial Officer
Address	1801 Fox Drive
City/State/Zip	Champaign, Illinois 61820
Phone Number	217-693-4600
Fax	217-382-1421
E-Mail	wburnett@communityelements.org



City of Urbana CDBG Public Facilities Applications

*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:

The Elm Street Supported Apartment Program, an 8 unit transitional apartment program, is in need of:

1. 8 new bathroom vanities and medicine cabinets,
2. Vinyl flooring in the bathroom, kitchen, and entry way of each apartment, and
3. Complete exterior painting of the building's siding.

The building is owned and operated by Community Elements. The bathroom vanities, medicine cabinets, and vinyl flooring have not been replaced or upgraded since the apartment building was built 25 years ago. These items show significant wear and deterioration. The siding of the building is faded and needs to be painted for appearance and preservation.

Funds will be used to replace the vanities and medicine cabinets, flooring in the bathroom, kitchen, and entryway of each of the 8 apartment units, and to paint the metal siding of the building exterior.

B2. Why are CDBG funds needed for this activity?

Community Elements strives to assist individuals with mental health disabilities access affordable and supportive housing. The fees to reside at the Elm Street Supported Apartment Program are based on the individual's income. The primary source of income for the individuals is Supplemental Security Income (SSI), approximately \$674/month. This fee structure does not provide adequate means to cover the replacement costs in this affordable and supportive housing program.

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:

The materials proposed for the project are quality materials, chosen for their functionality, durability, and reasonable cost. Painting of the metal siding instead of replacement of siding has been proposed as a cost effective alternative to re-siding the facility.

Contracted service providers will be determined through a competitive bid process and the contractor submitting the lowest bid that meets the specifications of the project will be awarded the contract to for this project

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

If CDBG funds are not awarded, the project will not be completed as scheduled. The project may be cut into smaller pieces or put on hold until sufficient funds are identified or secured through other funding and match opportunities.

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

8 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 clients provided services in the Elm Street Supported Apartments Program have a mental health disability. Additionally, based on the client's income, they would be at risk for homelessness without the subsidized rent program. By Housing and Urban Development (HUD) definition, the clients are deemed homeless as they are residing in transitional housing for mentally ill persons.

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:

8 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:

All clients provided services at Community Elements complete a fee agreement at least annually. The fee agreement documents the number of persons in a household and also the income for household members. A fee agreement is maintained in each client's file.

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
- To provide suitable living environment which includes increasing access to quality public and private facilities and services
- _____

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

By providing consumers decent, safe, and affordable housing, this project meets the 2012-2013 Program Year CDBG funding priority to provide decent housing compliant with the National Objective as all beneficiaries of the project are (ELI) persons. The replacement of bathroom vanities, medicine cabinets, and vinyl flooring will enhance the safety and functionality of the apartments. Exterior painting will restore the aesthetics of the building and help with preservation, making it a more pleasing place for residents to call home.

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.

- June 2012: Notification from the City of Urbana regarding funding allocation
- July 2012: Prepare project bid packet
 Submit project bid packet to the City of Urbana for review and approval
 Advertise bid in local newspaper
- August 2012: Obtain bids
 Review bids, select bidder, and seek approval from the City of Urbana of selected bidder
 Award contracts
 Provide the City of Urbana a copy of the completed executed contract document prior to beginning of work
- No later than Oct 31st, 2012: Pre- Construction Conference
 Completion of project

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:	<u>Agency cash match</u>	\$ 4,200
	<u>Agency provided labor</u>	\$ 1,295
	_____	\$ _____
		TOTAL \$ 5,495

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

a. $\frac{\$5,495}{\text{(Leverage Offered)}}$ Divided by $\frac{\$21,160}{\text{(Total Project Cost)}}$ Equals $\frac{26}{\text{(Minimum of 25%)}}$ % Match.

b. $\frac{\$21,160}{\text{(Total Project Cost)}}$ Minus $\frac{\$5,495}{\text{(Match amount)}}$ Equals $\frac{\$15,665}{\text{(Amount Requested)*}}$

- 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	\$ 3,011 _____	(list sources below)
CDBG funds	\$ 9,033 _____	
Total	\$12,044 _____	

G3. List Sources: Illinois Department of Commerce and Economic Opportunity grant funds

G4. What year did your agency last receive funds? FY 2010-2011

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.); 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.

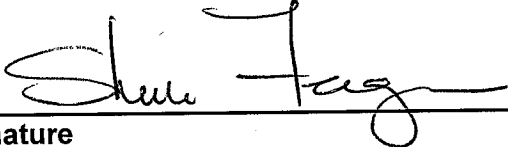
H3. We, the undersigned, duly-authorized agents of Community Elements Inc. :
(Name of Organization)

- 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:

Sheila Ferguson
Name (Print)

Chief Executive Officer
Title


Signature

12/28/2011
Date

BOARD OF DIRECTORS: CHAIRPERSON / BOARD MEMBER:

Karen Glick
Name (Print)

Board President
Title


Signature

12-30-11
Date

ATTACHMENTS

**Community Elements
Elm Street Supported Apartment Program**

Project Budget

Vinyl floor replacement (\$1,600 /apartment)	\$ 12,800
Kitchen area 6x8 feet	
Bathroom area 5x5 feet	
Entry area 3x3 feet	
Flooring expert installation @ prevailing wages	
Bathroom vanities (\$300/vanity)	\$ 2,400
Medicine cabinets (\$150/cabinet)	\$ 1,200
Hardware/ consumables	\$ 200
Vanity and medicine cabinet installation (Agency supplied labor)	\$ 600
Dumpster pick up	\$ 65
Exterior painting	\$ 3,200
Oversight of contractors/ client support (Agency supplied labor)	\$ 275
Bid packet preparation, reviews, contract selection (Agency supplied labor)	\$ 120
Project Management (Agency supplied labor)	<u>\$ 300</u>
Total:	\$ 21,160

Project Schedule

June 2012:	Receive word from City of Urbana regarding funding allocation
July 2012:	Prepare project bid packet
	Submit project bid packet to City of Urbana for review and approval
	Advertise bid in local newspaper
August 2012:	Obtain bids
	Review bids, select bidder, and seek approval from City of Urbana of selected bidder
	Award contracts
	Provide City of Urbana copy of completed executed contract document prior to beginning of work
No later than Oct 31 st , 2012:	Pre- Construction Conference
	Completion of project

**CITY OF URBANA
FY 2012-2013 CDBG PUBLIC FACILITIES Grant Application**

Agency Mission Statement:

Community Elements educates, advocates, and helps build communities of well-being by providing individuals and families a range of prevention, intervention, and mental health treatment services. These services are culturally inclusive, client/family-focused, and recovery-centered through service excellence, mentoring, and leadership.

Years in Operation: 55 years

Experience with Federal, State, and Local Programs:

Community Elements has successfully managed and monitored a number of federal, state, and local programs over the last 55 years. Examples of federal grants include a Basic Center grant and a Transitional Living Program grant from the Administration for Children and Families. The State of Illinois provides funding for a number of services for persons with mental illness, pregnant and parenting teenagers, and homeless services. Community Elements has been successful with local programs funded by entities such as the United Way and the Champaign County Mental Health Board. Additionally, the Agency has administered HUD programs for nearly 17 years.

Community Elements is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF). CARF confirms and monitors the agency and staff competencies and credentials. CARF is a private, not-for-profit organization that promotes quality rehabilitation services. It does this by establishing standards of quality for organizations to use as guidelines in developing and offering their programs or services to consumers. CARF uses the standards to determine how well an organization is serving its consumers and how it can improve. The CARF standards are developed with input from consumers, rehabilitation professionals, state and national organizations, and funders. Every year the standards are reviewed and new ones are developed to keep pace with changing conditions and current consumer needs.