



## 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 H. Mierkowski, Manager, Grants Management Division *KHM*

**DATE:** July 19, 2013

**SUBJECT:** **Consolidated Social Service Funding Pool CDBG Subrecipient Agreements for FY 2013-2014**

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### **Description**

Included on the agenda of the July 23, 2013 Community Development Commission meeting are agreements for activities to be undertaken by not-for-profit agencies and organizations using Community Development Block Grant (CDBG) funds for Public Service activities during the fiscal year beginning July 1, 2013 and ending June 30, 2014. The proposed agreements are with the following three agencies that were approved for funding as part of the Consolidated Social Service Funding process: Champaign County Regional Planning Commission (CCRPC) – Senior Services; Community Elements – Roundhouse Youth Shelter; and Greater Community AIDS Project (GCAP) – Emergency Assistance.

### **Issues**

The issue is whether the Community Development Commission (CDC) should forward the Resolutions approving the agreements to the Urbana City Council with a recommendation for approval.

### **Background**

In September 1996, the City of Urbana and Cunningham Township established a Consolidated Social Service Fund (CSSF) to provide grants to non-profit organizations that sponsor social services for Urbana residents. The consolidated fund combines City of Urbana general funds, Cunningham Township general funds, and City of Urbana CDBG funds. Funds are granted to organizations by joint decision of the Urbana City Council and Cunningham Township Board.

A single application process is administered by the Grants Management Division of the City's Department of Community Development Services. CSSF applications for FY 2013-2014 were made available Monday, March 8, 2013; the deadline for submission of completed applications by social service agencies was April 8, 2013 at 4:00 p.m. Presentations were then made by selected applicants on April 29, 2013 at a special joint Council/Township Board meeting. City Council/Township Board reviewed the application in a series of meetings during May and June, and approved the funding allocations on June 17, 2013.

The City of Urbana Grants Management Division monitors programs funded through CDBG and half of the city-funded programs. The Office of the Cunningham Township Supervisor monitors the other half of the city-funded programs and township-funded programs. Federal regulations require that CDBG funds allocated for public services be consistent with needs identified by the City in its Consolidated Plan and Annual Action Plan. At its March 22, 2013 meeting, the Community Development Commission selected specific priorities to be used when considering agencies for funding with CDBG Public Service funding. The priorities identified are: 1) *Seniors/Youth*, 2) *Homelessness*, and 3) *Special (Needs) Population*.

Each of the agencies that were approved for CSSF grant funds meet at least one of the priorities set by CDC. Following is a list with the name of each agency, the applicable selected priority for the CDBG Public Service funding, and the total amount allocated:

1. CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION – SENIOR SERVICES, PROJECT NO. 1314-CSSP-01  
*Priority: 1) Seniors/Youth*  
(Total allocation: **\$2,700**; \$1,700 City, \$1,000 CDBG)
2. COMMUNITY ELEMENTS – ROUNDHOUSE YOUTH SHELTER, PROJECT NO. 1314-CSSP-02  
*Priority: 1) Seniors/Youth and Priority 2) Homelessness*  
(Total allocation: **\$7,300**; \$5,100 City, \$2,200 CDBG)
3. GREATER COMMUNITY AIDS PROJECT (GCAP) – Emergency Assistance, PROJECT NO. 1314-CSSP-03  
*Priority: 3) Special (Needs) Population*  
(Total allocation: **\$4,300**; \$2,500 Township, \$1,800 CDBG)

The proposed agreements include provisions required by The Dept. of Housing and Urban Development (HUD) and the City of Urbana.

## **Options**

1. Forward the Resolutions approving the CSSF CDBG agreements with Champaign County Regional Planning Commission/Senior Services, Community Elements/Roundhouse, Greater Community Aids Project (GCAP) – Emergency Assistance to the Urbana City Council with a recommendation for approval.
2. Forward the Resolutions approving the agreements, with suggested changes, to the Urbana City Council with a recommendation for approval.
3. Do not recommend Council approval of the Resolutions.

## **Fiscal Impacts**

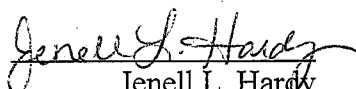
There is no impact to the City budget because the \$5,000 in CDBG funding for the Consolidated Social Service Funding is included in the City of Urbana and Urbana HOME Consortium FY 2013-2014 Annual Action Plan. The CDBG funding is to be combined with City of Urbana and Cunningham Township for Consolidated Social Service Funding grants. The total amount allocated to the Consolidated Social Service Funding pool was \$265,000, of which \$195,000 was allocated through the City of Urbana General Funds, \$65,000 through Cunningham Township, and \$5,000 through CDBG.

Forwarding the agreements to City Council within a reasonable period of time will allow for the timely expenditure of CDBG funds as required by HUD.

## **Recommendations**

Staff recommends the Community Development Commission forward the Resolutions approving the grant agreements to the Urbana City Council with a recommendation for approval.

**Memorandum Prepared By:**

  
Jenell L. Hardy  
Grants Coordinator II  
Grants Management Division

## **Attachments:**

1. A RESOLUTION APPROVING A COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT (Champaign County Regional Planning Commission – Senior Services, Project No. 1314-CSSP-01).
2. City of Urbana Community Development Block Grant Agreement (Champaign County Regional Planning Commission – Senior Services, Project No. 1314-CSSP-01)
3. A RESOLUTION APPROVING A COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT (Community Elements – Roundhouse Youth Shelter, Project No. 1314-CSSP-02)
4. City of Urbana Community Development Block Grant Agreement (Community Elements – Roundhouse Youth Shelter, Project No. 1314-CSSP-02)
5. A RESOLUTION APPROVING A COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT [Greater Community AIDS Project (GCAP) – Emergency Assistance, Project No. 1314-CSSP-03]
6. City of Urbana Community Development Block Grant Agreement [Greater Community AIDS Project (GCAP) – Emergency Assistance, Project No. 1314-CSSP-03]



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING A CITY OF URBANA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT

(Champaign County Regional Planning Commission - Senior Services  
Project No. 1314-CSSP-01)

WHEREAS, On April 15, 2013, the Urbana City Council passed Resolution No. 2013-04-017R approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2013-2014 authorizing certain activities under the Public Service Activity Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That an Agreement providing One Thousand and 00/100 dollars (\$1,000.00) in Community Development Block Grant funds, to provide brief case management services for Urbana residents age 55+ who are indicating a need for additional income, in substantially the form of the copy of said Agreement, attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

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

**CITY OF URBANA  
COMMUNITY DEVELOPMENT BLOCK GRANT**

**AGREEMENT**

SUBRECIPIENT NAME: Champaign County Regional Planning Commission  
PROJECT NAME: Senior Services  
PROJECT NO.: 1314-CSSP-01  
PROJECT ADDRESS: 1776 East Washington Street, Urbana IL 61802  
CFDA No. 14.218

THIS SUBRECIPIENT AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation (hereinafter the "City"), and Champaign County Regional Planning Commission, an Illinois Not-For-Profit Organization (hereinafter the "Subgrantee").

WITNESSETH

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and, as an entitlement community, the City will receive an entitlement of Community Development Block Grant (hereinafter "CDBG") funds for the period beginning July 1, 2013 and ending June 30, 2014, pursuant to the CDBG Program; and,

WHEREAS, the Urbana City Council has adopted an Annual Action Plan for the year beginning July 1, 2013 and ending June 30, 2014 which allocates a CDBG budget and authorizes establishment of public service/public facilities & improvement activities to be sponsored by non-profit agencies in the area; and,

WHEREAS, the City has the right and authority under said CDBG Program to allocate a portion of its funds to the Subgrantee for purposes of administering such activities; and,

WHEREAS, the City, as a condition of its assistance to the Subgrantee, requires the Subgrantee to file with the City certain attachments which are hereby incorporated and made part hereof.

NOW, THEREFORE, the parties hereby agree as follows:

1. The preamble set forth above is hereby incorporated and made part of the Subgrantee Agreement.
2. The purpose of this Subrecipient Agreement is to pledge FY 2013-2014 CDBG program funds to: Provide brief case management services for Urbana residents age 55+ who are indicating a need for additional income.
3. The City agrees to grant to the Subgrantee the sum of **One Thousand and 00/100 Dollars (\$1,000.00)** and the Subgrantee agrees to abide by the CDBG Program and to use said funds for the purpose of carrying out Subgrantee Project No. 1314-CSSP-01 (hereinafter the "Project").

4. The Subgrantee understands and agrees that a request for disbursement of CDBG funds pursuant to this Subrecipient Agreement shall not be made until such funds are needed to pay eligible costs related to the Project. Subgrantee understands and agrees that funding in the full amount of this Subrecipient Agreement is contingent upon the City receiving said CDBG funds, and should the entitlement funds be discontinued or reduced for any reason, Subgrantee understands and agrees that funding under this Subrecipient Agreement could cease or be reduced without advance notice.
5. The City and the Subgrantee agree that no modification to this Subrecipient Agreement shall be effective unless in writing and executed by both the City and the Subgrantee.
6. The Subgrantee agrees and authorizes the City and HUD to conduct on-site reviews, examine personnel records and to conduct any other procedures and practices to assure compliance with this Subrecipient Agreement. The Subgrantee shall execute and abide by the terms of Attachment A, Equal Employment Opportunity Certification, and with all City of Urbana Affirmative Action requirements.
7. The Subgrantee shall complete and adhere to Attachment B, Assurances, of this Subrecipient Agreement and shall submit said Attachment B to the City as a condition of final execution of this Subrecipient Agreement.
8. The Subgrantee shall complete and adhere to Attachment C, Statement of Special Conditions, and submit said Attachment C to the City as a condition of final execution of this Agreement.
9. The Subgrantee shall at all times observe and comply with all laws, ordinances, or regulations of the federal, state, county, and local governments which may in any manner effect the performance of the Subgrantee with respect to the Subrecipient Agreement.
10. The Subgrantee represents to the City that the Project shall begin on July 1, 2013 and shall terminate on June 30, 2014 unless otherwise extended in a written modification to this contract executed by the City and Subgrantee.
11. The Subgrantee shall not assign this Subrecipient Agreement nor any part thereof and the Subgrantee shall not transfer nor assign any funds or claims due hereunder without the prior written approval of the City. Any transfer or assignment of funds pursuant to the Subrecipient Agreement, either in whole or in part, or any interest therein, without prior written consent of the City shall be of no force or effect.
12. The allocation of these funds shall in no way obligate the City for any financial responsibility incurred by the project in excess of the stipulated allocation. The allocation of these funds shall in no way obligate the City to bear responsibilities for the maintenance of any project under the provision of the Housing and Community Development Act of 1974, as amended.
13. This Agreement neither obligates nor precludes the City from further accepting or distributing funds entitled to the City nor restricts nor limits the powers of the City to use such funds pursuant to the provisions of the Housing and Community Development Act of 1974, as amended.
14. This Agreement neither obligates nor precludes the Subgrantee from further accepting funds or assistance pursuant to the Housing and Community Development Act of 1974, as amended.



15. The Subgrantee agrees to protect, indemnify, hold and save harmless, and defend the City against any and all claims, costs, causes, actions and expenses, including but not limited to attorneys' fees incurred by reason of a law suit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors or agents of the Subgrantee, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this project, whether such loss, damage, injury or liability is contributed to by the negligence of the City or its officers, employees or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that Subgrantee shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees or agents.
16. It is mutually understood and agreed that the Subgrantee shall have full control of the ways and means of performing the services referred to herein, subject to guidelines established in Attachment C, and that the Subgrantee or its employees, representatives, subcontractors, or agents are in no sense employees of the City.
17. However, Subgrantee agrees that in the procurement of supplies, equipment, construction, and services, the following conflict of interest provisions shall apply.
  - A. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted under this Agreement, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter.
  - B. This conflict of interest provision shall apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Subgrantee or the City.
  - C. Upon written request, exceptions to the conflict of interest provisions may be granted jointly by the City and HUD on a case-by-case basis but only after the Subgrantee has disclosed the full nature of the conflict, submitted proof that the disclosure has been made public, and provided a legal opinion that there would be no violation of state or local law if the exception were granted.
18. Upon execution of this Subrecipient Agreement, including the required submission of all required attachments, the City and the Subgrantee shall adhere to the following:
  - A. The City and Subgrantee shall adhere to all special conditions described in Attachments A, B, and C of this Subrecipient Agreement;
  - B. To the greatest extent feasible all expenditures made under this project shall be made to Champaign County firms and individuals;
  - C. Financial records and payments shall comply with all federal regulations;

- D. The Subgrantee agrees to allow any and all audits of its records as may be required and to permit inspection of program records by representatives of the Urbana Grants Management Division and HUD.
  - E. The Subgrantee agrees to retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the termination of all activities funded under this Agreement.
  - F. The Subgrantee shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Subgrantee agrees that client information collected pursuant to this Subrecipient Agreement is confidential, and the use or disclosure of such information, when not directly connected with the administration of the Project, is prohibited unless prior written consent is obtained from such person receiving service, and in the case of a minor, that of a responsible parent/guardian.
19. The City may suspend or terminate this Subrecipient Agreement, in whole or in part, if Subgrantee materially fails to comply with any term of the Subrecipient Agreement, or with any of the rules, regulations or provisions referred to herein; and the City may declare the Subgrantee ineligible for any further participation in the CDBG program, in addition to other remedies as provided by law.

The Subgrantee agrees that if the City determines that the Subgrantee has not complied with or is not complying with the provisions of the Subrecipient Agreement and so notifies the Subgrantee by written notice of said violations and the Subgrantee fails to correct said violations within thirty (30) days from receipt of said notice, the City may terminate this Subrecipient Agreement by written notice. And, may take other action as may be permitted by this Subrecipient Agreement.

20. Subgrantee shall submit regular Progress Reports to the City in the form, content, and frequency as required by the City. Requirements for said Progress Reports are specified in Attachment C hereto and made a part hereof.
21. Notices and communications under this Agreement shall be sent first class, prepaid mail to the respective parties as follows:

TO THE CITY: Kelly H. Mierkowski, Manager  
Grants Management Division  
Dept. of Community Development Services  
400 South Vine Street  
Urbana, Illinois 61801

TO THE SUBGRANTEE: Darlene Kloeppe, Social Services Director  
Champaign Co. Regional Planning Commission  
1776 East Washington Street  
Urbana, Illinois 61802

22. This Agreement shall be effective as of the date executed by the City.

**CITY**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

**SUBGRANTEE**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

**ATTACHMENT A  
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The undersigned understands and agrees that it is a Subgrantee of the Urbana CDBG Program and agrees that there shall be no discrimination against any employee who is employed in carrying out work receiving assistance from the City and HUD, or against any applicant for such employment, because of race, color, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications relevant to opportunities in employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Subgrantee further agrees to the following:

- (1) It will be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the City and HUD;
- (2) It will furnish the City and HUD such information as they may require for the supervision of such compliance and will otherwise assist the City and HUD in the discharge of primary responsibility for securing compliance;
- (3) It will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the Secretary of Labor, the City or HUD;
- (4) It shall abide by the Urbana Human Rights Ordinance regarding equal employment.
- (5) In the event that it fails or refuses to comply with the undertaking, the City or HUD may cancel, terminate or suspend in whole or in part any contractual agreements the City or HUD may have with the Subgrantee; may refrain from extending any further assistance to the Subgrantee under any program until satisfactory assurance of future compliance has been received from such Subgrantee; or may refer the case to HUD for appropriate legal proceedings.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT B  
ASSURANCES**

The Subgrantee hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to receive CDBG Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and directing and designating the authorized representative of the Subgrantee to act in connection with the Agreement and to provide such additional information as may be required.
3. The City of Urbana's CDBG Program has been developed so as to give maximum feasible priority to activities which will benefit very low-income families. As a subrecipient of CDBG Program funds, Subgrantee agrees to give maximum feasible priority to very low-income families when administering the Subgrantee program described herein.
4. It will comply with the regulations, policies, guidelines, and requirements of OMB Circular A-122 as they relate to the acceptance and use of Federal funds for this federally-assisted program.
5. It will comply with all requirements imposed by HUD concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-110.
6. It will comply with all regulations, policies, guidelines, and requirements of OMB Circular A-133 as they relate to audits of non-profit organizations. Audits shall be conducted annually.
7. It will comply with
  - A. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part I), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee received Federal financial assistance and will immediately take any measure necessary to effectuate this assurance.
  - B. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR 570.601), which provide that no person in the United States shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Title I funds.
  - C. Executive Order 11246, and all regulations issued pursuant thereto (24 CFR Part 130), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally-assisted contracts.

Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.

- D. Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given lower-income residents of Champaign County and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in Champaign County.
- E. Labor Standards. The requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, Sections 103 & 107 of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subgrantee agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subgrantee shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.
- F. Guidelines for Energy Management / Energy Star. Guidelines have been established regarding energy management using Energy Star and are recommended by both the Dept. Housing & Urban Development and the Illinois Department of Commerce and Economic Opportunity and subgrantees are encouraged to follow these guidelines.
- G. Copyrights. If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.
- H. Patent Rights. Agencies shall use standard patent rights clause specified in "rights to Inventions made by Non-Profit Organizations and Small Business Firms" (37 CFR Part 401), when providing support for research and development.
- I. Clean Air/Clean Water. The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:
  - a. Clean Air Act, 42 U.S.C. , 7401, *et seq.*;
  - b. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
  - c. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

- J. Disbarment & Suspension. The Subrecipient certifies that it is not Disbarred or Suspended or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. The Subgrantee shall establish procedures to ensure that any award made to contractors or subcontractors at any tier, is not in violation of the non-procurement debarment and suspension common. The Subgrantee shall verify and document that none of its contractors or subcontractors are debarred, suspended, or otherwise excluded from participation through the effective use of the List of Parties Excluded from Federal Procurement or Non-procurement programs ("List".) The Subgrantee may request assistance from the City of Urbana to access the List and document results to the file, or verify by using the following website ([www.epls.gov](http://www.epls.gov)) or any other approved method.
8. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
9. It will comply with the provisions of the Hatch Act which limit the political activity of employees. No federally appropriated funds have been paid or will be paid, by or on behalf of Subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federally appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Subgrantee will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
10. It will give HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

These assurances are signed with regard to Subgrantee Project No. 1314-CSSP-01 of the Urbana CDBG Program.

\_\_\_\_\_  
Subgrantee Chief Executive Officer

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

**ATTACHMENT C  
STATEMENT OF SPECIAL CONDITIONS**

Subgrantee understands and agrees that it is a subrecipient of Urbana CDBG Program and is eligible to receive funds for Subgrantee Project No. 1314-CSSP-01 pursuant to this Agreement.

The following conditions, in addition to those established in the Agreement itself, and other attachments thereto, and federal, state, county and city laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive CDBG Program Assistance for Subgrantee Project No. 1314-CSSP-01.

1. This Agreement is contingent upon Subgrantee operating the Scope of Service herein outlined during the period July 1, 2013 - June 30, 2014.

**SCOPE OF SERVICE**

As stated in the Application submitted by the Subrecipient, which is incorporated herein as part of this Subrecipient Agreement and attached as Attachment D: Subrecipient Application.

2. Subgrantee shall be responsible for administering the program herein described, utilizing funds from the CDBG Program in a manner satisfactory to the City and consistent with any standards required as a condition of providing these funds. Such program shall include the following activities eligible under the CDBG Program.
  - A. **Program Delivery**  
The Subgrantee shall provide a suitable living environment which includes increasing access to quality services by providing brief case management services for Urbana residents age 55+ who are indicating a need for additional income.
  - B. **General Administration**  
The Subgrantee shall provide all necessary staffing, materials, meeting sites, and anything else necessary to facilitate the services/project described above. Subgrantee shall maintain records related to the number of persons served under this grant along with documentation of income eligibility, as well as appropriate financial documentation of the expenses of the program and how funds received under this Agreement are disbursed.
3. Subgrantee certifies that activities carried out with funds provided under this Agreement shall meet one of the CDBG Program's National Objectives which is to benefit low-income persons as defined in 24 CFR Part 570.208. Therefore Subgrantee understands and agrees that activities funded under this Agreement shall benefit families/individuals within the following income guidelines. Income limits are subject to periodic revision by HUD:

<u>Family Size</u>	<u>Income Not To Exceed</u>	<u>Family Size</u>	<u>Income Not To Exceed</u>
1	<u>\$40,000</u>	5	<u>\$61,700</u>
2	<u>\$45,700</u>	6	<u>\$66,250</u>
3	<u>\$51,400</u>	7	<u>\$70,850</u>
4	<u>\$57,100</u>	8	<u>\$75,400</u>



4. In addition to the normal administrative services required as part of this Agreement, Subgrantee agrees to provide the following levels of program service:

Total Number of Persons To Be Served: 395 persons

Subgrantee shall be responsible for documenting the number of persons served by submitting Certifications of Income in a form provided by the City at the time requests for reimbursement of funds are submitted.

5. It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed **\$1,000.00**. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified below. The City shall make payments to the Subgrantee as reimbursement of expenses related to the administration and expenses of the program activities as stated in Article 2. The City shall make payment to Subgrantee within 21 calendar days of receipt of an acceptable billing from Subgrantee. Acceptable billing shall include such documentation as outlined herein:

LINE ITEMS AND DOCUMENTATION NEEDED:

K09-1-5300-\_\_\_\_\_

- A. **The initial request for reimbursement submitted by the Subgrantee to the City shall include the following supporting documentation: cancelled checks, and paid receipts or copies of invoices.**
- B. **FOR Public Service Grants: With each subsequent request for reimbursement, Subgrantee shall submit copies of Certification of Income (or comparable) forms signed by the parents/guardians of the youth served (or other such documentation as agreed upon between the City and the Subgrantee). Ethnic information for each person served shall also be submitted.**
- C. **FOR Public Facility Grants: The Subgrantee shall submit a copy of the Contractor's Statement and Certified Payrolls as required to comply with Davis Bacon regulations; An Architects Inspection report that indicates percentage of project completion and other supporting documents as required by the City.**

6. Subgrantee agrees that funds received from the City pursuant to this Agreement shall be used to cover program costs. Subrecipient shall report semi-annually for periods ending December 31<sup>st</sup> and June 30<sup>th</sup> all program income generated by activities carried out with CDBG funds made available under this Agreement. Subgrantee may use such income during the contract period for activities permitted under this Agreement and shall reduce requests for funds by the amount of any such program income balances. Any and all program income (including investments thereof) on hand when this Agreement expires, or received after the Agreement's expiration, shall be returned to the City.
7. Subgrantee agrees to submit Quarterly Progress Reports to the City in an agreed upon format. Progress Reports shall be due October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup>, and July 31<sup>st</sup>. Final billing requests shall not be processed for payment until a Final Progress Report (June 30<sup>th</sup>) is submitted.

Agreement # 1314-CSSP-01

8. Subgrantee agrees to maintain financial records in accordance with the applicable Federal OMB Circulars A-110 and A-122, and to separately and accurately identify use of CDBG Program funds pursuant to this Agreement.
9. Records maintained by Subgrantee pursuant to this Agreement shall be available for inspection upon request by the City and HUD.

Name of Subgrantee: \_\_\_\_\_

Address: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Agreement # 1314-CSSP-01

**ATTACHMENT D:  
SUBRECIPIENT APPLICATION**





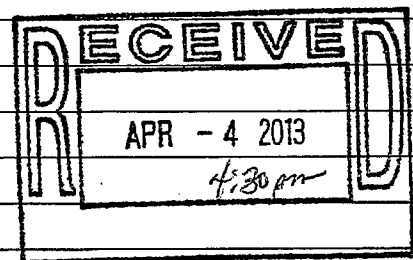
**APPLICATION FOR FUNDING  
CITY OF URBANA/CUNNINGHAM TOWNSHIP  
CONSOLIDATED SOCIAL SERVICE PROGRAM  
FY 2013 - 2014**

**A. AGENCY INFORMATION**

1.	Applicant Organization/Legal Name:	Champaign County Regional Planning Commission
2.	Program to be Funded:	Senior Services
3.	Amount Requested:	\$5,000
4.	Contact Person & Title:	Darlene Kloepfel, Community Services Director
5.	Address:	1776 E Washington St, Urbana IL 61802
6.	Telephone No:	217-328-3313
7.	FAX No:	217-328-2426
8.	E-mail Address:	dkloepfel@ccrpc.org
9.	Year Established / Incorporated:	1966
10.	Fiscal Year of Agency:	December 1 – November 30
11.	Funded History:	<input type="checkbox"/> Funded in Year: _____ <input type="checkbox"/> Not Funded FY 12-13 <input type="checkbox"/> No. of years funded: <u>5</u> <input checked="" type="checkbox"/> Funded FY 12-13 <input type="checkbox"/> Never Applied for Funding

**AGENCIES MUST ATTACH THE FOLLOWING REQUIRED INFORMATION**

<input checked="" type="checkbox"/>	Agency Mission Statement / Purpose
<input checked="" type="checkbox"/>	Years in Operation
<input checked="" type="checkbox"/>	Brief Overview of Agency Services & Programs
<input checked="" type="checkbox"/>	Organization Chart
<input checked="" type="checkbox"/>	List of Agency Board Members/Officers
<input checked="" type="checkbox"/>	Copy of Agency Board Meeting Minutes
<input checked="" type="checkbox"/>	Experience with Federal/State/Local Grant Programs
<input checked="" type="checkbox"/>	Actual Agency and/or Program Budget for current fiscal year (FY 12-13)
<input checked="" type="checkbox"/>	A Preliminary Agency and/or Program Budget for next fiscal year (FY 13-14)
<input checked="" type="checkbox"/>	All Agency and/or Program Staff positions by job title, # in each position, & current annual salary amount range
<input type="checkbox"/>	Internal Revenue Service Department of the Treasury: Tax Exemption Letter / Proof of 501 (c)(3) status
<input checked="" type="checkbox"/>	Illinois Department of Revenue Tax Exemption Letter: FEIN Number
<input type="checkbox"/>	Copy of most recent annual IRS Report: 990-Series Return
<input type="checkbox"/>	Certificate of Good Standing



**\*DEADLINE FOR SUBMISSION OF THIS APPLICATION IS 4:00 P.M., MONDAY, APRIL 8, 2013.\*  
\*NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED.\***

## **B. PROGRAM INFORMATION**

B1. Describe in detail the program you are requesting to be funded:

CCRPC-Senior Services has provided information, referral and assistance in Champaign County to address a variety of financial and psychosocial issues since 1975. Service provided to seniors, their families and related parties range from screening/referral to short term case management for cases with multiple issues experienced by low and moderate income residents. Home and office appointments are scheduled to assist with community referrals, intake for Weatherization, home repair, Low Income Heating and Energy Assistance Program (LIHEAP) and assistance with health insurance questions/applications.

CCRPC-Senior Services has been designated a Senior Health Insurance Program (SHIP) site sponsored by the Illinois Department of Insurance, which offers counseling and education to Medicare recipients on Medicare, Medicare supplements, Medicare Advantage plans, long term care insurance, prescription drug coverage and other health insurance plans. Assessment of SHIP-referred individuals for other eligible programs can also include applications and follow up for Medicare Savings Plan, Low Income Subsidy/Extra Help, enrollment in Medicare Prescription Drug Plans, SNAP/Food Stamps or even options for employment, housing and linkage to learn basic computer skills.

B2. Program is a:  New Program  Continuation of Existing Program, started: 7/1/10

o If continuation of existing program, describe in narrative the quantifiable increase anticipated in service level:

This year CCRPC will provide longer term case management for a limited number of seniors in the No Limits for Seniors program. Clients identified as needing more intense case management will be assessed at enrollment using the Quality of Life Scale. Client and case manager will write a service plan and meet weekly to complete tasks on plan. Client will be reassessed quarterly to determine progress and need for continued case management.

B3. Identify the number of recipients your program has the capacity to serve: 350 (new clients)

o Identify the actual total number of persons you are currently serving: 395 (including new and continuing clients)

o If the total number served, identify the number of persons from Urbana currently being served: 145

o Based on the funding received in FY 12-13 (if funded), how did these funds benefit the total number of persons from Urbana (listed above)? Clients were assisted with LIHEAP applications, as well as applications for Medicaid, Medicare Savings Program, Extra Help, and License Plate Discount. Assistance was also provided for Medicare questions and concerns, housing and transportation options and various financial needs. Referrals were made as appropriate to other community resources and programs.

B4. Is there a fee to participate in the program?  Yes  No

o If yes, indicate how much and for what purpose:

B5. Does your organization have a waiting list?  Yes  No

o If yes, identify the number of persons on the waiting list: 0

B6. Interagency Collaboration: List other agencies that are involved with your program; briefly describe extent of involvement.

<b>Interagency Collaboration:</b> Identify other agencies involved in project; briefly describe extent of involvement.				
Agency Name	Address	Phone	Contact Person	Involvement

B7. Using the table below, answer the following questions:

FAMILY SIZE	EXTREMELY LOW INCOME 30% MFI	LOW INCOME 50% MFI	MOD INCOME 80% MFI
1	\$15,000	\$25,000	\$40,000
2	\$17,150	\$28,600	\$45,700
3	\$19,300	\$32,150	\$51,400
4	\$21,400	\$35,700	\$57,100
5	\$23,150	\$38,600	\$61,700
6	\$24,850	\$41,450	\$66,250
7	\$26,550	\$44,300	\$70,850
8	\$28,250	\$47,150	\$75,400

- How many persons in each category does your program serve? Of those, how many live in Urbana?  
(Please provide a specific number, not a range or percentage)

Extremely Low \_\_\_\_\_ 278 \_\_\_\_\_

Live in Urbana \_\_\_\_\_ 118 \_\_\_\_\_

Low Income \_\_\_\_\_ 108 \_\_\_\_\_

Live in Urbana \_\_\_\_\_ 26 \_\_\_\_\_

Moderate Income \_\_\_\_\_ 9 \_\_\_\_\_

Live in Urbana \_\_\_\_\_ 1 \_\_\_\_\_

B8. From **CONSOLIDATED PLAN FOR PROGRAM YEARS 2010-2014: GOALS, STRATEGIES, & ACTIVITIES (Attachment A)**, list the specific strategy or strategies your program addresses.

**Goal 5**

**Strategy: Encourage and support appropriate area social service agencies to provide additional economic assistance for persons who pay out of pocket expenses.**

Collaborative agreements and strong working relationships exist with Medicare as a SHIP site, Department of Health Care and Family Services, Veterans Administration, ILWorkNet, Family Service, PACE, Cumberland Senior Associates, empty tomb, local senior home repair programs, PeaceMeal and pharmacies. CCRPC as a Community Action Agency, and houses other programs such as Weatherization, LIHEAP, ISC. These relationships enable staff to advocate effectively on behalf of consumers that may need these services and locate financial assistance to address more complex needs.

**Strategy: Support area providers such as Senior Services Division of Champaign County Regional Planning in their efforts to provide supportive services to low income elderly in Urbana**

CCRPC-Senior Services is a major provider of supportive services and information for seniors in Champaign County directly through its senior services programming and through leveraging other CCRPC programs. Annually, staff complete appointments for approximately 1500 low-income senior and disabled LIHEAP applicants, which affords the access for staff to assist people with other benefit applications as may be appropriate for their circumstances. Our relationship is strong with pharmacists, who refer individuals who need additional education or information on benefits, other community services or resources. CCRPC maintains local, state and federal relationships to remain knowledgeable about resources and benefits, to strengthen the network of services available to seniors, and to provide advocacy on behalf of seniors.

B9. Use **Appendix B: Performance Measures**, as a guide for the following questions:

- Describe the impact of your activity and the outcome(s) you hope to achieve:
  - Create a Suitable Living Environment such as supporting, elderly health services by increased knowledge of the availability and access to public services for Medicare recipients (deemed eligible by age or history of chronic healthcare diagnoses).
  - Staff assesses for a broad range of services and informs how to access community programs and assist with applications as needed. As the future for public funding is uncertain and program eligibility rules change, accurate and current information on how to access services and programs for low and moderate income individuals becomes even more important.
- Explain how you will measure the long-term impact of the activity on Clients and/or the Community:
  - Collect information at intake to track number of individuals served and demographic information about these individuals (gender, age, geographic location, etc.)
  - Distribute and collect client satisfaction surveys
- Explain the indicators you will use to measure the impact on the Community or on the lives of persons assisted:
  - Number of individuals receiving information or assistance
  - Number of outreach locations/events
  - Responses on satisfaction surveys for feedback on services provided and proactively plan for future programming/quality improvement

B10. Use **Appendix C: Workfare Program Site**, as a guide for the following questions:

- Do you currently assist any General Assistance Clients      X Yes  No
- Are you currently a workfare site?       Yes X No  
    If no, are you required by contract to work only with TANF recipients?       Yes X No
- Are you interested in being a workfare site?       Yes X No

B11. Does your organization meet one or more key service areas? (please check all that apply)

- Basic Needs (i.e. food, shelter/housing)
- Health (i.e. Mental Health, Counseling, Substance Abuse)
- Family Support/Emergency Assistance
- Seniors
- Children and Youth (Ages):
  - Pre-Natal       Birth – Pre-K       5 – 13       13 – 18

B12. Will this funding help build capacity in your organization and promote a long-term benefit in the organization or to the individuals that it serves, i.e can it be leveraged to get other grant funds, does it help build self-sufficiency in your clients? How will these funds supplement what you spend in Urbana? Please explain:

CCRPC requires some local matching funds for Federal and State grants, which this funding will provide. Individuals who are referred to Senior Services through any avenue can access a complete assessment and referral service for a wide variety of needs (one-stop intake). These funds specifically will leverage state training and expenses for SHIP activities by funding the staff costs.



**C. BUDGETARY INFORMATION**

C1. **ATTACH** the following to this application:

- Your actual agency budget for the current fiscal year (FY 12-13)
- A preliminary agency budget for the fiscal year for which you are applying for funds (FY 13-14).

C2 (a). **PROGRAM BUDGET.** List the total expenses that will be required to operate the program for which you are requesting funds, along with an explanation of how the expenses are related to project delivery. Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project.

LINE ITEM/TYPE OF EXPENDITURE	RANK	TOTAL BUDGET	JUSTIFICATION
Salaries & Wages		\$48,922	
Fringe Benefits		\$22,504	Payroll taxes, Worker's comp, IMRF, etc.
<b>TOTAL PERSONNEL</b>		<b>\$71,426</b>	
Supplies		\$500	Copying, meeting supplies
Postage		\$500	
Publications/Printing		\$2,300	Business cards, event materials
Transportation		\$1,500	Staff mileage reimbursement
Other (specify): Conferences/Staff Develop		\$1,600	AIRS conference, SHIP training
		\$2,527	Client assistance items (bus tokens, minor gap filling items)
Rent			
Equipment		\$2,500	computers
Utilities			
Telephone		\$1,000	
Maintenance/Repair			
Insurance			
Other (specify): Occupancy		\$22,015	Approved Cost Allocation Plan for office expenses/shared costs
<b>TOTAL NON-PERSONNEL</b>		<b>\$34,442</b>	
<b>TOTAL FY 13-14 PROJECT BUDGET</b>			<b>\$105,868</b>

C2 (b). **PROGRAM BUDGET.** List the expenses that will be required to operate the Urbana portion of the program for which you are requesting funds, along with an explanation of how the expenses is related to project delivery. Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project.

LINE ITEM/TYPE OF EXPENDITURE	RANK	URBANA FUNDS	JUSTIFICATION
Salaries & Wages	1	\$5,000	25% of 1 FTE for Urbana referrals
Fringe Benefits			
<b>TOTAL PERSONNEL</b>		<b>\$5,000</b>	
Supplies			
Postage			
Publications/Printing			
Transportation			
Other (specify):			
Rent			
Equipment			
Utilities			
Telephone			
Maintenance/Repair			
Insurance			

Other (specify):			
TOTAL NON-PERSONNEL			
TOTAL FY 13-14 PROJECT BUDGET			\$5,000

\* This amount must match Section A.3., on page 2 of this application.

- C3. Please explain in narrative form how the requested funds will be used as shown in the budget summary (e.g. specific positions, type of communication costs, type of supplies, and description of equipment items in support of direct services). If your program generates program income, explain how these dollars are generated (ex. Late fees, counseling fees, transitional housing rent, etc.) For each position for which you are requesting full or partial funding, attach a current job description which includes the list of duties and the minimum qualifications for filling the position.

Due to reductions in federal program funding, in January we reduced our dedicated senior service staff by 1 FTE. Partial funding will decrease the number of individuals counseled and/or assisted with access to public benefits and number of outreach events in Urbana.

#### D. REVENUE FUNDING SOURCES

- D1. List the name of all funding sources and amount received for the Agency and/or Program for each fiscal year listed; include all government funding from Federal, State, County, and other Cities.

Funding Source	Amount Received	
	FY 11-12	FY 12-13
City of Urbana/Cunningham Township	\$3,362	\$4,100
SHIP (Senior Health Insurance Program)	\$3,344	\$2,500
Champaign County Mental Health Board	\$26,026	\$26,026
Ruth Hayward Fund	\$37,500	\$37,500
Village of Rantoul	\$4,296	\$5,000
City of Champaign	\$0	\$0
Champaign County	\$22,988	\$22,248
Donations (Friends)	\$558	\$764.79
CSBG	\$95,000	\$0
<b>Total Revenue Sources</b>	<b>\$192,516</b>	<b>\$97,911</b>

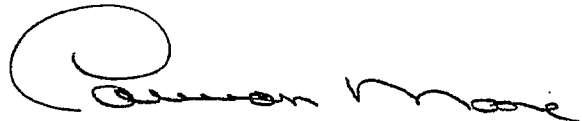
- D2. List the name of the funding source and the requested amount for next fiscal year (FY 13-14). Enter the type of funding received from funding source: **Cash (C)**, **In-kind (I)**, or **Grant (G)**. Enter the status of the funding commitment by entering the appropriate option from the following list of choices: **Funding Secured (FS)**, **Awaiting Final Approval (AFA)**, **Awaiting Response (AR)**, or **Status Unknown (SU)**.



- E1. We, the undersigned duly-authorized agents of (name of organization)Champaign County Regional Planning Commission,
- A. Do hereby state, to the best of our knowledge the information contained in this application for the City of Urbana/Cunningham Township Consolidated Social Service Funding (CSSF) grant is true and correct.
  - B. Understand the City of Urbana/Cunningham Township funds are disbursed on a quarterly basis and that the Community Development Block Grant (CDBG) portion of the CSSF funds are disbursed on a reimbursement basis. We assure that the funds will be administered by the applicant appropriately.
  - C. Understand the laws and regulations of the US Department of Housing & Urban Development (HUD), the City of Urbana, and/or Cunningham Township will govern any CSSF funding resulting from this application.
  - D. Agree to enter into an Agreement with the City of Urbana for its FY 2013-2014 CSSF grant and will adhere to all Program requirements, as stated in Contract/Agreement.
- E2. If a grant is awarded on the basis of this application, all project information detailed in the application will be implemented accordingly, becoming a part of the Contract/Agreement, and the project shall commence within ninety (90) days of new grant period, which begins July 1, 2013, once contracts/agreements are approved by the appropriate City Commission and the Urbana City Council/Cunningham Township Board.

**CHIEF AGENCY OFFICIAL:**

Cameron Moore



\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

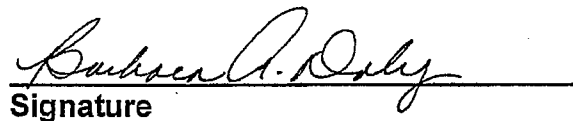
CEO

\_\_\_\_\_  
Title

4-4-13  
\_\_\_\_\_  
Date

**CHAIRPERSON / BOARD MEMBER OF BOARD:**

Barbara A. Daly  
\_\_\_\_\_  
Name (Print)



\_\_\_\_\_  
Signature

Board Chair  
\_\_\_\_\_  
Title

4-4-2013  
\_\_\_\_\_  
Date

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING A CITY OF URBANA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT

(Community Elements - Roundhouse  
Project No. 1314-CSSP-02)

WHEREAS, On April 15, 2013, the Urbana City Council passed Resolution No. 2013-04-017R approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2013-2014 authorizing certain activities under the Public Service Activity Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That an Agreement providing Two Thousand Two Hundred and 00/100 dollars (\$2,200.00) in Community Development Block Grant funds, to provide safe shelter to runaway and homeless youth and to alleviate the problems that lead to the youth's situation in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

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

**CITY OF URBANA**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**

**AGREEMENT**

SUBRECIPIENT NAME: Community Elements, Inc.  
PROJECT NAME: Roundhouse Youth Shelter  
PROJECT NO. 1314-CSSP-02  
PROJECT ADDRESS: 1801 Fox Drive, Champaign IL 61820  
CFDA No. 14.218

THIS SUBRECIPIENT AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation (hereinafter the "City"), and Community Elements, Inc., an Illinois Not-For-Profit Organization (hereinafter the "Subgrantee").

WITNESSETH

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and, as an entitlement community, the City will receive an entitlement of Community Development Block Grant (hereinafter "CDBG") funds for the period beginning July 1, 2013 and ending June 30, 2014, pursuant to the CDBG Program; and,

WHEREAS, the Urbana City Council has adopted an Annual Action Plan for the year beginning July 1, 2013 and ending June 30, 2014 which allocates a CDBG budget and authorizes establishment of public service/public facilities & improvement activities to be sponsored by non-profit agencies in the area; and,

WHEREAS, the City has the right and authority under said CDBG Program to allocate a portion of its funds to the Subgrantee for purposes of administering such activities; and,

WHEREAS, the City, as a condition of its assistance to the Subgrantee, requires the Subgrantee to file with the City certain attachments which are hereby incorporated and made part hereof.

NOW, THEREFORE, the parties hereby agree as follows:

1. The preamble set forth above is hereby incorporated and made part of the Subgrantee Agreement.
2. The purpose of this Subrecipient Agreement is to pledge FY 2013-2014 CDBG program funds to: Unify youth with their families if reunification is in the best interest of the youth. If reunification is not appropriate, staff work to find a safe and stable alternative living arrangement.
3. The City agrees to grant to the Subgrantee the sum of Two Thousand Two Hundred and 00/100 Dollars (\$2,200.00) and the Subgrantee agrees to abide by the CDBG Program and to use said funds for the purpose of carrying out Subgrantee Project No. 1314-CSSP-02 (hereinafter the "Project").

4. The Subgrantee understands and agrees that a request for disbursement of CDBG funds pursuant to this Subrecipient Agreement shall not be made until such funds are needed to pay eligible costs related to the Project. Subgrantee understands and agrees that funding in the full amount of this Subrecipient Agreement is contingent upon the City receiving said CDBG funds, and should the entitlement funds be discontinued or reduced for any reason, Subgrantee understands and agrees that funding under this Subrecipient Agreement could cease or be reduced without advance notice.
5. The City and the Subgrantee agree that no modification to this Subrecipient Agreement shall be effective unless in writing and executed by both the City and the Subgrantee.
6. The Subgrantee agrees and authorizes the City and HUD to conduct on-site reviews, examine personnel records and to conduct any other procedures and practices to assure compliance with this Subrecipient Agreement. The Subgrantee shall execute and abide by the terms of Attachment A, Equal Employment Opportunity Certification, and with all City of Urbana Affirmative Action requirements.
7. The Subgrantee shall complete and adhere to Attachment B, Assurances, of this Subrecipient Agreement and shall submit said Attachment B to the City as a condition of final execution of this Subrecipient Agreement.
8. The Subgrantee shall complete and adhere to Attachment C, Statement of Special Conditions, and submit said Attachment C to the City as a condition of final execution of this Agreement.
9. The Subgrantee shall at all times observe and comply with all laws, ordinances, or regulations of the federal, state, county, and local governments which may in any manner effect the performance of the Subgrantee with respect to the Subrecipient Agreement.
10. The Subgrantee represents to the City that the Project shall begin on July 1, 2013 and shall terminate on June 30, 2014, unless otherwise extended in a written modification to this contract executed by the City and Subgrantee.
11. The Subgrantee shall not assign this Subrecipient Agreement nor any part thereof and the Subgrantee shall not transfer nor assign any funds or claims due hereunder without the prior written approval of the City. Any transfer or assignment of funds pursuant to the Subrecipient Agreement, either in whole or in part, or any interest therein, without prior written consent of the City shall be of no force or effect.
12. The allocation of these funds shall in no way obligate the City for any financial responsibility incurred by the project in excess of the stipulated allocation. The allocation of these funds shall in no way obligate the City to bear responsibilities for the maintenance of any project under the provision of the Housing and Community Development Act of 1974, as amended.
13. This Agreement neither obligates nor precludes the City from further accepting or distributing funds entitled to the City nor restricts nor limits the powers of the City to use such funds pursuant to the provisions of the Housing and Community Development Act of 1974, as amended.
14. This Agreement neither obligates nor precludes the Subgrantee from further accepting funds or assistance pursuant to the Housing and Community Development Act of 1974, as amended.



15. The Subgrantee agrees to protect, indemnify, hold and save harmless, and defend the City against any and all claims, costs, causes, actions and expenses, including but not limited to attorneys' fees incurred by reason of a law suit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors or agents of the Subgrantee, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this project, whether such loss, damage, injury or liability is contributed to by the negligence of the City or its officers, employees or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that Subgrantee shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees or agents.
16. It is mutually understood and agreed that the Subgrantee shall have full control of the ways and means of performing the services referred to herein, subject to guidelines established in Attachment C, and that the Subgrantee or its employees, representatives, subcontractors, or agents are in no sense employees of the City.
17. However, Subgrantee agrees that in the procurement of supplies, equipment, construction, and services, the following conflict of interest provisions shall apply.
  - A. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted under this Agreement, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter.
  - B. This conflict of interest provision of shall apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Subgrantee or the City.
  - C. Upon written request, exceptions to the conflict of interest provisions may be granted jointly by the City and HUD on a case-by-case basis but only after the Subgrantee has disclosed the full nature of the conflict, submitted proof that the disclosure has been made public, and provided a legal opinion that there would be no violation of state or local law if the exception were granted.
18. Upon execution of this Subrecipient Agreement, including the required submission of all required attachments, the City and the Subgrantee shall adhere to the following:
  - A. The City and Subgrantee shall adhere to all special conditions described in Attachments A, B, and C of this Subrecipient Agreement;
  - B. To the greatest extent feasible all expenditures made under this project shall be made to Champaign County firms and individuals;
  - C. Financial records and payments shall comply with all federal regulations;

- D. The Subgrantee agrees to allow any and all audits of its records as may be required and to permit inspection of program records by representatives of the Urbana Grants Management Division and HUD.
  - E. The Subgrantee agrees to retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the termination of all activities funded under this Agreement.
  - F. The Subgrantee shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Subgrantee agrees that client information collected pursuant to this Subrecipient Agreement is confidential, and the use or disclosure of such information, when not directly connected with the administration of the Project, is prohibited unless prior written consent is obtained from such person receiving service, and in the case of a minor, that of a responsible parent/guardian.
19. The City may suspend or terminate this Subrecipient Agreement, in whole or in part, if Subgrantee materially fails to comply with any term of the Subrecipient Agreement, or with any of the rules, regulations or provisions referred to herein; and the City may declare the Subgrantee ineligible for any further participation in the CDBG program, in addition to other remedies as provided by law.

The Subgrantee agrees that if the City determines that the Subgrantee has not complied with or is not complying with the provisions of the Subrecipient Agreement and so notifies the Subgrantee by written notice of said violations and the Subgrantee fails to correct said violations within thirty (30) days from receipt of said notice, the City may terminate this Subrecipient Agreement by written notice. And, may take other action as may be permitted by this Subrecipient Agreement.

20. Subgrantee shall submit regular Progress Reports to the City in the form, content, and frequency as required by the City. Requirements for said Progress Reports are specified in Attachment C hereto and made a part hereof.
21. Notices and communications under this Agreement shall be sent first class, prepaid mail to the respective parties as follows:

TO THE CITY: Kelly H. Mierkowski, Manager  
Grants Management Division  
Dept. of Community Development Services  
City of Urbana  
400 South Vine Street  
Urbana, Illinois 61801

TO THE SUBGRANTEE: Sheila Ferguson, Chief Executive Officer  
Community Elements  
1801 Fox Drive  
Champaign, Illinois 61820

22. This Agreement shall be effective as of the date executed by the City.

**CITY**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

**SUBGRANTEE**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

**ATTACHMENT A  
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The undersigned understands and agrees that it is a Subgrantee of the Urbana CDBG Program and agrees that there shall be no discrimination against any employee who is employed in carrying out work receiving assistance from the City and HUD, or against any applicant for such employment, because of race, color, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications relevant to opportunities in employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Subgrantee further agrees to the following:

- (1) It will be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the City and HUD;
- (2) It will furnish the City and HUD such information as they may require for the supervision of such compliance and will otherwise assist the City and HUD in the discharge of primary responsibility for securing compliance;
- (3) It will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the Secretary of Labor, the City or HUD;
- (4) It shall abide by the Urbana Human Rights Ordinance regarding equal employment.
- (5) In the event that it fails or refuses to comply with the undertaking, the City or HUD may cancel, terminate or suspend in whole or in part any contractual agreements the City or HUD may have with the Subgrantee; may refrain from extending any further assistance to the Subgrantee under any program until satisfactory assurance of future compliance has been received from such Subgrantee; or may refer the case to HUD for appropriate legal proceedings.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT B  
ASSURANCES**

The Subgrantee hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to receive CDBG Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and directing and designating the authorized representative of the Subgrantee to act in connection with the Agreement and to provide such additional information as may be required.
3. The City of Urbana's CDBG Program has been developed so as to give maximum feasible priority to activities which will benefit very low-income families. As a subrecipient of CDBG Program funds, Subgrantee agrees to give maximum feasible priority to very low-income families when administering the Subgrantee program described herein.
4. It will comply with the regulations, policies, guidelines, and requirements of OMB Circular A-122 as they relate to the acceptance and use of Federal funds for this federally-assisted program.
5. It will comply with all requirements imposed by HUD concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-110.
6. It will comply with all regulations, policies, guidelines, and requirements of OMB Circular A-133 as they relate to audits of non-profit organizations. Audits shall be conducted annually.
7. It will comply with
  - A. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part I), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee received Federal financial assistance and will immediately take any measure necessary to effectuate this assurance.
  - B. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR 570.601), which provide that no person in the United States shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Title I funds.
  - C. Executive Order 11246, and all regulations issued pursuant thereto (24 CFR Part 130), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally-assisted contracts.

Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.

- D. Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given lower-income residents of Champaign County and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in Champaign County.
- E. Labor Standards. The requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, Sections 103 & 107 of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subgrantee agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subgrantee shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.
- F. Guidelines for Energy Management/Energy Star. Guidelines have been established regarding energy management using Energy Star and are recommended by both the Dept. Housing & Urban Development and the Illinois Department of Commerce and Economic Opportunity and subgrantees are encouraged to follow these guidelines.
- G. Copyrights. If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.
- H. Patent Rights. Agencies shall use standard patent rights clause specified in "rights to Inventions made by Non-Profit Organizations and Small Business Firms" (37 CFR Part 401), when providing support for research and development.
- I. Clean Air/Clean Water. The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:
  - a. Clean Air Act, 42 U.S.C. , 7401, *et seq.*;
  - b. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
  - c. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

- J. Disbarment & Suspension. The Subrecipient certifies that it is not Disbarred or Suspended or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. The Subgrantee shall establish procedures to ensure that any award made to contractors or subcontractors at any tier, is not in violation of the non-procurement debarment and suspension common. The Subgrantee shall verify and document that none of its contractors or subcontractors are debarred, suspended, or otherwise excluded from participation through the effective use of the List of Parties Excluded from Federal Procurement or Non-procurement programs ("List".) The Subgrantee may request assistance from the City of Urbana to access the List and document results to the file, or verify by using the following website ([www.epls.gov](http://www.epls.gov)) or any other approved method.
8. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
9. It will comply with the provisions of the Hatch Act which limit the political activity of employees. No federally appropriated funds have been paid or will be paid, by or on behalf of Subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federally appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Subgrantee will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
10. It will give HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

These assurances are signed with regard to Subgrantee Project No. 1314-CSSP-02 of the Urbana CDBG Program.

\_\_\_\_\_  
Subgrantee: Chief Executive Officer

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

**ATTACHMENT C  
STATEMENT OF SPECIAL CONDITIONS**

Subgrantee understands and agrees that it is a subrecipient of Urbana CDBG Program and is eligible to receive funds for Subgrantee Project No. 1314-CSSP-02 pursuant to this Agreement.

The following conditions, in addition to those established in the Agreement itself, and other attachments thereto, and federal, state, county and city laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive CDBG Program Assistance for Subgrantee Project No. 1314-CSSP-02.

1. This Agreement is contingent upon Subgrantee operating the Scope of Service herein outlined during the period July 1, 2013 - June 30, 2014.

**SCOPE OF SERVICE**

As stated in the Application submitted by the Subrecipient, which is incorporated herein as part of this Subrecipient Agreement and attached as Attachment D: Subrecipient Application.

2. Subgrantee shall be responsible for administering the program herein described, utilizing funds from the CDBG Program in a manner satisfactory to the City and consistent with any standards required as a condition of providing these funds. Such program shall include the following activities eligible under the CDBG Program.
  - A. Program Delivery  
The Subgrantee shall provide a suitable living environment which includes increasing access to quality services. Services provided by the shelter include a 24/7 crisis hotline, shelter, food, clothing, supervision, individual and family counseling, group counseling, recreation, educational skills building, case management, and advocacy.
  - B. General Administration  
The Subgrantee shall provide all necessary staffing, materials, meeting sites, and anything else necessary to facilitate the services/project described above. Subgrantee shall maintain records related to the number of persons served under this grant along with documentation of income eligibility, as well as appropriate financial documentation of the expenses of the program and how funds received under this Agreement are disbursed.
3. Subgrantee certifies that activities carried out with funds provided under this Agreement shall meet one of the CDBG Program's National Objectives which is to benefit low-income persons as defined in 24 CFR Part 570.208. Therefore Subgrantee understands and agrees that activities funded under this Agreement shall benefit families/individuals within the following income guidelines. Income limits are subject to periodic revision by HUD.

<u>Family Size</u>	<u>Income Not To Exceed</u>	<u>Family Size</u>	<u>Income Not To Exceed</u>
1	<u>\$40,000</u>	5	<u>\$61,700</u>
2	<u>\$45,700</u>	6	<u>\$66,250</u>
3	<u>\$51,400</u>	7	<u>\$70,850</u>
4	<u>\$57,100</u>	8	<u>\$75,400</u>



4. In addition to the normal administrative services required as part of this Agreement, Subgrantee agrees to provide the following levels of program service:
  - A. Total Number of Persons To Be Served: Licensed eight (8) bed facility
  - B. Subgrantee shall be responsible for documenting the number of persons served by submitting Certifications of Income in a form provided by the City at the time requests for reimbursement of funds are submitted.
5. It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed **\$2,200.00**. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified below. The City shall make payments to the Subgrantee as reimbursement of expenses related to the administration and expenses of the program activities as stated in Article 2. The City shall make payment to Subgrantee within 21 calendar days of receipt of an acceptable billing from Subgrantee. Acceptable billing shall include such documentation as outlined herein.

LINE ITEMS AND DOCUMENTATION NEEDED:

K09-1-5300-\_\_\_\_\_

- A. **The initial request for reimbursement submitted by the Subgrantee to the City shall include the following supporting documentation: canceled checks, and paid receipts or copies of invoices.**
  - B. **FOR Public Service Grants: With each subsequent request for reimbursement on a quarterly basis, Subgrantee shall submit copies of Certification of Income forms signed by the parents/guardians of the youth served (or other such documentation as agreed upon between the City and the Subgrantee). Ethnic information for each person served shall also be submitted.**
  - C. **FOR Public Facility Grants: The Subgrantee shall submit a copy of the Contractor's Statement and Certified Payrolls as required to comply with Davis Bacon regulations; an Architects Inspection report that indicates percentage of project completion and other supporting documents as required by the City.**
6. Subgrantee agrees that funds received from the City pursuant to this Agreement shall be used to cover program costs. Subrecipient shall report semi-annually for periods ending December 31<sup>st</sup> and June 30<sup>th</sup> all program income generated by activities carried out with CDBG funds made available under this Agreement. Subgrantee may use such income during the contract period for activities permitted under this Agreement and shall reduce requests for funds by the amount of any such program income balances. Any and all program income (including investments thereof) on hand when this Agreement expires, or received after the Agreement's expiration, shall be returned to the City.
  7. Subgrantee agrees to submit Quarterly Progress Reports to the City in an agreed upon format. Progress Reports shall be due October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup>, and no later than July 31<sup>st</sup>. Final billing requests shall not be processed for payment until a final Progress Report is submitted.

**Agreement # 1314-CSSP-02**

8. Subgrantee agrees to maintain financial records in accordance with the applicable Federal OMB Circulars A-110 and A-122, and to separately and accurately identify use of CDBG Program funds pursuant to this Agreement.
9. Records maintained by Subgrantee pursuant to this Agreement shall be available for inspection upon request by the City and HUD.

Name of Subgrantee: \_\_\_\_\_

Address: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT D  
SUBRECIPIENT APPLICATION**





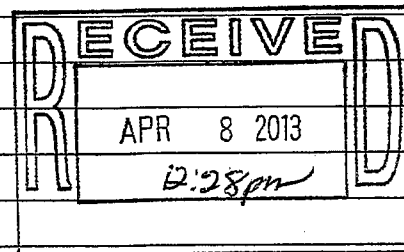
**APPLICATION FOR FUNDING  
CITY OF URBANA/CUNNINGHAM TOWNSHIP  
CONSOLIDATED SOCIAL SERVICE PROGRAM  
FY 2013 - 2014**

**A. AGENCY INFORMATION**

1.	Applicant Organization/Legal Name:	Community Elements, Inc.
2.	Program to be Funded:	Roundhouse Runaway and Homeless Youth Programs
3.	Amount Requested:	\$ 11,327
4.	Contact Person & Title:	Lisa Benson, Director of Residential Services
5.	Address:	1801 Fox Drive, Champaign, IL 61820
6.	Telephone No:	217-693-4627
7.	FAX No:	217-398-8568
8.	E-mail Address:	<a href="mailto:lbenson@communityelements.org">lbenson@communityelements.org</a>
9.	Year Established / Incorporated:	Corporation was established in 1956 and began operating the Roundhouse programs in 2003.
10.	Fiscal Year of Agency:	July 1- June 30
11.	Funded History:	<input checked="" type="checkbox"/> Funded in Year: <u>FY04-05</u> <input checked="" type="checkbox"/> Funded FY 12-13 <input type="checkbox"/> Not Funded FY 12-13 <input type="checkbox"/> Never Applied for Funding <input checked="" type="checkbox"/> No. of years funded: <u>The Roundhouse program has been funded 5 years (FY05, FY09- FY12). In FY06, FY07, FY08, the Homeless Youth program received CDBG funding.</u>

**AGENCIES MUST ATTACH THE FOLLOWING REQUIRED INFORMATION**

<input checked="" type="checkbox"/>	Agency Mission Statement / Purpose
<input checked="" type="checkbox"/>	Years in Operation
<input checked="" type="checkbox"/>	Brief Overview of Agency Services & Programs
<input checked="" type="checkbox"/>	Organization Chart
<input checked="" type="checkbox"/>	List of Agency Board Members/Officers
<input checked="" type="checkbox"/>	Copy of Agency Board Meeting Minutes
<input checked="" type="checkbox"/>	Experience with Federal/State/Local Grant Programs
<input checked="" type="checkbox"/>	Actual Agency and/or Program Budget for current fiscal year (FY 12-13)
<input checked="" type="checkbox"/>	A Preliminary Agency and/or Program Budget for next fiscal year (FY 13-14)
<input checked="" type="checkbox"/>	All Agency and/or Program Staff positions by job title, # in each position, & current annual salary amount range
<input checked="" type="checkbox"/>	Internal Revenue Service Department of the Treasury: Tax Exemption Letter / Proof of 501 (c)(3) status
<input checked="" type="checkbox"/>	Illinois Department of Revenue Tax Exemption Letter: FEIN Number
<input checked="" type="checkbox"/>	Copy of most recent annual IRS Report: 990-Series Return



<input checked="" type="checkbox"/>	Certificate of Good Standing
-------------------------------------	------------------------------

**\*DEADLINE FOR SUBMISSION OF THIS APPLICATION IS 4:00 P.M., MONDAY, APRIL 8, 2013.\***

**\*NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED.\***

## **B. PROGRAM INFORMATION**

B1. Describe **in detail** the program you are requesting to be funded:

The Roundhouse is well known and respected as a safe haven for runaway and homeless youth. Our staff employ a family-focused, solution-oriented approach that recognizes the strengths and developmental needs of youth and their families. Our goal is to reunify youth with their families if reunification is in the best interest of the youth. If reunification is not appropriate, our staff work to find a safe and stable alternative living arrangement. Our efforts are valued by law enforcement officials, social work professionals, and the youth and families we serve. Roundhouse services include: a 24/7 crisis hotline, shelter, food, clothing, supervision, individual and family counseling, group counseling, recreation, educational skills building, individual and group life skills training, case-management, and advocacy. Case-management and advocacy services are facilitated on an individual basis and may include linkages with educational and medical services, youth employment skill building, budgeting techniques, and linkages to services such as substance abuse treatment and mental health treatment. The purpose of the Roundhouse is to provide safe shelter to runaway and homeless youth and alleviate the problems that lead to the youths' situations. While at Roundhouse, the youth strive to learn more productive means of managing life circumstances. A positive youth development philosophy is integrated into all proposed activities and services. The approach does not focus on pathologies of troubled youth but rather on helping the youth and their families meet their basic needs as well as their psychosocial and developmental potential. Services recognize the multiple needs of these youth and ensure that a comprehensive and holistic approach is utilized to address them. All staff delivering services recognize that all youth, regardless of their history or current situation, need to experience the following in some form: attachment, achievement, autonomy, and altruism as appropriate to their age, culture and stage of development. In addition to the shelter provided at Roundhouse, the Runaway and Homeless Youth programs provide aftercare services to youth after they discharge from Roundhouse to further stabilization and decrease residivism rates.

B2. Program is a:  New Program  Continuation of Existing Program, started: 1978

o If continuation of existing program, describe in narrative the quantifiable increase anticipated in service level:

Our capacity of 8 beds remains the same with fluctuating numbers served. The number of admissions to the shelter in the last year has increased. The Street Outreach Program that reaches out to runaway and homeless youth in the community in the streets continues to partner with local schools and businesses to increase awareness of Roundhouse services. One primary function of the Street Outreach Program is to work with youth to leave the streets or the unsafe, unstable situations and accept shelter. We anticipate that the number of youth accepting shelter and linkage/referral or supportive services in FY2013-14 will continue at the current rate.

B3. Identify the number of recipients your program has the capacity to serve: Licensed 8 bed facility.

o Identify the actual total number of persons you are currently serving:

At the end of the third quarter, March 2013, the Roundhouse has had 47 shelter admissions and provided service to approximately 185 youth / families.

- o Of the total number served, identify the number of persons from Urbana currently being served:  
The Roundhouse primarily serves runaway youth from Champaign, Ford, and Iroquois counties and homeless youth from Champaign County. However, Roundhouse can also provide shelter to runaway youth from other states that present in Champaign County. Residents of Roundhouse do not have a residence considered safe and stable at the time of admission. Currently, 50% of the youth sheltered at the Roundhouse indicated prior residence in Urbana.
- o Based on the funding received in FY 12-13 (if funded), how did these funds benefit the total number of persons from Urbana (listed above)?  
The youth were provided emergency shelter and supportive services. Their basic needs were met and the youth and their families were provided supportive services to resolve their immediate crisis and to assist them in developing skills to avoid or better handle problems in the future. An assigned staff member developed an individual service plan with each youth to identify goals for services and provided services to address the goals. All of the youth were either reunified with their families or linked to longer term housing programs.

B4. Is there a fee to participate in the program?  Yes  No

- o If yes, indicate how much and for what purpose: \_\_\_\_\_  
\_\_\_\_\_

B5. Does your organization have a waiting list?  Yes  No

- o If yes, identify the number of persons on the waiting list: \_\_\_\_\_

B6. Interagency Collaboration: List other agencies that are involved with your program; briefly describe extent of involvement.

<b>Interagency Collaboration: Identify other agencies involved in project; briefly describe extent of involvement.</b>				
Agency Name	Address	Phone	Contact Person	Involvement
Center for Youth and Family Solutions	1315A Curt Drive, Champaign, IL	217-352-5179	Doug Braun	Referral, case collaboration
Department for Children and Family Services	2125 S. First St, Champaign, IL	217-278-5300	Dan Finney	DCFS licensing; program and facility monitoring
National Runaway Hotline		(800) 344-2785		Referrals

B7. Using the table below, answer the following questions:

FAMILY SIZE	EXTREMELY LOW INCOME 30% MFI	LOW INCOME 50% MFI	MOD INCOME 80% MFI
1	\$15,000	\$25,000	\$40,000
2	\$17,150	\$28,600	\$45,700
3	\$19,300	\$32,150	\$51,400
4	\$21,400	\$35,700	\$57,100
5	\$23,150	\$38,600	\$61,700
6	\$24,850	\$41,450	\$66,250
7	\$26,550	\$44,300	\$70,850
8	\$28,250	\$47,150	\$75,400

- How many persons in each category does your program serve? Of those, how many live in Urbana?  
(Please provide a specific number, not a range or percentage)

Extremely Low 38

Live in Urbana 8

Low Income 4

Live in Urbana 0

Moderate Income 5

Live in Urbana 1

B8. From **CONSOLIDATED PLAN FOR PROGRAM YEARS 2010-2014: GOALS, STRATEGIES, & ACTIVITIES (Attachment A)**, list the specific strategy or strategies your program addresses.

- o Goal 5, Strategies 2, 5,7
- o Goal 6, Strategy 1, Activity 2; Goal 6, Strategy 2, Activity 3
- o \_\_\_\_\_

- Describe briefly how your program addresses each strategy as noted above:

Goal 5, Strategy 2 "Encourage appropriate area social service agencies to expand recreational, educational, and cultural opportunities and alternatives for very low-income youth and young adults" : The Roundhouse provides services to extremely low income households, with specific focus on providing services to the at-risk youth in the family. The needs of the youth are assessed, including focus on recreational, educational, and cultural needs. When needs are identified in these areas, staff work to involve the youth in relevant activities. Recreation programming at the Roundhouse is a forum for positive youth development and is provided regularly. Recreational services take place on-site, in the community, or in recreational facilities in our area. Recreation activities occur up to seven days a week, and range from participation in games and sports to attendance at a community events. On weeks opposite to Life Skills group instruction, the Roundhouse offers "Game Night"; all youth in Community Elements' Runaway and Homeless Youth programming regardless of their current placement are invited to the Roundhouse for a night of recreation and socialization. All activities are opportunities for the youth to gain social skills in real life situations. Through community support, the Roundhouse receives donations of equipment, supplies, and free passes to community facilities such as swimming pools, miniature golf courses, movie theaters, and bowling alleys. The Roundhouse also sporadically receives free passes to University of Illinois sporting events and events at the Assembly Hall. The Refinery gym provides a limited number of gym memberships to our runaway and homeless youth programs allowing youth to exercise with the support and guidance of staff. This provides youth opportunities for physical activity and also a sense of community connection.

Goal 5, Strategy 5 "Support efforts by local service providers to area youth to increase supportive services available to at-risk youth" & Goal 6, Strategy 1, Activity 2 "Provide support to emergency and transitional shelters through Consolidated Social Service Pool fund allocations": The Roundhouse provides temporary shelter to runaway and homeless youth who may or may not be pregnant and /or parenting. While at the Roundhouse, basic needs such as clothing, food, and shelter are available. The Roundhouse provides three meals per day plus snack options. To promote positive youth development, the Roundhouse youth participate in weekly meal planning, at which time they learn independent living and life skills. If a youth presents with special dietary needs (i.e. diabetes) such accommodations will be made. A nutritional specialist is available for consultation as needed. The shelter is staffed 24 hours a day, 365 days a year to ensure supervision and



safety of all youth present. Roundhouse staff provide all youth of the Roundhouse with daily support. Social skills and life skills interventions are provided regularly. Group topics are driven by needs identified during assessments and by client request. Group counseling is provided in conjunction with the ongoing activities at the shelter and attends to the needs of the current group of residents. An ongoing Life Skills group is provided every other week at Roundhouse to all youth in Community Elements' Runaway and Homeless Youth programming regardless of their current placement. All group services focus on positive youth development. Additionally, the Roundhouse operates a 24 hour crisis line that is linked to the National Runaway Switchboard. All referrals for Community Elements' services for at risk youth and their families who are runaway or homeless and may or may not be pregnant and /or parenting are taken via the Roundhouse crisis line.

Goal 5, Strategies 7 "Support development of a program(s) by areas agencies to provide transitional housing services and/or foster care to teen parents of young children" & Goal 6, Strategy 2, Activity 3 "Encourage expansion of transitional housing for women and children": The Roundhouse provides temporary shelter to runaway and homeless youth who may or may not be pregnant and /or parenting. Homeless pregnant and / or parenting teens can be provided short term immediate shelter at the Roundhouse while referrals are completed to longer term programs such as the Agency's Homeless Youth Program or the Supportive Transition Empowerment Program (STEP)- a transitional living program for runaway or homeless youth. In April 2009, the Roundhouse received approval to extend Roundhouse emergency shelter services to females up to age 20 who were participating in the Agency's programming for homeless youth . These homeless young women and their children can be provided emergency shelter up to 120 days.

B9. Use **Appendix B: Performance Measures**, as a guide for the following questions:

Describe the impact of your activity and the outcome(s) you hope to achieve:

The Roundhouse program intends to achieve the following with youth:

- \*Diversion of youth from the child welfare system and/ or juvenile justice system
- \*Improved communication skills
- \*Improved coping skills
- \*Participation in Positive Youth Development activities

- Explain how you will measure the long-term impact of the activity on Clients and/or the Community:  
Long-term impact will be measured through recidivism rates. The effectiveness of the services provided will decrease the likelihood that a youth will require shelter in the future resulting in lower recidivism.
- Explain the indicators you will use to measure the impact on the Community or on the lives of persons assisted:
  - \*100% of youth will be stabilized within a family situation, provided shelter or referred to appropriate resources.
  - \*90% of the youth served will be diverted from the child welfare system and/ or the juvenile justice system.
  - \*90% of youth/ guardians will report improved communication skills.
  - \*85% of youth served will not return to the Roundhouse as a runaway or homeless youth within a year.

B10. Use **Appendix C: Workfare Program Site**, as a guide for the following questions:

- Do you currently assist any General Assistance Clients  Yes  No
- Are you currently a workfare site?  Yes  No

If no, are you required by contract to work only with TANF recipients?  Yes  No

- Are you interested in being a workfare site?  Yes  No \* *We are interested in learning more about what being a workfare site entails before being able to commit to a Yes or No response.*

B11. Does your organization meet one or more key service areas? (please check all that apply)

- Basic Needs (i.e. food, shelter/housing)
- Health (i.e. Mental Health, Counseling, Substance Abuse)
- Family Support/Emergency Assistance
- Seniors
- Children and Youth (Ages):
  - Pre-Natal
  - Birth – Pre-K
  - 5 – 13
  - 13 – 18

B12. Will this funding help build capacity in your organization and promote a long-term benefit in the organization or to the individuals that it serves, i.e can it be leveraged to get other grant funds, does it help build self-sufficiency in your clients?

How will these funds supplement what you spend in Urbana? Please explain:

In July 2011, Community Elements submitted a competitive application for Basic Center federal funding. This grant was re-awarded to Community Elements as of October 1<sup>st</sup>, 2011. The primary funding for the Roundhouse is the Basic Center federal grant; however it requires matching funds provided by local sources. City of Urbana funds provided local match or leverage for federal funding. The Basic Center federal grant has been awarded for a 3-year cycle.

With state funding cuts and increasing expenses such as rising utility costs and employee insurance, funds supporting daily operations are maximized. The Roundhouse Runaway and Homeless Youth programs rely on a variety funding sources to cover the costs to maintain basic needs provided to clients and provide programming. City of Urbana funding would provide match/leverage and, in turn support an existing staff position. As described above, Roundhouse staff work with the youth and their families to increase their self-sufficiency.

## **C. BUDGETARY INFORMATION**

C1. **ATTACH** the following to this application:

- Your actual agency budget for the current fiscal year (FY 12-13)
- A preliminary agency budget for the fiscal year for which you are applying for funds (FY 13-14).

C2 (a). **PROGRAM BUDGET.** List the *total* expenses that will be required to operate the program for which you are requesting funds, along with an explanation of how the expenses are related to project delivery. Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project.

LINE ITEM/TYPE OF EXPENDITURE	RANK	TOTAL BUDGET	JUSTIFICATION
Salaries & Wages		\$125,000	Actual wages to deliver services
Fringe Benefits		27,500	Needed to maintain quality staff
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>\$152,500</b>	
Supplies		\$ 3,000	Office/Janitorial/Medical & Program
Postage		100	Program supplies delivery
Publications/Printing		96	Program supplies
Transportation		2,500	Client and Staff travel for program
Other (specify): Contractual		3,612	Audit costs/professional services
Food		4,000	Food for operations
Training		400	Staff professional updates
Equipment		890	Small equipment less than \$500
Utilities		5,428	Utilities to operate building
Telephone		1,524	Telephone & cell phones
Maintenance/Repair		4,000	Required upkeep of building
Insurance		5,100	Necessary coverage-staff & building
Other (specify): Dues/Accreditation Fees		3,000	ICOY/CARF
Depreciation		8,016	Depreciation of assets
Management & General		22,523	Administrative costs
<b>TOTAL NON-PERSONNEL</b>		<b>\$ 64,189</b>	
<b>TOTAL FY 13-14 PROJECT BUDGET</b>			<b>\$216,689</b>

C2 (b). **PROGRAM BUDGET.** List the expenses that will be required to operate the *Urbana* portion of the program for which you are requesting funds, along with an explanation of how the expenses is related to project delivery. Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project.

LINE ITEM/TYPE OF EXPENDITURE	RANK	URBANA FUNDS	JUSTIFICATION
Salaries & Wages		\$ 8,320	
Fringe Benefits		1,830	
<b>TOTAL PERSONNEL</b>	<b>1</b>	<b>\$ 10,150</b>	
Supplies			
Postage			
Publications/Printing			
Transportation			
Other (specify):			
Rent			
Equipment			
Utilities			
Telephone			
Maintenance/Repair			
Insurance			
Other (specify): Management & General	<b>1</b>	<b>\$ 1,177</b>	
<b>TOTAL NON-PERSONNEL</b>		<b>\$ 1,177</b>	
<b>* TOTAL FY 13-14 PROJECT BUDGET</b>			<b>\$ 11,327</b>

\* This amount must match Section A.3., on page 2 of this application.

- C3. Please explain in narrative form how the requested funds will be used as shown in the budget summary (e.g. specific positions, type of communication costs, type of supplies, and description of equipment items in support of direct services). If your program generates program income, explain how these dollars are generated (ex. Late fees, counseling fees, transitional housing rent, etc.) For each position for which you are requesting full or partial funding, attach a current job description which includes the list of duties and the minimum qualifications for filling the position:
  - Funding is requested to assist with the staffing costs for the Roundhouse Runaway and Homeless Youth programs. The funding will provide continued support for a Recovery Advocate- RHY position. The Roundhouse requires 4.20 FTE to support direct on-site shelter care and services 24 hours, 7 days a week services. The City of Urbana funds support a .40FTE Recovery Advocate- RHY.
  - The program does not generate income.
  - The job description for a Recovery Advocate-RHY position is attached.

**D. REVENUE FUNDING SOURCES**

D1. List the name of all funding sources and amount received for the Agency and/or Program for each fiscal year listed; include all government funding from Federal, State, County, and other Cities.

Funding Source	Amount Received	
	FY 11-12	FY 12-13
City of Urbana/Cunningham Township	\$ 9,200	\$ 9,000
DHS Homeless Youth/Roundhouse Beds	\$ 8,085	\$ 15,000
DHHS Basic Center	\$122,958	\$163,942
United Way	\$ 18,616	\$ 9,630
FEMA		\$ 7,744
United Way - Designated	\$ 1,654	\$ 950
Unrestricted Contributions	\$ 5,624	\$ 11,000
Community Foundation	\$ 1,957	
<b>Total Revenue Sources</b>	<b>\$168,094</b>	<b>\$217,266</b>

D2. List the name of the funding source and the requested amount for next fiscal year (FY 13-14). Enter the type of funding received from funding source: **Cash (C), In-kind (I), or Grant (G)**. Enter the status of the funding commitment by entering the appropriate option from the following list of choices: **Funding Secured (FS), Awaiting Final Approval (AFA), Awaiting Response (AR), or Status Unknown (SU)**.

Funding Source	Requested Amount (FY 13-14)	Type	Commitment Status
Requested from City of Urbana/Cunningham Township	\$ 11,327	G	
DHS Homeless Youth/Roundhouse Beds	\$ 15,000	G	SU
DHHS Basic Center	\$163,942	G	FS
United Way	\$ 21,420	G	AFA
United Way - Designated	\$ 1,000	C	SU
Unrestricted Contributions	\$ 4,000	C	SU
<b>Total Anticipated for FY 13-14</b>	<b>\$216,689</b>		

D3. Fundraising History - List all fundraising activities, dates of the activities, and the amount of funds raised.

Fundraising Activities <i>(over the past 12 months)</i>	Date(s) of Activities	Amount Raised
The Friends of Roundhouse Auxiliary has held a number of small fundraisers over the past 12 months ("Planted Footwear" sale, wine tasting event, and "Shop-N-Shares" at local businesses.	April 2012-March 2013	\$8,488
<b>TOTAL</b>		

- E1. We, the undersigned duly-authorized agents of Community Elements, Inc.,
- A. Do hereby state, to the best of our knowledge the information contained in this application for the City of Urbana/Cunningham Township Consolidated Social Service Funding (CSSF) grant is true and correct.
  - B. Understand the City of Urbana/Cunningham Township funds are disbursed on a quarterly basis and that the Community Development Block Grant (CDBG) portion of the CSSF funds are disbursed on a reimbursement basis. We assure that the funds will be administered by the applicant appropriately.
  - C. Understand the laws and regulations of the US Department of Housing & Urban Development (HUD), the City of Urbana, and/or Cunningham Township will govern any CSSF funding resulting from this application.
  - D. Agree to enter into an Agreement with the City of Urbana for its FY 2013-2014 CSSF grant and will adhere to all Program requirements, as stated in Contract/Agreement.
- E2. If a grant is awarded on the basis of this application, all project information detailed in the application will be implemented accordingly, becoming a part of the Contract/Agreement, and the project shall commence within ninety (90) days of new grant period, which begins July 1, 2013, once contracts/agreements are approved by the appropriate City Commission and the Urbana City Council/Cunningham Township Board.

**CHIEF AGENCY OFFICIAL:**

Sheila Ferguson  
Name (Print)

Sheila Ferguson  
Signature

Chief Executive Officer  
Title

April 4, 2013  
Date

**CHAIRPERSON / BOARD MEMBER OF BOARD:**

Dr. Barry Ackerson  
Name (Print)

Barry Ackerson  
Signature

President Board of Directors  
Title

4/4/13  
Date

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING A CITY OF URBANA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT

(Greater Community AIDS Project (GCAP)  
Project No. 1213-CSSP-03)

WHEREAS, On April 16, 2012, the Urbana City Council passed Resolution No. 2012-04-038 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2012-2013 authorizing certain activities under the Public Service Activity Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That an Agreement providing Two Thousand and 00/100 dollars (\$2,000.00) in Community Development Block Grant funds, to provide salary support for the delivery of case management and support services, as well as transitional housing and one-on-one counseling, for persons living with HIV/AIDS, and to provide emergency assistance to program participants residing in Urbana, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

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



**CITY OF URBANA  
COMMUNITY DEVELOPMENT BLOCK GRANT**

**AGREEMENT**

SUBRECIPIENT NAME: Greater Community AIDS Project (GCAP)  
PROJECT NAME: Emergency Assistance Program  
PROJECT NO. 1314-CSSP-03  
PROJECT ADDRESS PO Box 713, Champaign IL 61824  
CFDA No. 14.218

THIS SUBRECIPIENT AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation (hereinafter the "City"), and Greater Community AIDS Project (GCAP), an Illinois Not-For-Profit Organization (hereinafter the "Subgrantee").

WITNESSETH

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and, as an entitlement community, the City will receive an entitlement of Community Development Block Grant (hereinafter "CDBG") funds for the period beginning July 1, 2013 and ending June 30, 2014, pursuant to the CDBG Program; and,

WHEREAS, the Urbana City Council has adopted an Annual Action Plan for the year beginning July 1, 2013 and ending June 30, 2014 which allocates a CDBG budget and authorizes establishment of public service/public facilities & improvement activities to be sponsored by non-profit agencies in the area; and,

WHEREAS, the City has the right and authority under said CDBG Program to allocate a portion of its funds to the Subgrantee for purposes of administering such activities; and,

WHEREAS, the City, as a condition of its assistance to the Subgrantee, requires the Subgrantee to file with the City certain attachments which are hereby incorporated and made part hereof.

NOW, THEREFORE, the parties hereby agree as follows:

1. The preamble set forth above is hereby incorporated and made part of the Subgrantee Agreement.
2. The purpose of this Subrecipient Agreement is to pledge FY 2013-2014 CDBG program funds to: The Emergency Assistance Program, which offers funds to persons who are HIV-positive and are referred by their case managers. These monies are paid for past due rent to avoid loss of housing and for medications and health care needs when there are no other resources available.
3. The City agrees to grant to the Subgrantee the sum of **One Thousand Eight Hundred and 00/100 Dollars (\$1,800.00)** and the Subgrantee agrees to abide by the CDBG Program and to use said funds for the purpose of carrying out Subgrantee Project No. 1314-CSSP-03 (hereinafter the "Project").

**Agreement # 1314-CSSP-03**

4. The Subgrantee understands and agrees that a request for disbursement of CDBG funds pursuant to this Subrecipient Agreement shall not be made until such funds are needed to pay eligible costs related to the Project. Subgrantee understands and agrees that funding in the full amount of this Subrecipient Agreement is contingent upon the City receiving said CDBG funds, and should the entitlement funds be discontinued or reduced for any reason, Subgrantee understands and agrees that funding under this Subrecipient Agreement could cease or be reduced without advance notice.
5. The City and the Subgrantee agree that no modification to this Subrecipient Agreement shall be effective unless in writing and executed by both the City and the Subgrantee.
6. The Subgrantee agrees and authorizes the City and HUD to conduct on-site reviews, examine personnel records and to conduct any other procedures and practices to assure compliance with this Subrecipient Agreement. The Subgrantee shall execute and abide by the terms of Attachment A, Equal Employment Opportunity Certification, and with all City of Urbana Affirmative Action requirements.
7. The Subgrantee shall complete and adhere to Attachment B, Assurances, of this Subrecipient Agreement and shall submit said Attachment B to the City as a condition of final execution of this Subrecipient Agreement.
8. The Subgrantee shall complete and adhere to Attachment C, Statement of Special Conditions, and submit said Attachment C to the City as a condition of final execution of this Agreement.
9. The Subgrantee shall at all times observe and comply with all laws, ordinances, or regulations of the federal, state, county, and local governments which may in any manner effect the performance of the Subgrantee with respect to the Subrecipient Agreement.
10. The Subgrantee represents to the City that the Project shall begin on July 1, 2013 and shall terminate on June 30, 2014, unless otherwise extended in a written modification to this contract executed by the City and Subgrantee.
11. The Subgrantee shall not assign this Subrecipient Agreement nor any part thereof and the Subgrantee shall not transfer nor assign any funds or claims due hereunder without the prior written approval of the City. Any transfer or assignment of funds pursuant to the Subrecipient Agreement, either in whole or in part, or any interest therein, without prior written consent of the City shall be of no force or effect.
12. The allocation of these funds shall in no way obligate the City for any financial responsibility incurred by the project in excess of the stipulated allocation. The allocation of these funds shall in no way obligate the City to bear responsibilities for the maintenance of any project under the provision of the Housing and Community Development Act of 1974, as amended.
13. This Agreement neither obligates nor precludes the City from further accepting or distributing funds entitled to the City nor restricts nor limits the powers of the City to use such funds pursuant to the provisions of the Housing and Community Development Act of 1974, as amended.
14. This Agreement neither obligates nor precludes the Subgrantee from further accepting funds or assistance pursuant to the Housing and Community Development Act of 1974, as amended.

15. The Subgrantee agrees to protect, indemnify, hold and save harmless, and defend the City against any and all claims, costs, causes, actions and expenses, including but not limited to attorneys' fees incurred by reason of a law suit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors or agents of the Subgrantee, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this project, whether such loss, damage, injury or liability is contributed to by the negligence of the City or its officers, employees or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that Subgrantee shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees or agents.
16. It is mutually understood and agreed that the Subgrantee shall have full control of the ways and means of performing the services referred to herein, subject to guidelines established in Attachment C, and that the Subgrantee or its employees, representatives, subcontractors, or agents are in no sense employees of the City.
17. However, Subgrantee agrees that in the procurement of supplies, equipment, construction, and services, the following conflict of interest provisions shall apply.
  - A. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted under this Agreement, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter.
  - B. This conflict of interest provision of shall apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Subgrantee or the City.
  - C. Upon written request, exceptions to the conflict of interest provisions may be granted jointly by the City and HUD on a case-by-case basis but only after the Subgrantee has disclosed the full nature of the conflict, submitted proof that the disclosure has been made public, and provided a legal opinion that there would be no violation of state or local law if the exception were granted.
18. Upon execution of this Subrecipient Agreement, including the required submission of all required attachments, the City and the Subgrantee shall adhere to the following:
  - A. The City and Subgrantee shall adhere to all special conditions described in Attachments A, B, and C of this Subrecipient Agreement;
  - B. To the greatest extent feasible all expenditures made under this project shall be made to Champaign County firms and individuals;
  - C. Financial records and payments shall comply with all federal regulations;

Agreement # 1314-CSSP-03

- D. The Subgrantee agrees to allow any and all audits of its records as may be required and to permit inspection of program records by representatives of the Urbana Grants Management Division and HUD.
  - E. The Subgrantee agrees to retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the termination of all activities funded under this Agreement.
  - F. The Subgrantee shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Subgrantee agrees that client information collected pursuant to this Subrecipient Agreement is confidential, and the use or disclosure of such information, when not directly connected with the administration of the Project, is prohibited unless prior written consent is obtained from such person receiving service, and in the case of a minor, that of a responsible parent/guardian.
19. The City may suspend or terminate this Subrecipient Agreement, in whole or in part, if Subgrantee materially fails to comply with any term of the Subrecipient Agreement, or with any of the rules, regulations or provisions referred to herein; and the City may declare the Subgrantee ineligible for any further participation in the CDBG program, in addition to other remedies as provided by law.
- The Subgrantee agrees that if the City determines that the Subgrantee has not complied with or is not complying with the provisions of the Subrecipient Agreement and so notifies the Subgrantee by written notice of said violations and the Subgrantee fails to correct said violations within thirty (30) days from receipt of said notice, the City may terminate this Subrecipient Agreement by written notice. And, may take other action as may be permitted by this Subrecipient Agreement.
20. Subgrantee shall submit regular Progress Reports to the City in the form, content, and frequency as required by the City. Requirements for said Progress Reports are specified in Attachment C hereto and made a part hereof.
21. Notices and communications under this Agreement shall be sent first class, prepaid mail to the respective parties as follows:

TO THE CITY: Kelly H. Mierkowski, Manager  
Grants Management Division  
Dept. of Community Development Services  
City of Urbana  
400 South Vine Street  
Urbana, Illinois 61801

TO THE SUBGRANTEE: Mike Benner, Executive Director  
Greater Community AIDS Project (GCAP)  
PO Box 713  
Champaign, Illinois 61824

22. This Agreement shall be effective as of the date executed by the City.

**CITY**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

**SUBGRANTEE**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

**ATTACHMENT A  
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The undersigned understands and agrees that it is a Subgrantee of the Urbana CDBG Program and agrees that there shall be no discrimination against any employee who is employed in carrying out work receiving assistance from the City and HUD, or against any applicant for such employment, because of race, color, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications relevant to opportunities in employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Subgrantee further agrees to the following:

- (1) It will be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the City and HUD;
- (2) It will furnish the City and HUD such information as they may require for the supervision of such compliance and will otherwise assist the City and HUD in the discharge of primary responsibility for securing compliance;
- (3) It will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the Secretary of Labor, the City or HUD;
- (4) It shall abide by the Urbana Human Rights Ordinance regarding equal employment.
- (5) In the event that it fails or refuses to comply with the undertaking, the City or HUD may cancel, terminate or suspend in whole or in part any contractual agreements the City or HUD may have with the Subgrantee; may refrain from extending any further assistance to the Subgrantee under any program until satisfactory assurance of future compliance has been received from such Subgrantee; or may refer the case to HUD for appropriate legal proceedings.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT B  
ASSURANCES**

The Subgrantee hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to receive CDBG Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and directing and designating the authorized representative of the Subgrantee to act in connection with the Agreement and to provide such additional information as may be required.
3. The City of Urbana's CDBG Program has been developed so as to give maximum feasible priority to activities which will benefit very low-income families. As a subrecipient of CDBG Program funds, Subgrantee agrees to give maximum feasible priority to very low-income families when administering the Subgrantee program described herein.
4. It will comply with the regulations, policies, guidelines, and requirements of OMB Circular A-122 as they relate to the acceptance and use of Federal funds for this federally-assisted program.
5. It will comply with all requirements imposed by HUD concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-110.
6. It will comply with all regulations, policies, guidelines, and requirements of OMB Circular A-133 as they relate to audits of non-profit organizations. Audits shall be conducted annually.
7. It will comply with
  - A. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part I), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee received Federal financial assistance and will immediately take any measure necessary to effectuate this assurance.
  - B. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR 570.601), which provide that no person in the United States shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Title I funds.
  - C. Executive Order 11246, and all regulations issued pursuant thereto (24 CFR Part 130), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally-assisted contracts.

Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.

- D. Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given lower-income residents of Champaign County and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in Champaign County.
- E. Labor Standards. The requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, Sections 103 & 107 of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subgrantee agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subgrantee shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.
- F. Guidelines for Energy Management / Energy Star. Guidelines have been established regarding energy management using Energy Star and are recommended by both the Dept. Housing & Urban Development and the Illinois Department of Commerce and Economic Opportunity and subgrantees are encouraged to follow these guidelines.
- G. Copyrights. If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.
- H. Patent Rights. Agencies shall use standard patent rights clause specified in "rights to Inventions made by Non-Profit Organizations and Small Business Firms" (37 CFR Part 401), when providing support for research and development.
- I. Clean Air/Clean Water. The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:
  - a. Clean Air Act, 42 U.S.C. , 7401, *et seq.*;
  - b. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
  - c. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.



- J. Disbarment & Suspension. The Subrecipient certifies that it is not Disbarred or Suspended or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. The Subgrantee shall establish procedures to ensure that any award made to contractors or subcontractors at any tier, is not in violation of the non-procurement debarment and suspension common. The Subgrantee shall verify and document that none of its contractors or subcontractors are debarred, suspended, or otherwise excluded from participation through the effective use of the List of Parties Excluded from Federal Procurement or Non-procurement programs ("List".) The Subgrantee may request assistance from the City of Urbana to access the List and document results to the file, or verify by using the following website ([www.epls.gov](http://www.epls.gov)) or any other approved method.
  
- 8. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
  
- 9. It will comply with the provisions of the Hatch Act which limit the political activity of employees. No federally appropriated funds have been paid or will be paid, by or on behalf of Subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.  
  
If any funds other than federally appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Subgrantee will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  
- 10. It will give HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

These assurances are signed with regard to Subgrantee Project No. 1314-CSSP-03 of the Urbana CDBG Program.

\_\_\_\_\_  
Signature: Subgrantee Chief Executive Officer

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

**ATTACHMENT C  
STATEMENT OF SPECIAL CONDITIONS**

Subgrantee understands and agrees that it is a subrecipient of Urbana CDBG Program and is eligible to receive funds for Subgrantee Project No. 1314-CSSP-03 pursuant to this Agreement.

The following conditions, in addition to those established in the Agreement itself, and other attachments thereto, and federal, state, county and city laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive CDBG Program Assistance for Subgrantee Project No. 1314-CSSP-03.

1. This Agreement is contingent upon Subgrantee operating the Scope of Service herein outlined during the period July 1, 2013 - June 30, 2014.

**SCOPE OF SERVICE**

As stated in the Application submitted by the Subrecipient, which is incorporated herein as part of this Subrecipient Agreement and attached as Attachment D: Subrecipient Application.

2. Subgrantee shall be responsible for administering the program herein described, utilizing funds from the CDBG Program in a manner satisfactory to the City and consistent with any standards required as a condition of providing these funds. Such program shall include the following activities eligible under the CDBG Program.
  - A. **Program Delivery**  
The Subgrantee shall provide a suitable living environment which includes increasing access to quality services, by providing financial assistance to persons who are HIV-positive and are referred by their case managers, which includes payment for past due rent to avoid loss of housing, for medications and health care needs when there are no other resources available, and to assist with transportation to medical appointments, court dates, and out-of-town appointments.
  - B. **General Administration**  
The Subgrantee shall provide all necessary staffing, materials, meeting sites, and anything else necessary to facilitate the services/project described above. Subgrantee shall maintain records related to the number of persons served under this grant along with documentation of income eligibility, as well as appropriate financial documentation of the expenses of the program and how funds received under this Agreement are disbursed.
2. Subgrantee certifies that activities carried out with funds provided under this Agreement shall meet one of the CDBG Program's National Objectives which is to benefit low-income persons as defined in 24 CFR Part 570.208. Therefore Subgrantee understands and agrees that activities funded under this Agreement shall benefit families/individuals within the following income guidelines. Income limits are subject to periodic revision by HUD.

<u>Family Size</u>	<u>Income Not To Exceed</u>	<u>Family Size</u>	<u>Income Not To Exceed</u>
1	<u>\$40,000</u>	5	<u>\$61,700</u>
2	<u>\$45,700</u>	6	<u>\$66,250</u>
3	<u>\$51,400</u>	7	<u>\$70,850</u>
4	<u>\$57,100</u>	8	<u>\$75,400</u>

4. In addition to the normal administrative services required as part of this Agreement, Subgrantee agrees to provide the following levels of program service and documentation:
  - A. Total Number of Persons To Be Served: 81
  - B. Subgrantee shall be responsible for documenting the number of persons served by submitting Certifications of Income in a form provided by the City at the time requests for reimbursement of funds are submitted.
5. It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed **\$1,800.00**. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified below. The City shall make payments to the Subgrantee as reimbursement of expenses related to the administration and expenses of the program activities as stated in Article 2. The City shall make payment to Subgrantee within 21 calendar days of receipt of an acceptable billing from Subgrantee. Acceptable billing shall include such documentation as outlined herein.
6. LINE ITEMS AND DOCUMENTATION NEEDED:  
K09-1-5300-\_\_\_\_\_
  - A. **The initial request for reimbursement submitted by the Subgrantee to the City shall include the following supporting documentation: cancelled checks, and paid receipts or copies of invoices.**
  - B. **FOR Public Service Grants: With each subsequent request for reimbursement, Subgrantee shall submit copies of Certification of Income forms signed by the parents/guardians of the youth served (or other such documentation as agreed upon between the City and the Subgrantee). Ethnic information for each person served shall also be submitted.**
  - C. **FOR Public Facility Grants: The Subgrantee shall submit a copy of the Contractor's Statement and Certified Payrolls as required to comply with Davis Bacon regulations; an Architects Inspection report that indicates percentage of project completion and other supporting documents as required by the City.**
7. Subgrantee agrees that funds received from the City pursuant to this Agreement shall be used to cover program costs. Subrecipient shall report semi-annually for periods ending December 31<sup>st</sup> and June 30<sup>th</sup> all program income generated by activities carried out with CDBG funds made available under this Agreement. Subgrantee may use such income during the contract period for activities permitted under this Agreement and shall reduce requests for funds by the amount of any such program income balances. Any and all program income (including investments thereof) on hand when this Agreement expires, or received after the Agreement's expiration, shall be returned to the City.
8. Subgrantee agrees to submit Quarterly Progress Reports to the City in an agreed upon format. Progress Reports shall be due October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup>, and no later than July 31<sup>st</sup>. Final billing requests shall not be processed for payment until a final Progress Report is submitted.

Agreement # 1314-CSSP-03

9. Subgrantee agrees to maintain financial records in accordance with the applicable Federal OMB Circulars A-110 and A-122 and to separately and accurately identify use of CDBG Program funds pursuant to this Agreement.
10. Records maintained by Subgrantee pursuant to this Agreement shall be available for inspection upon request by the City and HUD.

Name of Subgrantee: \_\_\_\_\_

Address: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT D:  
SUBRECIPIENT APPLICATION**





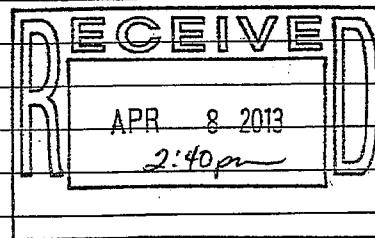
**APPLICATION FOR FUNDING  
CITY OF URBANA/CUNNINGHAM TOWNSHIP  
CONSOLIDATED SOCIAL SERVICE PROGRAM  
FY 2013 - 2014**

**A. AGENCY INFORMATION**

1.	Applicant Organization/Legal Name:	Greater Community AIDS Project of East Central Illinois (GCAP)
2.	Program to be Funded:	Emergency Assistance Program
3.	Amount Requested:	\$18,886
4.	Contact Person & Title:	Mike Benner/Executive Director
5.	Address:	PO Box 713, Champaign IL 61824-0713
6.	Telephone No:	217/351-2437
7.	FAX No:	217/351-2194
8.	E-mail Address:	mike@gcapnow.com
9.	Year Established / Incorporated:	1985
10.	Fiscal Year of Agency:	<u>July 1-June30</u>
11.	Funded History:	<input type="checkbox"/> Funded in Year: _____ <input type="checkbox"/> Funded FY 12-13 <input type="checkbox"/> Not Funded FY 12-13 <input type="checkbox"/> Never Applied for Funding <input checked="" type="checkbox"/> No. of years funded: <u>at least 8 years</u> .

**AGENCIES MUST ATTACH THE FOLLOWING REQUIRED INFORMATION**

<input checked="" type="checkbox"/>	Agency Mission Statement / Purpose
<input checked="" type="checkbox"/>	Years in Operation
<input checked="" type="checkbox"/>	Brief Overview of Agency Services & Programs
<input checked="" type="checkbox"/>	Organization Chart
<input checked="" type="checkbox"/>	List of Agency Board Members/Officers
<input checked="" type="checkbox"/>	Copy of Agency Board Meeting Minutes
<input checked="" type="checkbox"/>	Experience with Federal/State/Local Grant Programs
<input checked="" type="checkbox"/>	Actual Agency and/or Program Budget for current fiscal year (FY 12-13)
<input checked="" type="checkbox"/>	A Preliminary Agency and/or Program Budget for next fiscal year (FY 13-14)
<input checked="" type="checkbox"/>	All Agency and/or Program Staff positions by job title, # in each position, & current annual salary amount range
<input checked="" type="checkbox"/>	Internal Revenue Service Department of the Treasury: Tax Exemption Letter / Proof of 501 (c)(3) status
<input checked="" type="checkbox"/>	Illinois Department of Revenue Tax Exemption Letter: FEIN Number
<input checked="" type="checkbox"/>	Copy of most recent annual IRS Report: 990-Series Return
<input checked="" type="checkbox"/>	Certificate of Good Standing



**\*DEADLINE FOR SUBMISSION OF THIS APPLICATION IS 4:00 P.M., MONDAY, APRIL 8, 2013.\*  
\*NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED.\***

**B. PROGRAM INFORMATION**

B1. Describe **in detail** the program you are requesting to be funded:

GCAP currently provides up to \$500 per client per year to persons referred by case managers from the East Central Illinois Care Connect for over-due rent and/or past-due utility payments, as well as assistance with health care, transportation and job-related expenses when other funding sources are unavailable. GCAP is a payer of last resort. From January 1, 2011 through June 30, 2012, GCAP met 185 requests and expended \$29,550.93. So far this fiscal year (July 1, 2012 through March 31, 2013) GCAP has had 125 request and expended \$23,212.72. This program will cover expenses not available through any other means. For example, in the past, the Emergency Assistance Program paid for a numerous bus passes, state ID cards, transportation to retreats where persons living with HIV have the opportunity to interact with other living with HIV. Emergency Assistance has assisted clients with prescription co-pays, overdue medical bills, eye exams, car repairs and auto insurance payments, when transportation is needed for work- or health-related activities.

However, the vast number of requests for assistance under the EAP is for expenses related to health-care costs. More and more persons do not have adequate insurance or other coverage to pay for medical appointments and or prescriptions and/or necessary co-pays. It is recommended that persons with HIV makes quarterly doctor visits to monitor their reactions to the powerful medication and their side effect. Sixty two percent of the total unduplicated persons served under this program in the last fiscal year received financial assistance for health-related expenses not covered by other means

B2. Program is a:  New Program  Continuation of Existing Program, started: 1985

o If continuation of existing program, describe in narrative the quantifiable increase anticipated in service level:

GCAP currently provides up to \$500 per client per year to persons referred by case managers from the East Central Illinois Care Connect for over-due rent and/or past-due utility payments, as well as assistance with health care and job-related expenses when other funding sources are unavailable. From January 1, 2011 through June 30, 2011, GCAP met 210 requests and expended \$32,487. So far this fiscal year (July 1, 2011 through March 31, 2012) GCAP has had 125 request and expended \$17,500. This program will cover expenses not available through any other means. For example, in the past, the EA program paid for a bicycle so a client could to and from work, helped a client move out of a domestic violence situation, and paid for multiple state identification cards, birth certificates, and driver's licenses. The EA has assisted clients with prescription co-pays, overdue medical bills, eye exams, car repairs and auto insurance payments, when transportation is needed for work- or health-related activities.

B3. Identify the number of recipients your program has the capacity to serve: limited only by available funds

- o Identify the actual total number of persons you are currently serving: 81
- o Of the total number served, identify the number of persons from Urbana currently being served: 26

o Based on the funding received in FY 12-13 (if funded), how did these funds benefit the total number of persons from Urbana (listed above)?

These funds have allowed persons (and their families) to remain housed in a safe environment, provided transportation to and from medical appointment to work and most importantly allowed them to continue to receive medical attention for HIV and related complications.



B4. Is there a fee to participate in the program?  Yes  No

o If yes, indicate how much and for what purpose:

B5. Does your organization have a waiting list?  Yes  No

o If yes, identify the number of persons on the waiting list:

B6. Interagency Collaboration: List other agencies that are involved with your program; briefly describe extent of involvement.

Interagency Collaboration: Identify other agencies involved in project; briefly describe extent of involvement.				
Agency Name	Address	Phone	Contact Person	Involvement
Champaign Urbana Health District (Infections Disease-HIV Case management)	202 W Kenyon Dr. Champaign IL 61821	217/531-5368	Gary Dunn	Request for assistance come through client's medical case manager at the health district

B7. Using the table below, answer the following questions:

FAMILY SIZE	EXTREMELY LOW INCOME 30% MFI	LOW INCOME 50% MFI	MOD INCOME 80% MFI
1	\$15,000	\$25,000	\$40,000
2	\$17,150	\$28,600	\$45,700
3	\$19,300	\$32,150	\$51,400
4	\$21,400	\$35,700	\$57,100
5	\$23,150	\$38,600	\$61,700
6	\$24,850	\$41,450	\$66,250
7	\$26,550	\$44,300	\$70,850
8	\$28,250	\$47,150	\$75,400

• How many persons in each category does your program serve? Of those, how many live in Urbana?  
(Please provide a specific number, not a range or percentage)

Extremely Low \_\_\_\_\_ 74 \_\_\_\_\_ Live in Urbana \_\_\_\_\_ 26 \_\_\_\_\_  
 Low Income \_\_\_\_\_ 6 \_\_\_\_\_ Live in Urbana \_\_\_\_\_ 0 \_\_\_\_\_  
 Moderate Income \_\_\_\_\_ 1 \_\_\_\_\_ Live in Urbana \_\_\_\_\_ 0 \_\_\_\_\_

B8. From CONSOLIDATED PLAN FOR PROGRAM YEARS 2010-2014: GOALS, STRATEGIES, & ACTIVITIES (Attachment A), list the specific strategy or strategies your program addresses.

- Goal 5: Support community efforts to provide service and training for low and moderate-income residents
  - o Encourage and support appropriate area social service agencies to provide additional economic assistance for persons who pay out-of-pocket expenses for medical and psychological services, perhaps by developing a centralized process to contact pharmaceutical companies with requests for donations of medicines.

- Describe briefly how your program addresses each strategy as noted above:

- The Emergency Assistance Programs provides monies for households who are behind in rent/utility payment and facing eviction/disconnection, or who may not have the necessary funds for current rent/utility payment. This stabilizing factor contributes to keeping a family or and individual houses.

- Funding available to this program provides for medical/health related payments for persons living with HIV/AIDS. This stabilizing factor gives an assisted household an opportunity to pay other expenses from a limited income. This is also another measure to ensure people living with HIV/AIDS remain on their medical treatments. Centers for Disease Control and the World Health Organization report that individuals who remain adherent to their treatments (thus reducing the amount of HIV virus in their bodies) are much less likely to transmit the virus to others.

B9. Use **Appendix B: Performance Measures**, as a guide for the following questions:

- Describe the impact of your activity and the outcome(s) you hope to achieve:
  - Objective: Provide decent housing by assisting household with current or past due rents or utility payments. This program will contribute to maintaining individuals and/or families in their current living situation, thus avoiding homelessness.
    - Outcome: This program will provide assistance that allows individuals who are living with HIV to continue their current living situation, access medical needs, help with transportation needs, improve their financial stability and will encourage their continued participation with case management services.
- Explain how you will measure the long-term impact of the activity on Clients and/or the Community:
  - 1. Amount of money leveraged: this application supports only Urbana residents; funding from other sources contribute to assistance for other participants
  - 2. Number of persons served
  - 3. Income levels
  - 4. Demographics: data base is maintained by the agency for each grant year that provides this information to funders.
- Explain the indicators you will use to measure the impact on the Community or on the lives of persons assisted:
  - Case managers will be interviewed to measure the impact on their clients
  - A sample client satisfaction survey will be administered at the end of the program year to measure a personal assessment of the impact on their life.

B10. Use **Appendix C: Workfare Program Site**, as a guide for the following questions:

- Do you currently assist any General Assistance Clients  Yes  No
- Are you currently a workfare site?  Yes  No
  - If no, are you required by contract to work only with TANF recipients?  Yes  No
- Are you interested in being a workfare site?  Yes  No

B11. Does your organization meet one or more key service areas? (please check all that apply)

- Basic Needs (i.e. food, shelter/housing)
- Health (i.e. Mental Health, Counseling, Substance Abuse)
- Family Support/Emergency Assistance
- Seniors
- Children and Youth (Ages):
  - Pre-Natal  Birth – Pre-K  5 – 13  13 – 18

B12. Will this funding help build capacity in your organization and promote a long-term benefit in the organization or to the individuals that it serves, i.e can it be leveraged to get other grant funds, does it help build self-sufficiency in your clients? How will these funds supplement what you spend in Urbana? Please explain:

This funding is used as leverage for other grant which also support the program. Since it assists only Urbana citizens, other funding can be used to support persons from other areas. However, funding has also served to encourage other local governments or organizations to fund that portion which benefits their residents.

**C. BUDGETARY INFORMATION**

C1. **ATTACH** the following to this application:

- o Your actual **agency** budget for the current fiscal year (FY 12-13)
- o A preliminary **agency** budget for the fiscal year for which you are applying for funds (FY 13-14).

C2 (a). **PROGRAM BUDGET.** List the *total* expenses that will be required to operate the program for which you are requesting funds, along with an explanation of how the expenses are related to project delivery. Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project.

LINE ITEM/TYPE OF EXPENDITURE	RANK	TOTAL BUDGET	JUSTIFICATION
Salaries & Wages	2	23,750	Salary for staff
Fringe Benefits	3	3,312	Health insurance and 3% retirement match for staff person
<b>TOTAL PERSONNEL</b>		<b>27,062</b>	
Supplies	8	100	Paper, printer ink
Postage	9	45	Misc postage
Publications/Printing	6	500	Reminders about program services
Transportation	7	300	To various meeting in Spfld, Blm
Other (specify)			
Rent		0	None
Equipment		0	None
Utilities		0	None
Telephone	4	2940	50% of annual telecommunication cost
Maintenance/Repair		0	None
Insurance	5	537	50% Profession Liability Insurance
Other (specify): Emergency Assistance	1	31,500	Direct assistance to clients
<b>TOTAL NON-PERSONNEL</b>		<b>35,922</b>	
<b>TOTAL FY 13-14 PROJECT BUDGET</b>			<b>62,984</b>

C2 (b). **PROGRAM BUDGET.** List the expenses that will be required to operate the Urbana portion of the program for which you are requesting funds, along with an explanation of how the expenses is related to project delivery. Since full funding is not guaranteed, please rank the priority or each budget line item for completing your project.

LINE ITEM/TYPE OF EXPENDITURE	RANK	URBANA FUNDS	JUSTIFICATION
Salaries & Wages	2	7125	
Fringe/Benefits	3	994	
<b>TOTAL PERSONNEL</b>		<b>8,119</b>	
Supplies	8	30	
Postage	9	14	
Publications/Printing	6	150	
Transportation	7	80	
Other (specify)			
Rent			
Equipment			
Utilities			
Telephone	4	882	
Maintenance/Repair		0	
Insurance	5	161	
Other (specify) Emergency Assistance	1	9,450	
<b>TOTAL NON-PERSONNEL</b>		<b>10,767</b>	
<b>TOTAL FY 13-14 PROJECT BUDGET</b>			<b>18,886</b>

**\* This amount must match Section A.3., on page 2 of this application.**

C3. Please explain in narrative form how the requested funds will be used as shown in the budget summary (e.g. specific positions, type of communication costs, type of supplies, and description of equipment items in support of direct services). If your program generates program income, explain how these dollars are generated (ex. Late fees, counseling fees, transitional housing rent, etc.) For each position for which you are requesting full or partial funding, attach a current job description which includes the list of duties and the minimum qualifications for filling the position. Very simply we are using these funds to help residents of Urbana with rent, utilities when they fall behind or to help with medication costs that aren't covered by other programs. In addition funds will be used to help provided residents with bus passes to help them get to various medical/social service provider appointments and work. We have the capacity with other funding sources to cover the administrative aspects of this program and feel it would be best at this time to put all the monies received into helping those living with HIV/AIDS in Urbana.

**D. REVENUE FUNDING SOURCES**

D1. List the name of all funding sources and amount received for the Agency and (a) **Program** for each fiscal year listed; include all government funding from Federal, State, County, and other Cities.

Funding Source	Amount Received	
	FY 11-12	FY 12-13
City of Urbana/Cunningham Township	6,200	5,500
IDPH-GRF	55,000	50,000
IDPH--HOPWA	20,000	20,000
<b>Total Revenue Sources</b>	<b>81,200</b>	<b>75,500</b>

D2. List the name of the funding source and the requested amount for next fiscal year (FY 13-14). Enter the type of funding received from funding source: **Cash (C), In-kind (I), or Grant (G)**. Enter the status of the funding commitment by entering the appropriate option from the following list of choices: **Funding Secured (FS), Awaiting Final Approval (AFA), Awaiting Response (AR), or Status Unknown (SU)**.

Funding Source	Requested Amount (FY 13-14)	Type	Commitment Status
Requested from City of Urbana/Cunningham Township	18,886	G	SU
Illinois Department of Public Health	50,000	G	AR
Broadway Cares	5,000	G	SU
<b>Total Anticipated for FY 13-14</b>	<b>73,886</b>		

D3. Fundraising History - List all fundraising activities, dates of the activities, and the amount of funds raised.

<b>Fundraising Activities (over the past 12 months)</b>	<b>Date(s) of Activities</b>	<b>Amount Raised</b>
AIDS Walk	April 14, 2012	1,247
Artists Against AIDS	April 26-29, 2012	19,856
Holiday Gala	April 2, 2012	6,742
<b>TOTAL</b>		<b>27,845</b>

**E. AUTHORIZATION AND SIGNATURE SHEET**

- E1. We, the undersigned duly-authorized agents of (name of organization) Greater Community AIDS Project of East Central Illinois.
- A. Do hereby state, to the best of our knowledge the information contained in this application for the City of Urbana/Cunningham Township Consolidated Social Service Funding (CSSF) grant is true and correct.
  - B. Understand the City of Urbana/Cunningham Township funds are disbursed on a quarterly basis and that the Community Development Block Grant (CDBG) portion of the CSSF funds are disbursed on a reimbursement basis. We assure that the funds will be administered by the applicant appropriately.
  - C. Understand the laws and regulations of the US Department of Housing & Urban Development (HUD), the City of Urbana, and/or Cunningham Township will govern any CSSF funding resulting from this application.
  - D. Agree to enter into an Agreement with the City of Urbana for its FY 2013-2014 CSSF grant and will adhere to all Program requirements, as stated in Contract/Agreement.
- E2. If a grant is awarded on the basis of this application, all project information detailed in the application will be implemented accordingly, becoming a part of the Contract/Agreement, and the project shall commence within ninety (90) days of new grant period, which begins July 1, 2013, once contracts/agreements are approved by the appropriate City Commission and the Urbana City Council/Cunningham Township Board.

**CHIEF AGENCY OFFICIAL:**

Mike Benner  
Name (Print)

Mike Benner  
Signature

Executive Director  
Title

4/6/13  
Date

**CHAIRPERSON / BOARD MEMBER OF BOARD:**

Robert Rowe Jr.  
Name (Print)

[Signature]  
Signature

Board Chair  
Title

4/8/13  
Date

