

**AN ORDINANCE APPROVING A COMMUNITY DEVELOPMENT
BLOCK GRANT SUBRECIPIENT AGREEMENT**

(A Woman's Fund - A Woman's Place, Project No. 0809-AAP-01)

WHEREAS, on APRIL 21, 2008, the Urbana City Council passed Ordinance No. 2008-04-028 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan for Program Year 2008-2009 authorizing certain activities under the Public Facilities and Improvement Activity Program.

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

Section 1. That an Agreement providing \$4,108.00 in Community Development Block Grant funds, to repair a chimney, site grading, and sanding and refinishing the dining room floor, at the shelter operated by A Woman's Place, 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 7th day of July,
2008.

AYES: Barnes, Bowersox, Chynoweth, Lewis, Roberts, Smyth, Stevenson

NAYS:

ABSTAINS:



Phyllis D. Clark
Phyllis D. Clark, City Clerk

Deputy Clark
Deputy Clerk

APPROVED by the Mayor this 7th day of July,
2008.

Laurel Lunt Prussing
Laurel Lunt Prussing, Mayor

Ref. Ord. # 2008-07-059

CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT

AGREEMENT

SUBRECIPIENT NAME: A Woman's Fund
PROJECT NO. 0809-AAP-01
PROJECT ADDRESS 1304 East Main Street, Urbana IL 61801
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 A Woman's Fund, 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, 2008 and ending June 30, 2009, pursuant to the CDBG Program; and,

WHEREAS, the Urbana City Council has adopted an Annual Action Plan for the year beginning July 1, 2008 and ending June 30, 2009 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 0809 CDBG program funds to: Repair the chimney, site grading, and sanding and refinishing the dining room floor, at the shelter operated by A Woman's Place, as described in Attachment D of this Subrecipient Agreement.
3. The City agrees to grant to the Subgrantee the sum of \$4,108.00 (Four Thousand One Hundred Eight and 00/100 Dollars), and the Subgrantee agrees to abide by the CDBG Program and to use said funds for the purpose of carrying out Subgrantee Project No. 0809-AAP-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, 2008 and shall terminate on June 30, 2009, 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:

John A. Schneider, Manager
Grants Management Division
Dept. of Community Development Services
400 South Vine Street
Urbana, Illinois 61801

TO THE SUBGRANTEE:

Tamela Tunnell, Executive Director
A Woman's Fund – A Woman's Place
1304 East Main Street
Urbana, IL 61801

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

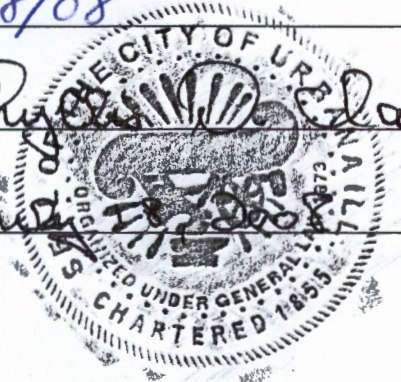
CITY

BY: *Jared J. Perry*

DATE: *7/18/08*

ATTEST: *Phyllis M. Clark*

DATE: *July 18, 2008*



SUBGRANTEE

BY: *[Signature]*

DATE: *7-11-08*

ATTEST: *Connie J. Eddy*

DATE: *July 11, 2008*

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, religion, sex, age, or national origin, including but not limited to 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): Tamela Tunnell

Signature: 

Title: Executive Director

Date: 7-11-04

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) 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. 0809-AAP-01 of the Urbana CDBG Program.


Subgrantee: Chief Executive Officer/Executive Director


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. 0809-AAP-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. 0809-AAP-01.

1. This Agreement is contingent upon Subgrantee operating the Scope of Service herein outlined during the period July 1, 2008- June 30, 2009.

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 a suitable living environment which includes increasing access to quality public and private facilities and services. Repairing the chimney, site grading, and sanding and refinishing the dining room floor at AWP will increase the quality of the building, thus providing those living there a better quality of life.

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>\$21,900</u>	5	<u>\$33,800</u>
2	<u>\$25,050</u>	6	<u>\$36,300</u>
3	<u>\$28,150</u>	7	<u>\$38,800</u>
4	<u>\$31,300</u>	8	<u>\$41,300</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: 350

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 \$4,108. 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:**
K09-1-6300- 4059

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.

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.

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 31st and June 30th 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 31st, January 31st, April 30th, and no later than July 31st. Final billing requests shall not be processed for payment until a final Progress Report is submitted.
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.

Agreement # 0809-AAP-01

10. Records maintained by Subgrantee pursuant to this Agreement shall be available for inspection upon request by the City and HUD.

Name of Subgrantee: A Woman's Fund – A Woman's Place

Address: 1304 East Main Street, Urbana, IL 61801

Signed by: 

Title: Executive Director

Date: 7-11-09

ATTACHMENT D
SUBRECIPIENT APPLICATION



CITY OF URBANA
FY2008-2009
CDBG GRANT APPLICATION
PUBLIC FACILITIES

This application should be used by agencies requesting funding to carry out public facility projects only

Funding awarded through this application process is intended for use between July 1, 2008 and June 30, 2009. To be considered for funding, applications must be submitted by **4:00p.m., Friday, January 11, 2008** to the Dept. of Community Development Services, Grant Management Division, 400 South Vine Street, Urbana. Questions regarding the application should be directed to John Schneider or Kelly Hartford, City of Urbana, Dept. of Community Development Services, Grants Management Division, (217) 384-2447.

The amount of available funds for the Community Development Block Grant (CDBG) programs will depend upon HUD allocations to the City of Urbana for FY2008-2009. Please complete all information as completely and concisely as possible in the space provided.

PROJECT INFORMATION	
Project Title: A Woman's Fund	
Amount Requested: \$4,107.39	
Project Type: <input type="checkbox"/> New Program <input checked="" type="checkbox"/> Continuation of Existing Program (Yr Started: 1971)	
ORGANIZATION INFORMATION	
Applicant Organization: A Woman's Fund	
Organization's Legal Name: A Woman's Fund, Inc.	
Address: 1304 E. Main St., Urbana, IL 61802	
Telephone Number: (217) 384-4462	
Fax Number: (217) 384-4383	
Federal I.D. Number: 23-7301701	
Type of Applicant: <input type="checkbox"/> Unit of Government <input type="checkbox"/> Public Non-Profit <input checked="" type="checkbox"/> Private Non-Profit	
PLEASE ATTACH THE FOLLOWING INFORMATION TO THIS APPLICATION:	
Application: Submit one (1) original and two (2) copies	
Project Budget	In application
Project Schedule	See attached
Board of Directors	See attached
Organization Chart	See attached
Fiscal Audit: All applicants <u>must</u> submit one (1) copy of their most recent audit/financial report with this application. If most recent audit has already been submitted to the City of Urbana, please indicate date of audit, date of when submitted, and to whom the audit was sent.	<u>9/24/07</u> Kelly Hartford

Completed applications are to be returned to:

City of Urbana
 Dept. of Community Development Services
 Grants Management Division
 400 South Vine Street
 Urbana, IL 61801

***DEADLINE FOR SUBMISSION OF THE APPLICATION IS 4:00P.M., FRIDAY, JANUARY 11, 2008 ***
NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED

BASIC INFORMATION FOR APPLICANTS

A. INTRODUCTION

The Community Development Block Grant (CDBG) Program was established by the Federal Housing and Community Development Act of 1974 (Act). Administered nationally by the U.S. Department of Housing and Urban Development (HUD), the Act combined eight categorical programs into a single block grant program. Through this program, funds are available to help the City of Urbana meet their greatest economic and community development needs, with an emphasis upon helping persons of extremely low- to low-income. In order to ensure that the program meets the intent of the Federal Housing and Community Development Act of 1974, as amended and re-authorized by the National Affordable Housing Act of 1990, Congress has required that entitlement programs meet at least one of the following three (3) national objectives:

- Benefit low- and moderate-income persons
- Aid in the prevention or elimination of slums and blight
- Meet other community development needs that pose a serious and immediate threat to the health and welfare of the community

Within the statutory requirements of the Act, the City of Urbana has the flexibility to design its own program objectives and procedures for program administration and to develop criteria for selection of grant subrecipients. The City has decided to focus its activities on those that principally benefit extremely low- and low-income persons. The City's CDBG program is intended to supplement the efforts of organizations in initiating and/or engaging in a community development purpose. Beyond the broad national objective of benefiting low- and moderate-income persons, the City has established the following specific objectives for its CDBG program:

- Improve public infrastructure and elimination of conditions which are detrimental to health, safety and public welfare
- Conservation of the City's housing stock in order to provide a decent home and a suitable living environment for persons of extremely low- and low-income
- Strengthen community economic development by creating jobs, stimulating private investment and expanding the tax base
- Support public services required to make the City of Urbana a suitable living environment for its extremely low- to low-income residents

B. LOCAL FUNDING PRIORITIES

In concurrence with and in the support of the *City of Urbana Consolidated Plan For Program Years 2005-2009*, the following priorities have been set for CDBG funding decisions for Program Year 2008-2009. Applications that do not address one of the local priorities listed below will not be considered for funding:

- A. To provide decent housing
- B. To provide a suitable living environment which includes:
 - Improving the safety and livability of neighborhoods;
 - Increasing access to quality public and private facilities and services;
 - Reducing the isolation of income groups within the City through spatial de-concentration of housing opportunities for lower income persons;
 - Revitalizing deteriorating neighborhoods; restoring and preserving properties of special historic, architectural, or aesthetic value; and conservation of energy resources
- C. To expand economic opportunities

C. REVIEW PROCESS

All completed applications submitted before the deadline will be reviewed and evaluated by Grants Management Division staff. The screening and review process is designed to ensure that the City's limited amount of CDBG funding is allocated to proposals that demonstrate the need for financial assistance, an ability to carry out a well-designed project, and a method for measuring program effectiveness. In its recommendations to the Community Development Commission and City Council, GMD staff will also take into account past performance of the applicant. Proposal awards are subject to available funding. The Urbana City Council makes the final determination of grant awards and the amount of funding awarded.

D. DAVIS BACON AND RELATED ACTS (DBRA)

Be aware that if the project is more that \$2,000, the above Acts may apply to this project.

APPLICATION

*Please refer to the Instructions for Application on pg. 11.

A. PROJECT AND APPLICANT INFORMATION

A1. Type of Project (check)	
<input type="checkbox"/>	Infrastructure
<input checked="" type="checkbox"/>	Public Facility

A2. Type of Applicant (check)	
<input type="checkbox"/>	Unit of Government
<input type="checkbox"/>	Public Non-Profit Agency
<input checked="" type="checkbox"/>	Private Non-Profit Agency
<input type="checkbox"/>	For-Profit Agency

A3. Person Responsible for Preparation of Application	
Name	Tamela Tunnell
Title	Executive Director
Street	1304 E. Main St.
City, State, Zip	Urbana, IL 61802
Phone Number	(217) 384-4462
Fax Number	(217) 384-4383
E-Mail	TunnellT@awomansfund.org

A4. Person Responsible for Proposed Activity	
Name	David Silverwood
Title	Operations Coordinator
Street	1304 E. Main St.
City, State, Zip	Urbana, IL 61802
Phone Number	(217) 384-4462
Fax Number	(217) 384-4383
E-Mail	SilverwoodD@awomansfund.org

A5. Interagency Collaboration:				
Agency Name	Address	Phone	Contact Person	Involvement
N/A				

A6. Please indicate if this is a one year project or a multiple year: One year Multiple year
 If a multiple year project, indicate how many years: _____

B. ACTIVITY TO BE FUNDED:

B1. Fully describe the activity for which you are requesting funds and the need for the project:
A Woman's Fund needs the chimney repaired in the administration portion of the building; the slope of the yard
needs to be redirected so water flows away from the building (affects entire building); and the dining room floor
in A Woman's Place needs to be sanded and refinished.

B2. Estimate the **total** number of persons or households that will benefit from implementation of this project:

350 (Persons) or Households

B3. Estimate the number of persons or households served who will be extremely low, very low & moderate-income; please refer to chart below for Family Size and MFI Limits:

276 Extremely Low (<30% MFI) 18 Very Low (31-50%) 11 Moderate (51-80%)

Family Size	30% MFI (extremely low)	50% MFI (very low)	80% MFI (low income)
1 person	13,150	21,900	35,050
2 persons	15,050	25,050	40,100
3 persons	16,900	28,150	45,100
4 persons	18,800	31,300	50,100
5 persons	20,300	33,800	54,100
6 persons	21,800	36,300	58,100
7 persons	23,300	38,800	62,100
8 persons	24,800	41,300	66,150

B4. Percentage of persons or households served who will be City of Urbana residents: 27 %

B5. Indicate other significant characteristics of the population to be served: AWP serves victims of domestic
violence and their children. Approximately 64% of our clients come from Champaign County.
The average family consists of a mother and 2 children (see attached income charts)

*Note: Income benefit must be documented by Census data or income survey forms. The total number of households benefiting should be an actual and reliable neighborhood or client count. You must define your beneficiaries and document how you calculated this figure.

C. NATIONAL OBJECTIVE COMPLIANCE / PERFORMANCE MEASURES

All projects must comply with the CDBG National Objective of benefitting low- and moderate-income persons/households. As required by the Dept. of Housing and Urban Development (HUD), performance measurements are to be entered into the Federal database for each grant funded.

C1. Please explain fully how the proposed project meets the CDBG National Objective identified above and provide substantiating documentation supporting your claims.

Most of the clients that utilize the shelter at A Woman's Place live below the poverty level. Clients who have higher economic status have other options, thus they do not need shelter. The principal beneficiaries of our shelter are extremely low to low-income persons. Last fiscal year, AWP sheltered 358 clients. The 2000 Census showed that 18.4% of individuals in Champaign County live below poverty level. According to the 2005 census information, Champaign County has 168,902 residents, which means over 31,000 of those residents live in poverty. We estimate that 77%, or 276 of those we saw were from extremely low income households. (See attached AWP report).

C2. As identified in the Five-Year Strategic Plan of the City of Urbana Consolidated Plan for Program Years 2005-2009, which local funding priority does this project meet? Explain how the proposed project addresses the priority you have chosen.

AWP helps to provide a suitable living environment which includes increasing access to quality public and private facilities and services.

C3. Please explain how you will measure the project's effectiveness at meeting the above priority. Explain how you will measure the long-term impact of the project on the clients, participants and/or the community. What indicators will you use to measure the impact on the community and/or on the lives of persons assisted?

The repairs to AWF will increase the quality of the building, thus providing those living there a better quality of life to those needing our shelter services.

D. LEAD BASED PAINT (LBP)

D1. Does the project need an assessment for LBP? Yes No (skip to Section E)

D2. If yes, is an assessment planned or scheduled? Yes No If yes, please give date: _____

If no, please explain: _____

D3. If the project has been assessed for LBP, does the project contain lead-based paint? Yes No

D4. If yes, explain how it will be addressed and who will be responsible for such; (please attach results):

E. NATIONAL ENVIRONMENTAL POLICY ACT COMPLIANCE / UNIFORM RELOCATION ACT

E1. Will the project traverse or impact a floodplain or wetland area? Yes No
If yes, please provide a map showing the floodplain or wetland area as it relates to the project execution.

E2. What compensating design features have been implemented to correct any adverse effects relating to construction? Please explain.

N/A

E3. Will project replace an existing structure or involve new construction? Yes No
Please explain:

E4. Will the project substantially increase the present capacity of an existing facility? Yes No
Please explain:

E5. Will it be necessary to obtain temporary or permanent easements? Yes No
If yes, please identify property owners:

E6. Is the project going to disturb land previously not disturbed (except for agriculture)? Yes No
If yes, please explain:

E7. To the best of your knowledge, is there anything of historical or archaeological significance in the area?
 Yes No If yes, please explain:

E8. Will the activity involve an existing structure or involve new construction? Yes No
If it involves an existing structure, is that structure vacant or occupied? Vacant Occupied

E9. Are you rehabilitating existing residential space? Yes No
If yes, what year was the building or unit constructed? 1996

F. LEVERAGE / MATCH

The applicant leveraging/match may be provided in the form of materials and/or labor, cash and/or other non-federal funding and must offer a minimum of **25%** of the estimated project cost. The minimum percent of leveraging which is pledged for the project must be maintained, regardless of the amount of CDBG funds awarded. Applicant's leverage funds must be spent prior to drawing on CDBG funds. **Note: CDBG funds, including previously awarded CDBG monies, cannot be counted as leverage.**

F1. Source of applicant's leveraging: A Woman's Fund Foundation \$ 1,369
 _____ \$ _____
 _____ \$ _____
TOTAL \$ 1,369

F2. Calculate leveraging ratio as leverage offered divided by total project cost:

% 1,369 divided by 5,476 equals 25

G. PAST LEVERAGING / MATCH PERFORMANCE

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

G1. Provide budget for the last project funded through CDBG:

Your funds: \$ 0
 Total of other funds \$ 292.38 (list sources below)
 CDBG funds \$ 877.13
Total \$ 1,169.51

G2. Calculate leveraging ratio as leverage offered divided by total project cost:

292.38 divided by 1,169.51 equals 25 %

G3. Sources of other funds: A Woman's Fund Foundation

G4. Explanation of how leveraged funds were spent: Windows repaired in AWP

H. DETAILED ACTIVITY / PROJECT BUDGET

NOTE: Operational (day-to-day) expenses are not eligible CDBG activities under this application. Please request an application for the City's Consolidated Social Service Funding Pool, available in March, 2008.

H1. Source of Funds	
Funds	Amount
CDBG funds requested:	\$4,107.39
Applicant's funds:	
Other funds: (Please specify sources; attach additional sheets if needed)	
1. A Woman's Fund Foundation	\$1,369.13
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL FUNDS:	\$5,476.52

H2. Use of Funds				
Budget Line Item:	Your \$\$	CDBG \$ Amt:	Other \$ Amt:	Total \$ Amt:
Engineering				
Materials		969.15	323.05	\$1292.20
Labor		3,034.74	1,011.58	\$4046.32
Other: hauling/delivery		103.50	34.50	\$138.00
Other:				
Other:				
Other:				
TOTAL FUNDS:		4,107.39	1,369.13	5,476.52

H3. Please describe the effect on the proposed project if the City of Urbana grant is not awarded during this fiscal period

The repairs will not happen at this time

I. AUTHORIZATION AND SIGNATURE SHEET

11. Submission of this application and the information contained herein is authorized by:

Tamela Tunnell

Signature

Tamela Tunnell

Print Name

Executive Director

Title

A Woman's Fund, Inc

Agency/Organization

1-11-08

Date

Project Schedule

July 2008	Re-solicit/re-confirm bids
Aug – Oct 2008	Repairs completed

Moseley Bros., Inc.

Preliminary Estimate Only

1602 E University Ave
 Suite D-12
 Urbana, IL 61802

Date	Estimate #
8/6/2007	MBI-472

Customer Name and Address
A Woman's Fund Inc. 1304 E Main Urbana, IL 61801

Terms	Project	Job Location
50% deposit on start	8/6/07 - Chimney repairs & redirect slope	same
Item	Description	Total Cost
Service Item(s)	Chimney repairs: -- Inspect damage to chimney - mortar falling out. -- Repair as needed.	415.00
Service Item(s)	Redirect slope of yard away from the house to keep water from running in. -- Re-grade yard.	2,362.50
Materials	Materials; -- Mortar, dirt, etc.	975.00
Pick up & Delivery	Pick up purchased items and delivered to home.	60.00
Service Item(s)	Hauling Dirt w/ Dump Trailer	78.00
This estimate is valid for 30 days. If you have any questions please call 217-344-8864. Thank you		Total Cost: \$3,890.50
Phone #	Fax #	E-mail
217-344-8864	217-344-1045	info@moseleysconstruction.com

Proposal

Page No. _____ of _____ Pages



FINE FLOOR AND STAIRCASE REFINISHING

606 Harwood Court
CHAMPAIGN, ILLINOIS 61820
356-1008

PROPOSAL SUBMITTED TO A womans Fund	PHONE	DATE 12-17-07
STREET	JOB NAME	
CITY, STATE and ZIP CODE	JOB LOCATION	
ARCHITECT WM	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

Sand and refinish approximately 610 square feet

* @ \$2.60 square foot

Total

\$1586.00

* (REG. sqft price 2.85)

RECOMMEND USING SPAR POLY URE
SATIN OR SEMI-GLOSS FOR BETTER D

SPAR IS WATER
BASED -
WHICH IS BETTER
MUCH - WHAT SHOULD
BE USING

2 REEF)

TRA CHARGE

MANY REFERENCES AVAILABLE.

We Propose hereby to furnish material and labor --- complete in accordance with above specifications, for the sum of:

$\frac{1}{3}$ DEPOSIT, BALANCE ON COMPLETION

dollars (\$ 1586.00)

Payment to be made as follows:

FIFTEEN HUNDRED EIGHT-SIX $\frac{00}{100}$ DOLLARS

PLEASE make checks payable to Bill Mitchell

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Wickley

Note: This proposal may be withdrawn by us if not accepted within

30 days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Income Source Management Report

Provider Name: A Womans Fund

Report Date Range: 7/1/2006 - 6/30/2007

Annual Income Range			
	New	Ongoing	Total
Income Source Category			
\$0 - \$16900	276	202	478
Income Source Subtotal	276	202	478
Primary Income Source			
Alimony/Child Support	5	3	8
Employment	155	116	271
General Assistance	6	7	13
None	71	67	138
Other Income	8	2	10
Partner's Income	24	5	29
Social Security	10	10	20
Spouse's Income	0	2	2
SSI	14	9	23
TANF/AFDC	2	1	3
Unknown	0	2	2
Unassigned	19	5	24
Primary Income Source Subtotal	314	229	543

Elapsed Time: 7 sec(s)

Income Source Management Report

Provider Name: A Womans Fund

Report Date Range: 7/1/2006 - 6/30/2007

Annual Income Range			
	New	Ongoing	Total
Income Source Category			
\$16901 - \$28150	18	16	34
Income Source Subtotal	18	16	34
Primary Income Source			
Alimony/Child Support	5	3	8
Employment	155	116	271
General Assistance	6	7	13
None	71	67	138
Other Income	8	2	10
Partner's Income	24	5	29
Social Security	10	10	20
Spouse's Income	0	2	2
SSI	14	9	23
TANF/AFDC	2	1	3
Unknown	0	2	2
Unassigned	19	5	24
Primary Income Source Subtotal	314	229	543

Elapsed Time: 19 sec(s)

Income Source Management Report

Provider Name: A Womans Fund

Report Date Range: 7/1/2006 - 6/30/2007

Annual Income Range			
	New	Ongoing	Total
Income Source Category			
\$28151 - \$45100	11	8	19
Income Source Subtotal	11	8	19
Primary Income Source			
Alimony/Child Support	5	3	8
Employment	155	116	271
General Assistance	6	7	13
None	71	67	138
Other Income	8	2	10
Partner's Income	24	5	29
Social Security	10	10	20
Spouse's Income	0	2	2
SSI	14	9	23
TANF/AFDC	2	1	3
Unknown	0	2	2
Unassigned	19	5	24
Primary Income Source Subtotal	314	229	543

Elapsed Time: 6 sec(s)

Income Source Management Report

Provider Name: A Womans Fund

Report Date Range: 7/1/2006 - 6/30/2007

Annual Income Range			
	New	Ongoing	Total
Income Source Category			
\$45101 - \$100000	9	3	12
Income Source Subtotal	9	3	12
Primary Income Source			
Alimony/Child Support	5	3	8
Employment	155	116	271
General Assistance	6	7	13
None	71	67	138
Other Income	8	2	10
Partner's Income	24	5	29
Social Security	10	10	20
Spouse's Income	0	2	2
SSI	14	9	23
TANF/AFDC	2	1	3
Unknown	0	2	2
Unassigned	19	5	24
Primary Income Source Subtotal	314	229	543

Elapsed Time: 6 sec(s)

Client Services Report									
Provider Name: A Womans Fund									
Report Date Range: 7/1/2006 - 6/30/2007									
Direct Client Service	Number of Client Receiving Service			Number of Contacts			Hours of Service		
	Adults	Child	Total	Adults	Child	Total	Adults	Child	Total
Direct Client Services									
Adult Group Counseling	104	0	104	464	0	464	485.75	0.00	485.75
Art Therapy	0	0	0	0	0	0	0.00	0.00	0.00
Child Care	11	24	35	14	50	64	18.50	182.00	200.50
Civil Legal Advocacy/OP	329	0	329	1387	0	1387	1,300.25	0.00	1,300.25
Collaborative Case Management	191	91	282	992	720	1712	463.25	277.25	740.50
Conflict Resolution	52	7	59	95	7	102	56.50	1.75	58.25
Criminal Legal Advocacy/Charges	10	0	10	13	0	13	4.75	0.00	4.75
Criminal Legal Advocacy/Obtain OP	2	0	2	2	0	2	0.75	0.00	0.75
DV Court Orientation	0	0	0	0	0	0	0.00	0.00	0.00
Economic Assistance	22	0	22	31	0	31	9.25	0.00	9.25
Educational Assistance	9	13	22	15	17	32	4.75	9.00	13.75
Employment Assistance	27	0	27	44	0	44	16.25	0.00	16.25
Evaluation/Assessment	0	5	5	0	5	5	0.00	3.75	3.75
Family Counseling	5	14	19	7	16	23	9.00	22.50	31.50
Group Therapy	0	0	0	0	0	0	0.00	0.00	0.00
Group: Children's Counseling	0	62	62	0	368	368	0.00	479.00	479.00
Group: IDVA Advocacy	0	0	0	0	0	0	0.00	0.00	0.00
Housing Advocacy	31	0	31	52	0	52	22.25	0.00	22.25
IDVA Legal Services/Attorney	0	0	0	0	0	0	0.00	0.00	0.00
Individual Children's Counseling	0	155	155	0	991	991	0.00	523.00	523.00
Individual Therapy	0	0	0	0	0	0	0.00	0.00	0.00
In-Person Counseling	367	0	367	6171	0	6171	3,653.75	0.00	3,653.75
Legal Advocacy/Advocate	13	0	13	15	0	15	6.50	0.00	6.50
Legal Services/Attorney	0	0	0	0	0	0	0.00	0.00	0.00
Life Skills	172	27	199	1792	93	1885	859.50	111.75	971.25
Lock Up/Board Up	0	0	0	0	0	0	0.00	0.00	0.00
Medical Assistance	90	5	95	132	5	137	53.25	2.00	55.25
Other Advocacy	256	8	264	596	11	607	243.00	3.25	246.25
Parental Services	20	0	20	32	0	32	12.75	0.00	12.75
Substance Abuse Services	146	0	146	332	0	332	134.00	0.00	134.00
Telephone Counseling	269	1	270	698	1	699	290.00	0.25	290.25
Transportation	284	13	297	548	16	564	164.75	5.25	170.00
Direct Client Services Subtotal	536	156	692	13432	2300	15732	7,808.75	1,620.75	9,429.50
Shelter Information	Number of Clients Receiving Shelter			Days of Shelter Received					
	Adult	Child	Total	Adult	Child	Total			
Shelter Services									
On-Site Shelter	183	142	325	4768	4376	9144			
Off-Site Shelter	0	0	0	0	0	0			
Shelter Services Subtotal	183	142	325	4768	4376	9144			
Transitional Housing Services									
Transitional Housing	10	23	33	1358	2696	4054			
Hotline Information									
Provider Name: A Womans Fund									
Report Date Range: 7/1/2006 - 6/30/2007									
Hotline Information	Number of Calls								
Hotline Information									

Call Back - has client ID	0
Call Back - not a client	689
Hotline - has client ID	472
Hotline - Information & Referral (not a DV victim)	1070
Hotline - not a client	829
Hotline Information Subtotal	3060

Volunteer Information Report

Provider Name: A Womans Fund

Report Date Range: 7/1/2006 - 6/30/2007

Volunteer Information <i>(Subset of all services reflected above)</i>	
Direct Client Services	
Hours Of Direct Client Service	102.75
Number Of Contacts	233
Hotline Calls	
Hours Of Direct Client Service	197.50
Number Of Contacts	43
Community, Institutional and Group Services	
Presentation Hours	2,333.00
Preparation Hours	43.00
Travel Hours	17.00
Total Community and Inst Service Hours	2,393.00
Number Of Contacts	111

Start: 1/9/2008 4:29:28 PM Elapsed: 9 secs

A Woman's Fund
2008-2009
Board of Directors

Jim Halle

Professor, Special Education
University of Illinois
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H: 351-3069
halle@uiuc.edu
Term: June 05-June 08

Pat Nolan (Secretary)

Licensed Perfusionist
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Term: Oct 02-Oct 08

Joanne Kaczmarek

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Term: Oct 01-Oct 08

Fay Runck

Registered Nurse
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Term: Sept 06-Sept 09

Jeffrey C. Hoover, Jr. (Vice-President)

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Term: May 07-May 10

Rachael Wright (Treasurer)

Director of Administration
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Donna M. Cultra

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Term: Oct 07 – Oct 10

Terri McCarthy

Manager
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tlynn_40@yahoo.com
Term: Dec 07 – Dec 10

