

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

(Center for Women in Transition, Project No. 0809-AAP-02)

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 \$15,500.00 in Community Development Block Grant funds, to install a new HVAC system at the Evans House (506 East Church Street, Champaign), 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.

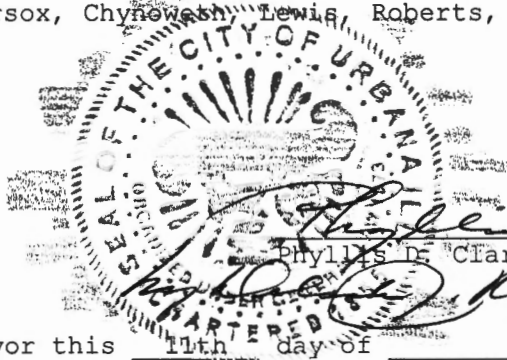
Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the 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 Clerk

APPROVED by the Mayor this 11th day of July, 2008.

Laurel Lunt Prussing
Laurel Lunt Prussing, Mayor

CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT

AGREEMENT

SUBRECIPIENT NAME: Center for Women in Transition
PROJECT NO. 0809-AAP-02
PROJECT ADDRESS 506 East Church Street, 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 Center for Women in Transition, 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: Install a new HVAC system at the Evans House (506 East Church Street, Champaign), which has no air conditioning and a very old system for heating (i.e. water-based radiators), as described in Attachment D of this Subrecipient Agreement.
3. The City agrees to grant to the Subgrantee the sum of \$15,500.00 (Fifteen Thousand Five Hundred 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-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, 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:

John Sullivan, Executive Director
Center for Women in Transition
508 East Church Street
Champaign, IL 61820

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

CITY

BY: *Janet Just Perry*

DATE: 7/18/08

ATTEST: *[Signature]*

DATE: July 18, 2008



SUBGRANTEE

BY: *[Signature]*

DATE: 7/15/08

ATTEST: *[Signature]*

DATE: 7/15/08

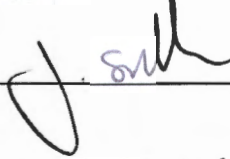
ATTACHMENT A
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

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): John Sullivan

Signature: 

Title: BREWERY DIRECTOR

Date: 7/15/08

ATTEST: 
7/15/08

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-02 of the Urbana CDBG Program.



Subgrantee: Chief Executive Officer



Attest

7/15/08

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-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. 0809-AAP-02.

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 provide a suitable living environment which includes increasing access to quality public and private facilities, and services. Installing a new HVAC system at CWiT (Evans House) 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: 14

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 \$15,500. 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:
K09-1-6300-4066

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.

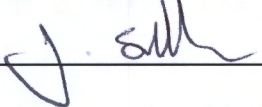
7. Subgrantee agrees that funds received from the City pursuant to this Agreement shall be used to cover program costs. Subrecipient shall report semi-annually for periods ending December 31st and June 30th all program income generated by activities carried out with CDBG funds made available under this 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-02

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

Name of Subgrantee: JOHN SULLIVAN

Address: 508 EAST CHURCH, CHAMPAIGN

Signed by: 

Title: EXECUTIVE DIRECTOR

Date: 7/15/09

ATTACHMENT D
SUBRECIPIENT APPLICATION



01/11/08

**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

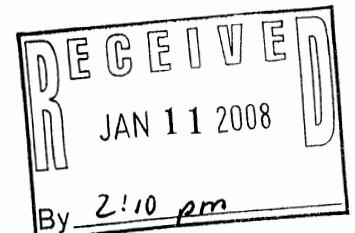
Funding awarded through this application process is intended for use between July 1, 2008 and June 30, 2009. To be considered for funding, applications must be submitted by **4:00p.m., Friday, January 11, 2008** to the Dept. of Community Development Services, Grant Management Division, 400 South Vine 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: HVAC project	
Amount Requested: \$ 15,500.00	
Project Type: <input type="checkbox"/> New Program <input checked="" type="checkbox"/> Continuation of Existing Program (Yr Started: 1985)	
ORGANIZATION INFORMATION	
Applicant Organization: The Center for Women in Transition	
Organization's Legal Name: The Center for Women in Transition	
Address: 508 East Church Street. Champaign, IL 61820	
Telephone Number. (217) 352 7151	
Fax Number: (217) 352 8571	
Federal I.D. Number: 37-1346397	
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 (see attachment 1)	
Project Schedule The project will be completed within 6 months of funding.	
Board of Directors (see attachment 2)	
Organization Chart (see attachment 3)	
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.	

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***

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.

1. All women and children who use services at the Center are in the extremely low income bracket and therefore meet the low- and moderate income persons priority for this project.
2. During the summer months the building becomes very hot and unhealthy for the residents. This project would remedy that problem and meet the priority of eliminating conditions which are detrimental to health.
3. The project would improve the housing stock in an economically depressed neighborhood and provide a suitable living environment for the extremely low income residents, thus meeting other priorities.

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.

The project meets the local funding priority of 'providing a suitable living environment' that improves livability, revitalizes deteriorating neighborhoods and conserves energy resources.

It addresses these priorities by:

1. Providing a 'safe' and 'suitable' living environment that is cool in the summer and warm in the winter by using this project for provision of central air conditioning and heat.
2. Improving 'livability' by creating an environment that is tolerable and amenable to daily living through reasonable temperature regulation.
3. Reversing the deterioration of the neighborhood by improving the value of the property.
4. Increasing energy conservation. This project will install two 90% efficient furnaces to 'conserve energy resources'.

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 project will be very effective at meeting the above priorities since cooling and heating area basic necessity of life, and as such, will provide a 'suitable living environment'. The long-term impact of the project can be measured through residents' physical comfort; the reduction in monthly power costs (allowing those saved funds to be used for programming); and the regeneration of the neighborhood (which could be measured by house prices, house insurance costs, or the face value of cars parked in the neighborhood).

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.

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? About 1900

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: Alpha Chi Omega Sorority \$7,500.00 _____

TOTAL \$7,500.00 _____

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

_____ \$7,500 _____ divided by _____ \$23,000 _____ equals _____ 32 %

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:	\$ 464,820.32 _____
Total of other funds	\$ 375,000.00 _____ (list sources below)
CDBG funds	\$ 100,000.00 _____
Total	\$ 939,820.32 _____

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

_____ \$464,820.32 _____ divided by _____ \$939,820.32 _____ equals _____ 49.5%

G3. Sources of other funds: _____
_____ HUD, UPS, Cities of Urbana and Champaign, First Presbyterian Church. _____

G4. Explanation of how leveraged funds were spent:

Funds were spent on labor and materials to build the Unlimited Possibilities Service Center.

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:	\$ 15,500.00
Applicant's funds:	\$ 7,500.00
Other funds: (Please specify sources; attach additional sheets if needed)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL FUNDS:	\$ 23,00.00

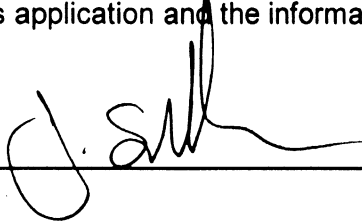
H2. Use of Funds				
Budget Line Item:	Your \$\$	CDBG \$ Amt:	Other \$ Amt:	Total \$ Amt:
Engineering				
Materials	6,500.00	12,000.00		18,500.00
Labor	1,500.00	3,000.00		4,500.00
Other:				
Other:				
Other:				
Other:				
TOTAL FUNDS:	7,500.00	15,500.00		23,000.00

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

The project will be delayed until funding can be found.

I. AUTHORIZATION AND SIGNATURE SHEET

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



Signature

John Sullivan
Print Name

Executive Director
Title

The Center for Women in Transition
Agency/Organization

January 11, 2008
Date

CENTER FOR  IN TRANSITION

508 East Church Street • Champaign, Illinois 61820 • 217/352-7151

ATTACHMENT 1

Proposal

Page No. of Pages



**FRED'S PLUMBING, HEATING,
AIR CONDITIONING & ELECTRIC, INC.**
621 GARVER PLACE
RANTOUL, ILLINOIS 61866
Phone 892-2067



CUSTOM MADE INDOOR WEATHER™

John Sullivan

Fax 352-8571

PROPOSAL SUBMITTED TO <i>Women's shelter</i>	PHONE	DATE <i>Jan 10, 07</i>
STREET <i>506/508 E Church</i>	JOB NAME <i>New HVAC Systems</i>	
CITY, STATE, AND ZIP CODE <i>Champaign Ill.</i>	JOB LOCATION <i>506 E. Church St.</i>	
ARCHITECT	DATE OF PLANS	JOB PHONE <i>Champaign</i>

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

dollars (\$ 23,000.00)

Payment to be made as follows:

Progress billing as job advances

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 specifications below 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 Workmen's Compensation Insurance.

Authorized Signature *Fred Couch*

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. If collection action is necessary, you will be responsible for all attorney's fees, court costs, and interest allowed by law.

Signature _____

Signature _____

Date of Acceptance: _____

We hereby submit specifications and estimates for:

2- Systems would be installed

*1- For the main level & partial basement
100,000 BTU 2 Stage 90% Furnace and a
3 Ton A/C w/ complete duct work.*

*2. For the second floor and the attic
space.*

*80,000 BTU 2 stage 90% Furnace and a
2 1/2 Ton A/C w/ complete duct work.*

*All carpentry, painting dry wall needed for
any soffits etc. by other.*

CENTER FOR  IN TRANSITION

508 East Church Street • Champaign, Illinois 61820 • 217/352-7151

ATTACHMENT 2

**CENTER FOR WOMEN IN TRANSITION
508 E. CHURCH/CHAMPAIGN, IL 61820
(217) 352-5171 (217) 352-8571 (FAX)**

BOARD OF DIRECTORS LIST 2007

Paula Abdullah, President (2nd Term Expires 08/09)

301 Foxwell Court
Champaign, IL 61820
(217) 356-6689 (H) (217) 369-5489 (CELL)
(217) 337-9359 (W)
Pabdullah6@aol.com
(Nurse, Cunningham Children's Home)

Ed Stout, Vice-President (1st Term Expires 09/09)

514 S. Country Fair Drive
Champaign, IL 61821
(217) 359-0746 (H) (217) 840-8896 (CELL)
(217) 359-0156 (W)
jedstout@yahoo.com
(Business Owner, Illini Mattress)

Amy Eckert, Secretary (2nd Term Expires 02/08)

606 W. Barbara Drive
Tolono, IL 61880
(217) 493-9634 (HOME/CELL)
(217) 373-7453 (W)
aeckert@newsgazette.com
(General Manager, Star Publications)

Andrea Wallace, Treasurer (1st Term Expires 03/08)

2502 Alton Drive
Champaign, IL 61821
(217) 352-8267 (H)
(217) 351-2000 (W)
andrea@mhfa.net
(CPA, Martin, Hood, Friese & Assocs.)

Candi Crause (1st Term Expires 09/08)

807 W. Healey
Champaign, IL 61820
(217) 202-0683 (H)
(217) 239-7827 (W) (217) 239-1510 (FAX)
ckcrause@cuphd.org
(Regional HIV Prevention Coordinator,
CU Public Health District)

Cathy Garner (1st Term Expires 02/09)

209 W. William Street
Champaign, IL 61820
(217) 351-1352 (H)
cathyg8990@yahoo.com
(Waitress & Former Resident of CWT)

Karen Hewitt (1st Term Expires 08/10)

Center for Global Studies, University of Illinois
302 E. John Street, Suite 1705
Champaign, IL 61820
(217) 244-0488 (W)
khewitt@uiuc.edu
(Visiting Outreach Coordinator, Center for Global Studies,
University of Illinois)

Sandra Klitzing (1st Term Expires 03/08)

2407 Morrissey Park Drive
Champaign, IL 61821
(217) 398-8003 (H)
(309) 438-8396 (W)
slklitz@ilstu.edu
(Assoc. Professor, School of Kinesiology & Recreation,
Illinois State University)

Jan Simon (2nd Term Expires 08/10)

910 S. New Street
Champaign, IL 61820
(217) 356-2465 (H)
(217) 373-3818 (W)
Email: jsimon@parkland.edu
(Director of Community Education, Parkland College)

(AD)c:mydocuments\boardlist (Revised 1-08)

CENTER FOR  IN TRANSITION

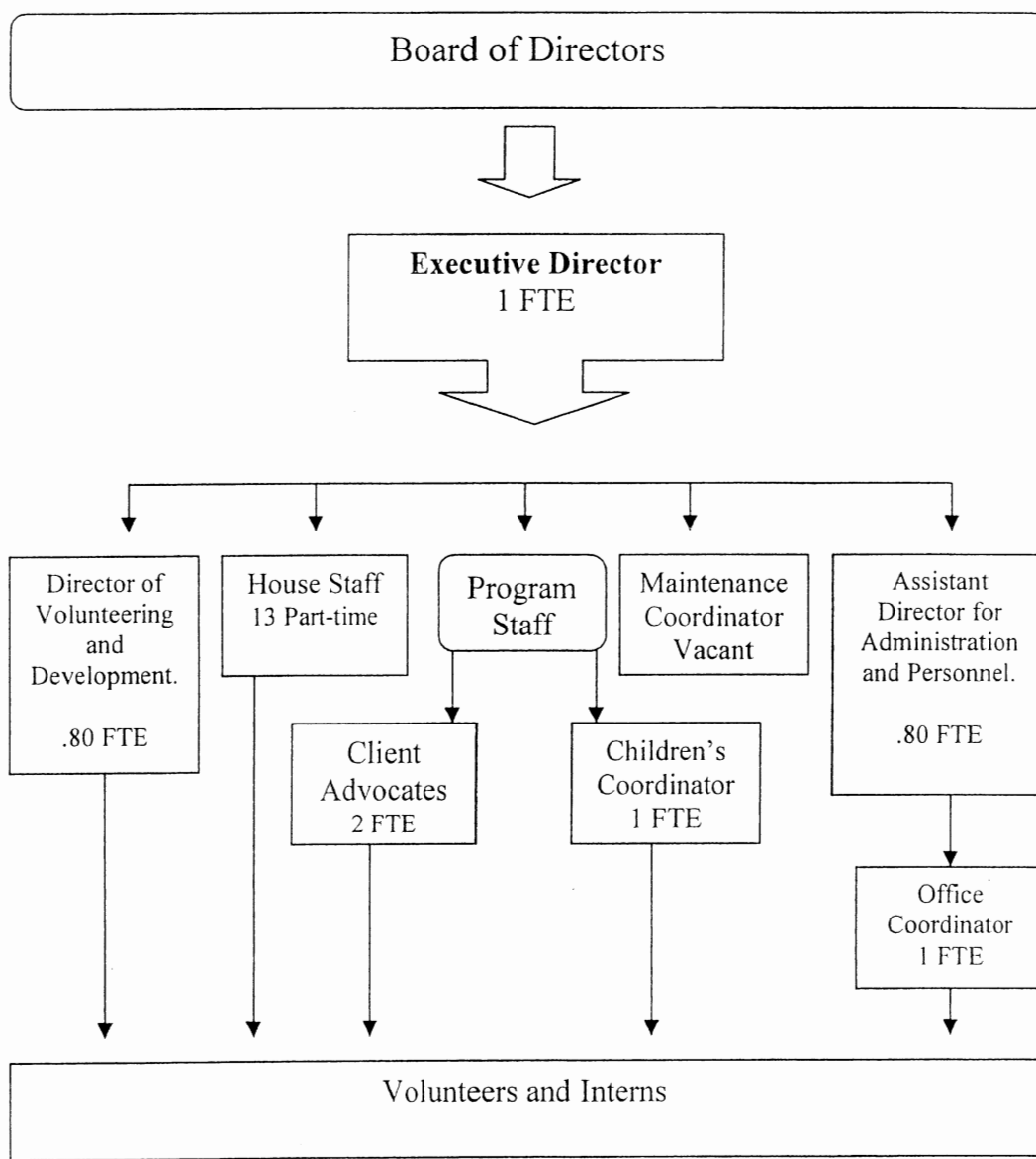
508 East Church Street • Champaign, Illinois 61820 • 217/352-7151

ATTACHMENT 3

CENTER FOR  IN TRANSITION

508 East Church Street • Champaign, Illinois 61820 • 217/352-7151

Organizational Chart



CENTER FOR WOMEN IN TRANSITION, INC.
Champaign, Illinois

Financial Statements

For the Year Ended June 30, 2006

BRAY, DRAKE, LILES & RICHARDSON LLP

KARL E. DRAKE, CPA
CURTIS D. LILES, CPA
R. NEIL RICHARDSON, CPA

Certified Public Accountants
1606 N. Willow View Road, Suite 1E
Urbana, Illinois 61802-7446

Phone 217/337-0004
Fax 217/337-5822

CONSULTANT:
JAMES P. BRAY, CPA

December 11, 2006

Board of Directors
Center for Women in Transition, Inc.
Champaign, Illinois

Independent Auditor's Report

We have audited the accompanying financial statements of the Center for Women in Transition, Inc. (the Center) (a nonprofit organization) as of June 30, 2006 as listed in the foregoing table of contents under "Financial Section". These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Center for Women in Transition, Inc. as of June 30, 2006, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.


BRAY, DRAKE, LILES & RICHARDSON LLP

CENTER FOR WOMEN IN TRANSITION, INC.

Champaign, Illinois

Statement of Financial Position

June 30, 2006

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 71,221
Cash - Restricted for Deposits Held for Clients	2,242
Cash - Restricted for Children's Fund	793
Cash - Restricted for Building Fund	10,967
Cash - Restricted for DCEO Account	300
Grants Receivable	59,629
Other Receivables	378
Prepaid Expenses	6,383
Total Current Assets	151,913

Fixed Assets:

Land	27,916
Building	1,053,257
Building Improvements	246,356
Furniture & Equipment	58,288
Less: Accumulated Depreciation	(145,063)
Total Net Fixed Assets	1,240,754

Total Assets	\$ 1,392,667
--------------	--------------

LIABILITIES AND NET ASSETS

Current Liabilities:

Accounts Payable	\$ 6,569
Accrued Expenses	4,681
Deposits Held For Clients	2,020
Notes Payable - Current Portion	6,683
Total Current Liabilities	19,953

Long-Term Liabilities

Notes Payable - Noncurrent Portion	293,317
	293,317

Total Liabilities	313,270
-------------------	---------

Net Assets:

Unrestricted	1,065,095
Temporarily Restricted	14,302
	1,079,397

Total Net Assets	1,079,397
------------------	-----------

Total Liabilities and Net Assets	\$ 1,392,667
----------------------------------	--------------

CENTER FOR WOMEN IN TRANSITION, INC.

Champaign, Illinois

Statement of Activities

For the Year Ended June 30, 2006

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Support and Revenue:			
<u>Contributions:</u>			
United Way Allocations	\$ 39,000	\$ -	\$ 39,000
United Way Designations	24,674	-	24,674
Donations	119,418	-	119,418
Special Events, net of \$7,302 in direct expenses	8,308	-	8,308
<u>Grants:</u>			
City of Champaign	8,731	-	8,731
City of Urbana	20,037	-	20,037
Cunningham Township	21,000	-	21,000
Illinois Department of Human Services	39,670	-	39,670
Illinois Department of Commerce and Economic Opportunity	47,376	-	47,376
Federal Emergency Management Agency Building Designated:	7,258	-	7,258
U.S. Department of Housing and Urban Development	102,000	-	102,000
Illinois Department of Commerce and Economic Opportunity	6,800	-	6,800
City of Urbana	28,000	-	28,000
City of Champaign	30,000	-	30,000
Main Street Bank and Trust	30,000	-	30,000
Champaign Rotary	50,000	-	50,000
Other Grants	23,850	-	23,850
Interest Income	1,479	-	1,479
Other Income	2,714	-	2,714
Net Assets Release From Restrictions	92,363	(92,363)	-
Total Support and Revenue	<u>702,678</u>	<u>(92,363)</u>	<u>610,315</u>
 <u>Expenses:</u>			
Program Services:	<u>280,425</u>	<u>-</u>	<u>280,425</u>
Support Services:			
General and Administrative	65,084	-	65,084
Fund-raising	45,496	-	45,496
Total Support Services	<u>110,580</u>	<u>-</u>	<u>110,580</u>
Total Expenses	<u>391,005</u>	<u>-</u>	<u>391,005</u>
 Change in Net Assets	 311,673	 (92,363)	 219,310
 Net assets, Beginning of Year			
As Previously Reported	737,672	106,665	844,337
Prior Period Adjustment	15,750	-	15,750
Net Assets - Beginning of Year as Restated	<u>753,422</u>	<u>106,665</u>	<u>860,087</u>
 Net Assets, End of Year	 <u>\$1,065,095</u>	 <u>\$ 14,302</u>	 <u>\$1,079,397</u>

CENTER FOR WOMEN IN TRANSITION, INC.
Champaign, Illinois

Statement of Functional Expenses
For the Year Ended June 30, 2006

	<u>Program Services</u>	<u>Support Services</u>			<u>Total</u>
	<u>Symphony Performances</u>	<u>General and Administrative</u>		<u>Fund-raising</u>	
Salaries & Wages	\$ 166,980	\$ 31,897	\$ 28,354	\$ 227,231	
Payroll Taxes	13,912	2,859	2,287	19,058	
Employee Benefits	8,794	11,467	5,944	26,205	
Repairs and Maintenance	16,183	865	-	17,048	
Utilities	19,563	2,174	-	21,737	
Insurance	13,599	896	-	14,495	
Vehicle Expense	1,580	-	-	1,580	
Office Supplies	-	4,137	-	4,137	
Dues and Subscriptions	-	1,088	-	1,088	
Printing	603	603	4,827	6,033	
Client Assistance	6,203	-	-	6,203	
Education	5,234	-	-	5,234	
Interest Expense	7,214	-	-	7,214	
Professional Services	-	8,463	-	8,463	
Telephone	3,497	389	-	3,886	
Depreciation Expense	13,563	-	-	13,563	
Postage	246	246	1,966	2,458	
Client Activities	2,316	-	-	2,316	
Special Events	-	-	2,118	2,118	
Other Expenses	938	-	-	938	
Total Expenses	\$ 280,425	\$ 65,084	\$ 45,496	\$ 391,005	

CENTER FOR WOMEN IN TRANSITION, INC.
Champaign, Illinois

Statement of Cash Flows
For the Year Ended June 30, 2006

Cash Flows from Operating Activities:

Change in net assets	\$ 219,310
Depreciation and amortization expense	13,563
Adjustments to reconcile change in net assets to net cash used by operating activities:	
(Increase) decrease in grants receivable	36,584
(Increase) decrease in other receivables	1,098
(Increase) decrease in prepaid expenses	(1,393)
Increase (decrease) in accounts payable	6,569
Increase (decrease) in accrued expenses	(5,332)
Increase (decrease) in deposits held for clients	<u>1,231</u>
Net cash provided (used) by operating activities	<u>271,630</u>

Cash Flows from Investing Activities:

Purchase of fixed assets	(639,171)
Proceeds from maturity of investments	<u>98,760</u>
Net cash used by investing activities	<u>(540,411)</u>

Cash Flows from Financing Activities

Proceeds from note payable	300,000
Principal payments on note payable	<u>(3,608)</u>
Net cash used by financing activities	<u>296,392</u>

Net increase (decrease) in cash and cash equivalents	27,611
Cash and cash equivalents at beginning of year	<u>57,912</u>
Cash and cash equivalents at end of year	<u>\$ 85,523</u>
Cash paid for interest	<u>\$ 7,214</u>

CENTER FOR WOMEN IN TRANSITION, INC.

Champaign, Illinois

Notes to Financial Statements

June 30, 2006

1. Nature of Operations

The Center for Women in Transition, Inc. (the Center) is a non-profit corporation organized for the purposes of providing shelter, food, and advocacy services for transient and homeless women and children throughout the year.

2. Significant Accounting Policies

Following is a summary of the significant accounting policies of the Center:

- a. The financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.
- b. The Center is a tax-exempt organization under Internal Revenue Code Section 501(c)(3).
- c. Cash equivalents consist of short-term, highly liquid investments that are readily convertible into cash within ninety (90) days of purchase.
- d. Investments are recorded at cost which approximates fair market value.
- e. The Center follows the practice of capitalizing, at cost or fair market value at the date of donation, all expenditures for equipment in excess of \$500. Depreciation on buildings, building improvements, and equipment is computed on the straight-line method over their estimated useful lives.
- f. The net assets of the Center are reported as either 1) unrestricted or 2) temporarily restricted. Restricted net assets are created only by donor-imposed restrictions on their use. All other net assets, including board-designated or appropriated amounts are reported as unrestricted.
- g. The Center recognizes all contributed support received as income in the period received. Contributed support is reported as unrestricted or as restricted depending on the existence of donor stipulations that limit the use of the support. When a donor restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. All temporarily restricted funds received and disbursed in the current year are considered unrestricted.

CENTER FOR WOMEN IN TRANSITION, INC.

Champaign, Illinois

Notes to Financial Statements

June 30, 2006

2. Significant Accounting Policies (cont.)

- h. Support received from grants are recognized to the extent of services performed and billed or program expenses. The excess or deficit of grant receipts over program expenses is accounted for as deferred grant revenue or grants and contracts receivable, respectively, until the corresponding expenses are incurred or the grant monies are received.
- i. The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.
- j. The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

3. Notes Payable

During the fiscal year ended June 30, 2006, the building located at 508 East Church Street, Champaign, Illinois was secured by a note payable issued by National City Bank. The note payable issued by National City Bank required monthly payments of \$368 with an annual interest rate of 9 percent. The note payable to National City Bank was paid off in April 2006. The building located at 504 East Church Street, Champaign, Illinois was secured by a note payable issued by Main Street Bank and Trust. The note issued by Main Street Bank and Trust requires a monthly payment of \$2,203 with an annual interest rate of 6.2 percent. As of June 30, 2006, this note had a balance of \$300,000.

The annual minimum required principal and interest payments as of June 30, 2006 are as follows for the fiscal year ending June 30:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2007	\$ 6,683	\$15,346	\$ 22,029
2008	8,487	17,948	26,435
2009	9,029	17,406	26,435
2010	9,605	16,830	26,435
2011	<u>266,196</u>	<u>2,746</u>	<u>268,942</u>
Total	<u>\$300,000</u>	<u>\$70,276</u>	<u>\$370,276</u>

CENTER FOR WOMEN IN TRANSITION, INC.
Champaign, Illinois

Notes to Financial Statements
June 30, 2006

4. Temporarily Restricted Net Assets

As of June 30, 2006, the Center had \$14,302 in temporarily restricted net assets available for the construction of a new building and client services.

5. Prior Period Adjustment

Prior period adjustments of \$13,750 and \$2,000 were made to unrestricted net assets. These adjustments were to account for revenue not recognized in the prior period and prepaid expenses that were incorrectly expensed in the prior period, respectively.

BRAY, DRAKE, LILES & RICHARDSON LLP

KARL E. DRAKE, CPA
CURTIS D. LILES, CPA
R. NEIL RICHARDSON, CPA

Certified Public Accountants
1606 N. Willow View Road, Suite 1E
Urbana, Illinois 61802-7446

Phone 217/337-0004
Fax 217/337-5822

CONSULTANT:
JAMES P. BRAY, CPA

December 11, 2006

**Board of Directors
Center for Women in Transition, Inc.
Champaign, Illinois**

We have audited the financial statements of the Center for Women in Transition, Inc. (the Center) (a nonprofit organization) Champaign, Illinois, as of and for the year ended June 30, 2006, and have issued our report thereon dated December 11, 2006.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The management of the Center is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the financial statements of the Center for the year ended June 30, 2006, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the Center's ability to record, process, summarize and report financial data in a manner that is consistent with the assertions of management in the financial statements.

Reportable Condition

Lack of Segregation of Duties: (material weakness)

The Center, because of limited numbers of accounting staff, does not have ideal separation of duties. For example, the same person should not be receiving cash that also has access to the accounting system.

Inadequate Accounting for Petty Cash: (material weakness)

The Center did not record its petty cash transactions in the general ledger. An entry should be made in the general ledger for any receipts or expenses that involve the petty cash fund.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We believe both of the items identified above are material weaknesses.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above.

Other Matters

Missing Documentation:

During our audit, we noted the Center did not have supporting documentation for some of the checks written during the year. We recommend that the Center keep some supporting documentation, such as a receipt, for each expenditure and that the supporting documentation list the date, check number, and account coding.

Check Sequences:

We also noted that the check registers did not contain information for some checks during the year. The check registers should contain information for all checks written and voided throughout the year. If a check is voided, the accounting system should indicate that it was voided instead of not recording it in the system.

This report is intended solely for the use of management and the board, and is not intended to be and should not be used by anyone other than these specified parties.


BRAY, DRAKE, LILES & RICHARDSON LLP