

**AN ORDINANCE APPROVING A CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT**

(Family Service of Champaign County - HomeCare, Project No. 0809-CSSP-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 FY 2008-2009 authorizing certain activities under the Public Service 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 \$5,500.00 in Community Development Block Grant funds, to provide in-home assistance and support to seniors 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.

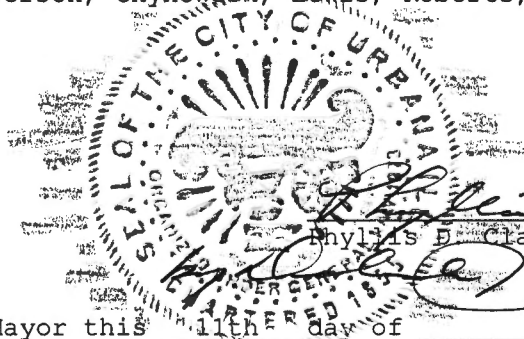
Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the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



Thyllis B. Clark
Thyllis B. 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: Family Service of Champaign County
PROJECT NAME: HomeCare
PROJECT NO. 0809-CSSP-01
PROJECT ADDRESS 405 South State 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 Family Service of Champaign County, 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 2008-2009 CDBG program funds to: Provide in-home assistance and support for seniors who are able to remain at home, with some limited assistance, as described in Attachment D of this Subrecipient Agreement.
3. The City agrees to grant to the Subgrantee the sum of \$5,500.00 (Five 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-CSSP-01 (hereinafter the "Project").

4. The Subgrantee understands and agrees that a request for disbursement of CDBG funds pursuant to this Subrecipient Agreement shall not be made until such funds are needed to pay eligible costs related to the Project. Subgrantee understands and agrees that funding in the full amount of this Subrecipient Agreement is contingent upon the City receiving said CDBG funds, and should the entitlement funds be discontinued or reduced for any reason, Subgrantee understands and agrees that funding under this Subrecipient Agreement could cease or be reduced without advance notice.
5. The City and the Subgrantee agree that no modification to this Subrecipient Agreement shall be effective unless in writing and executed by both the City and the Subgrantee.
6. The Subgrantee agrees and authorizes the City and HUD to conduct on-site reviews, examine personnel records and to conduct any other procedures and practices to assure compliance with this Subrecipient Agreement. The Subgrantee shall execute and abide by the terms of Attachment A, Equal Employment Opportunity Certification, and with all City of Urbana Affirmative Action requirements.
7. The Subgrantee shall complete and adhere to Attachment B, Assurances, of this Subrecipient Agreement and shall submit said Attachment B to the City as a condition of final execution of this Subrecipient Agreement.
8. The Subgrantee shall complete and adhere to Attachment C, Statement of Special Conditions, and submit said Attachment C to the City as a condition of final execution of this Agreement.
9. The Subgrantee shall at all times observe and comply with all laws, ordinances, or regulations of the federal, state, county, and local governments which may in any manner effect the performance of the Subgrantee with respect to the Subrecipient Agreement.
10. The Subgrantee represents to the City that the Project shall begin on July 1, 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: Sheryl Bautch, Executive Director
Family Service of Champaign County
405 South State Street
Champaign, IL 61820

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

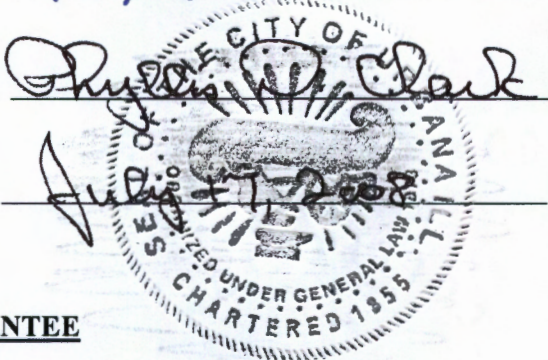
CITY

BY: *Janeal Hunt Prins*

DATE: 7/17/08

ATTEST: *Phyllis W. Clark*

DATE: July 17, 2008



SUBGRANTEE

BY: *Sheryl Burch*

DATE: 7/15/08

ATTEST: *Dei McCarthy*

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): Sheryl Bantch

Signature: Sheryl Bantch

Title: Executive Director

Date: 7/15/08

ATTACHMENT B
ASSURANCES

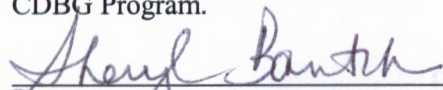
The Subgrantee hereby assures and certifies with respect to the grant that:

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.

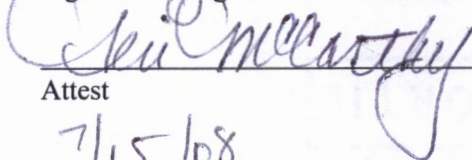
Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.

- 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.
11. These assurances are signed with regard to Subgrantee Project No. 0809-CSSP-01 of the Urbana CDBG Program.



Signature: 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-CSSP-01 pursuant to this Agreement.

The following conditions, in addition to those established in the Agreement itself, and other attachments thereto, and federal, state, county and city laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive CDBG Program Assistance for Subgrantee Project No. 0809-CSSP-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 provide a suitable living environment which includes increasing access to quality services. Services provided are those necessary for safe and healthy living, and which seniors' decreasing physical or mental ability may make difficult, i.e. grooming tasks, cooking, getting to the grocery store or doctor, cleaning house, and paying bills. These services will allow seniors living in their home to have 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.
2. Subgrantee certifies that activities carried out with funds provided under this Agreement shall meet one of the CDBG Program's National Objectives which is to benefit low-income persons as defined in 24 CFR Part 570.208. Therefore Subgrantee understands and agrees that activities funded under this Agreement shall benefit families/individuals within the following income guidelines.
3. 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>

6. 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: 190

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.

7. It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed \$5,500. 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.

LINE ITEMS AND DOCUMENTATION NEEDED:

K09-1-5300-3970

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.

8. 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.

9. Subgrantee agrees to submit semi-annual Progress Reports to the City in an agreed upon format. Progress Reports shall be due December 31st and June 30th. Final billing requests shall not be processed for payment until a final Progress Report (June 30th) is submitted.
10. 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.
11. Records maintained by Subgrantee pursuant to this Agreement shall be available for inspection upon request by the City and HUD.

Name of Subgrantee: Family Service of Champaign County

Address: 405 S. State, Champaign, IL 61820

Signed by: Sheryl Bantek

Title: Executive Director

Date: 7/15/08

ATTACHMENT D
SUBRECIPIENT APPLICATION





**APPLICATION FOR FUNDING
CITY OF URBANA/CUNNINGHAM TOWNSHIP
CONSOLIDATED SOCIAL SERVICE PROGRAM
FY 2008 - 2009**

The City of Urbana is requesting applications from non-profit organizations for activities to be funded under one or both of the following programs: the City of Urbana/Cunningham Township Social Services Grant Program and the City of Urbana Community Development Block Grant Program, for Fiscal Year 2008-2009 (July 1, 2008 – June 30, 2009).

If this Application is funded, it will become part of your Grant Agreement with the City. Please be as accurate in your descriptions as possible. Do not skip any questions; all questions must be completed.

All applicants are required to attend a Technical Assistance Application Training, scheduled for Tuesday, March 18, 2008, from 4:00 pm – 5:30 pm in the Urbana City Council Chambers, 400 South Vine Street, Urbana.

A. AGENCY INFORMATION

1.	Agency Name:	Family Service of Champaign County
2.	Address:	405 South State Street, Champaign, IL 61820
3.	Contact Person:	Sheryl Bautch, Executive Director
4.	Telephone No:	217-352-0099
5.	FAX No:	217-352-9512
6.	E-mail Address:	sbautch@familyservicecc.org
7.	Year Established / Incorporated:	1911
8.	Type of Applicant: (Please check one):	<input type="checkbox"/> Unit of Government, <input type="checkbox"/> Public Non-Profit, <input checked="" type="checkbox"/> Private Non-Profit
9.	Tax ID Number:	37-0663559
10.	Amount Requested:	\$17,207 (HomeCare)
11.	Funded History:	<input checked="" type="checkbox"/> Funded FY 07-08 <input type="checkbox"/> Not Funded FY 07-08 <input type="checkbox"/> Never Applied

PLEASE ATTACH THE FOLLOWING INFORMATION TO THIS APPLICATION

<input checked="" type="checkbox"/>	Copy of Agency Mission Statement
<input checked="" type="checkbox"/>	Brief Overview of Agency Services & Programs
<input checked="" type="checkbox"/>	List of Agency Board Members/Officers
<input checked="" type="checkbox"/>	Actual Agency and Program Budget for current fiscal year (FY 07-08)
<input checked="" type="checkbox"/>	A Preliminary Agency and Program Budget for next fiscal year (FY 08-09)
<input checked="" type="checkbox"/>	All Agency and/or Program Staff positions by job title, # in each position, & current annual salary amount
<input checked="" type="checkbox"/>	Organization Chart

Please submit one (1) original and two (2) copies of completed application, plus attachments 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 4:00 P.M., FRIDAY, APRIL 11, 2008.*
*NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED.***

B. PROGRAM INFORMATION

1. Program to be funded: Senior Resource Center - HomeCare

2. Describe **in detail** program to be funded: HomeCare provides in-home assistance and support to seniors. These seniors are, with some limited assistance, able to remain at home. Services provided are those necessary to safe and healthy living and which the seniors' decreasing physical or mental ability may make difficult: bathing, hair care, other grooming tasks, dressing, using the stove, getting to the grocery store or the doctor, getting in and out of cars, carrying purchases, vacuuming the floor, doing the laundry, paying bills. Staff have thorough background checks and are trained in personal care, household tasks, transfers, how to spot concerns or changes in someone's functioning, and how to respond to emergency situations. Staff have training at least quarterly. Their training includes cultural competency and understanding the process of aging. A supervisor is available any time staff are working with clients. Potential clients are assessed by the Community Care Program under contract with the Illinois Department on Aging (currently Cumberland and Associates). If the assessment finds that the senior needs assistance, and if they meet state mandated financial asset limits, the Community Care Program develops a plan of care addressing the assessed needs and the amount of help needed (hours of service). Clients are assigned to contracted providers (such as the Senior Resource Center) on a rotating basis or the senior may request a particular provider. The provider is then paid an hourly rate by the Department on Aging to perform those tasks. The state reimbursement rate does not cover the cost of providing the service, however.

In FY 07, approximately 55% of seniors receiving service were age 75 or over, and over 59% of seniors receiving service lived alone.

3. Program Director/Manager: Rosanna McLain

4. Telephone Number: 217-352-5100

5. Program is a: New Program Continuation of Existing Program, started: in the mid 1960s
 - o If continuation of existing program, describe the quantifiable increase anticipated in service level:

We expect the need for service to increase as the number of seniors in the County increases. However, new clients are assigned by the Community Care Program on a rotating basis, so the number assigned to us depends, in part, on how many providers there are in the county and that can change from year to year. In FY 07 we served 192 CCP clients and expect that number to increase in FY 08 and 09.

6. Identify the number of recipients your program has the capacity to serve In FY 07, HomeCare served 192 Community Care Program clients (those eligible for state support based on income).
7. Identify the number of persons you are currently serving In the first half of this fiscal year, HomeCare has already served 137 CCP clients, 71% of last year's total.
8. Identify the number of persons you anticipate serving in the next fiscal year 190
9. Does your organization have a waiting list? Yes No
- o If yes, identify the number of persons on the waiting list: N/A
10. Is there a fee to participate in the program? Yes No
- o If yes, indicated how much and for what purpose: Community Care Program clients who have incomes below the poverty level pay nothing. Those whose incomes are slightly higher pay a small co-payment based on a sliding scale determined by the State. Anyone who has assets that are too high to qualify for the subsidized program is offered service in our private pay program, paying a fee ranging from \$14.50 to \$20.00 per hour. These fees cover the full cost of service and no township, city, or other public funds are used to subsidize private pay clients.
11. Program Service Area:
- Urbana only (If not entire city, then define area by street boundaries)
 - Other (specify % of Urbana residents served and specific area of Urbana served, if applicable)
- We serve all of Champaign County. In FY 07 approximately 37% of the HomeCare CCP clients served lived in Urbana.
12. Using the table below, answer the following questions:

FAMILY SIZE	EXTREMELY LOW INCOME 30% MFI	VERY LOW INCOME 50% MFI	LOW INCOME 80% MFI
1	\$13,150	\$21,900	\$35,050
2	\$15,050	\$25,050	\$40,100
3	\$16,900	\$28,150	\$45,100
4	\$18,800	\$31,300	\$50,100
5	\$20,300	\$33,800	\$54,100
6	\$21,800	\$36,800	\$58,100
7	\$23,300	\$38,300	\$62,100
8	\$24,800	\$41,300	\$66,150

- a. How many persons in each category will your program serve? b. Of those, how many live in Urbana?

Extremely Low	143	Live in Urbana	53
Very Low	34	Live in Urbana	13
Low	13	Live in Urbana	5

13. Your Fiscal Year Begins July 1, 2008 Ends June 30, 2009

14. a. From the **CONSOLIDATED PLAN FOR PROGRAM YEARS 2005-2009: GOALS, STRATEGIES, & ACTIVITIES** (Attachment A), list the specific strategy or strategies your program addresses.

- Goal 5, Strategy 4
-
-
-
-
-

- b. Describe briefly how your program addresses each strategy:

- HomeCare provides essential, hands-on assistance with personal and household activities that have become difficult for seniors to perform independently due to reduced physical or mental abilities. While otherwise able to continue living at home, these limitations in grooming, nutrition, shopping, cleaning and laundry, threaten that independence. The program is specifically for those with low assets. The services are provided free of charge to the senior or with a small state-determined co-pay (up to \$2.00 per hour).
-
-
-
-

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

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

1. Activities of daily living for seniors will be accomplished to meet the needs of the senior thereby allowing them to remain at home with as much independence as possible
2. Seniors will remain in their preferred environment (home) as long as safely possible
3. Seniors express that the services were instrumental in allowing them to remain at home

- b. Explain how you will measure the long-term impact of the activity on the clients and/or the Community:
1. Client satisfaction surveys
 2. Agency statistical and demographic reports
 3. Community response
- c. Please explain the indicators you will use to measure the impact on the community or on the lives of persons assisted:
1. 90% of seniors who return surveys will report that activities of daily living are accomplished to meet their needs and increase their safety.
 2. 85% of clients avoid nursing home placement for six months or longer
 3. 85% of these seniors feel that the services they received helped them to remain in their own homes

C. BUDGETARY INFORMATION

ATTACH the following to this application:

- Your actual agency budget for the current fiscal year (FY 07-08).
- A preliminary agency budget for the fiscal year for which you are applying for funds (FY 08-09).
- All agency staff positions by job title, number in each position, and current annual salary amount per each position.

These budgets should address the agency as a whole, not just the individual program for which you are applying. Please contact the Grants Management Division if you have any questions.

Categories which should be addressed in each budget include the following:

Personnel Services:	Materials & Supplies:	Contractual Services:	Capital Outlay:
Salaries & wages, overtime payments, social security, health insurance, fringe benefits	Office supplies, building maintenance supplies, printed materials, gas, oil, food, etc.	Maintenance contracts, printing, postage, insurance, utilities, vehicle repairs, rent, travel and training costs	Vehicles, office and building equipment and furniture

D. AGENCY/PROGRAM REVENUE FUNDING SOURCES

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

Funding Source	Amount Received	
	FY 06-07	FY 07-08
City of Urbana/Cunningham Township	\$16,219	\$16,706
Fees	\$100,255	\$105,700*
Donations	\$21,954	\$19,200*
United Way	\$42,200	\$42,200
State Revenue (grants and contracts)	\$253,960	\$271,800*
City of Champaign	\$2,019	\$6,981
Misc.	\$3,292	\$3,400*
* estimate; actual amount will not be known until end of fiscal year		
Total Revenue Sources	\$439,899	\$465,987

D2. List the name of the funding source and the requested amount for next fiscal year. Enter the status of the funding commitment by entering the appropriate option from the following list of choices: Funding Secured (FS), Awaiting Final Approval (AFA), Awaiting Response (AR), or Status Unknown (SU). Calculate the percentage of the total budget; include all government funding from Federal, State, County, and other cities.

Funding Source	Requested Amount (FY 08-09)	Commitment Status	% of Total Budget
Requested from City of Urbana/Cunningham Township	\$17,207	AR	4%
Fees	\$106,000	SU	22%
Donations	\$20,500	SU	4%
United Way	\$42,200	AFA	9%
State Revenue (grants and contracts)	\$276,891	SU	59%
City of Champaign	\$6,981	AR	1%
Misc.	\$3,300	SU	1%
			%
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Total Agency/Program Anticipated Budget for FY 08-09	\$473,079		100%

D3. If you do not receive the full amount of funding requested, explain the impact partial funding would have on the program:

The impact of partial funding would depend on the level of that funding. The amount of our request includes a 3% cost of living adjustment from our FY 07-08 grant. Were we to receive substantially less funding, it might become necessary to reduce direct service staff and thus reduce client service. We have already reduced all other expenses as far as we can and still operate the program.

E. AUTHORIZATION AND SIGNATURE SHEET

E1. We, the undersigned duly-authorized agents of (name of organization) Family Service of Champaign County:

- A. Do hereby state, to the best of our knowledge the information contained in this application for the Consolidated Social Service Funding (CSSF) grant is true and correct.
- B. Understand the CSSF funds are disbursed on a reimbursement basis, and assure that the funds will be administered by the applicant.
- C. Understand that the laws and regulations of the US Department of Housing & Urban Development (HUD) and/or the City of Urbana will govern any CSSF funding resulting from this application.
- D. Agree to enter into an Agreement with the City of Urbana for its FY 2008-2009 CSSF grant and will adhere to all Program requirements.

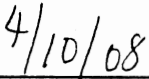
E2. If a grant is awarded on the basis of this application, all project information detailed in the application will be implemented accordingly, becoming a part of the Contract/Agreement and the project shall commence within ninety (90) days of new grant period, which begins July 1, 2008.

CHIEF AGENCY OFFICIAL:

Sheryl Bautch
Name (Print)


Signature

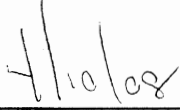
Executive Director
Title


Date

CHAIRPERSON OF THE BOARD:

Eric Boland
Name (Print)


Signature


Date

**CITY OF URBANA/CUNNINGHAM TOWNSHIP
FAMILY SERVICE OF CHAMPAIGN COUNTY APPLICATION FOR FUNDING
FY 2008-2009**

Agency Mission Statement: Supporting people across the generations by providing quality human services.

Brief Overview of Agency Services and Programs: Family Service has nine programs that serve families and individuals of all ages. We provide direct services and also both comprehensive and specialized information and referral to other community services and resources. Our programs serving seniors and their families include HomeCare, Senior Transportation, Meals on Wheels, the Retired and Senior Volunteer Program (RSVP), and Senior Counseling & Advocacy (which includes the following services: information & referral, outreach, counseling, senior protective services, self-neglect services, and caregiver support). Our Family Support programs, which serve families and individuals of all ages, include Counseling, Children First, First Call for Help and the Self-Help Center. As a provider of information & referral services, Family Service produces several print directories (the HelpBook and the Support Group Directory) that are distributed to the community free of charge and we also make our information databases available to the community through HelpSource (www.helpsource.org) and through our own website (www.famservcc.org).

FAMILY SERVICE
BOARD OF DIRECTORS
Revised March, 2008

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**Family Service of Champaign County
Total Agency Budgeted Expenses**

	Budget Fiscal 2008	Preliminary Budget Fiscal 2009
Wages & Salaries	\$1,062,754	\$1,064,438
Fringe Benefits	\$169,188	\$168,738
Occupancy Costs	\$66,554	\$61,460
Supplies and Equipment	\$33,701	\$34,200
Telephone	\$7,163	\$7,000
Postage and Printing	\$26,219	\$27,000
Fees and Services	\$14,215	\$16,465
Travel, Parking & Client Transportation	\$77,197	\$71,700
Training, Marketing & Volunteer Recognition	\$26,749	\$26,500
Dues and License Fees	\$1,970	\$2,000
Insurance	\$15,132	\$16,500
Meals on Wheels Food Expense	\$86,050	\$86,050
Client Expenses	\$23,875	\$23,475
Misc. Expenses	\$1,200	\$1,200
Total Expenses	\$1,611,967	\$1,606,726

**Family Service of Champaign County
HomeCare Budgeted Expenses**

	Budget <u>Fiscal 2008</u>	Preliminary Budget <u>Fiscal 2009</u>
Wages & Salaries	\$366,102	\$366,894
Fringe Benefits	\$49,632	\$49,071
Occupancy Costs	\$7,177	\$6,674
Supplies and Equipment	\$6,635	\$6,345
Telephone	\$1,187	\$1,200
Postage and Printing	\$2,113	\$2,200
Fees and Services	\$3,561	\$3,300
Travel, Parking & Client Transportation	\$27,667	\$27,600
Training, Marketing & Volunteer Recognition	\$4,927	\$4,000
Dues and License Fees	\$291	\$300
Insurance	\$4,036	\$4,845
Meals on Wheels Food Expense	\$0	\$0
Client Expenses	\$500	\$500
Misc. Expenses	\$328	\$150
Total Expenses	\$474,156	\$473,079

Family Service of Champaign County
 Agency Staff Positions Fiscal Year 2008

Job Title	Number in <u>Each Position</u>	Total FTE's <u>Each Position</u>	ANNUAL	
			Lowest <u>Salary</u>	Highest <u>Salary</u>
BOOKKEEPER	1	0.67	23,633	23,633
CASE WORKER	10	8.23	20,391	30,908
CLERICAL	4	3.53	16,740	21,586
CONTROLLER	1	1	43,104	43,104
COORDINATOR	9	6.13	16,730	25,047
DIRECTOR	4	3.5	34,858	39,585
EXECUTIVE DIRECTOR	1	1	62,859	62,859
I & R SPECIALIST	2	1.8	18,823	18,980
MANAGER	3	3	27,173	35,042
THERAPIST	3	1.5	24,000	28,656

	Number in <u>Each Position</u>	Total FTE's <u>Each Position</u>	Lowest	Highest
			<u>Hourly Rate</u>	<u>Hourly Rate</u>
HOME CARE ASSISTANTS	31	14.39	7.50	9.50
MODERATORS	5	0.2	27.31	27.31
CLINICAL COUNSELING SUPERVISOR	1	0.08	40.15	40.15

FAMILY SERVICE OF CHAMPAIGN COUNTY TABLE OF ORGANIZATION

