

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

(Greater Community AIDS Project - GCAP, Project No. 0809-CSSP-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 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 \$3,000.00 in Community Development Block Grant funds, to provide salary support for the delivery of case management and support services, as well as transitional housing and one-on-one counseling, for persons living with HIV/AIDS 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:



APPROVED by the Mayor this 11th day of July,

2008.

Laurel Lunt Prussing
Laurel Lunt Prussing, Mayor

Agreement # 0809-CSSP-02

CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT

AGREEMENT

SUBRECIPIENT NAME: Greater Community AIDS Project (GCAP)
PROJECT NO. 0809-CSSP-02
PROJECT ADDRESS PO Box 713, Champaign IL 61824
CFDA No. 14.218

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

WITNESSETH

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and, as an entitlement community, the City will receive an entitlement of Community Development Block Grant (hereinafter "CDBG") funds for the period beginning July 1, 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: _____
3. The City agrees to grant to the Subgrantee the sum of \$3,000.00
(Three Thousand 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-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 three (3) 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:

Teri McCarthy, Executive Director
Greater Community AIDS Project (GCAP)
PO Box 713
Champaign, IL 61824

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

CITY

BY: *Paul Junt Pura*

DATE: 7/12/08

ATTEST: *Sheryl Bantuk*

DATE: 7/15/08

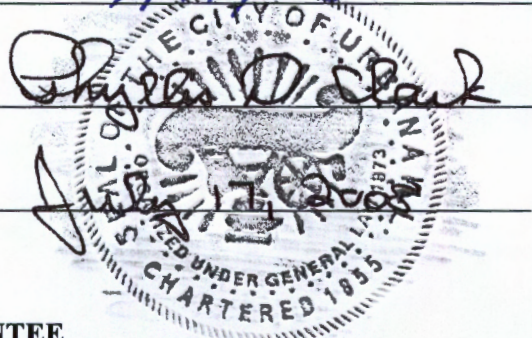
SUBGRANTEE

BY: *Sheryl Bantuk*

DATE: 7-15-08

ATTEST: *Sheryl Bantuk*

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): Teri McCarthy

Signature: Teri McCarthy

Title: Director

Date: 7-15-08

**ATTACHMENT B
ASSURANCES**

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

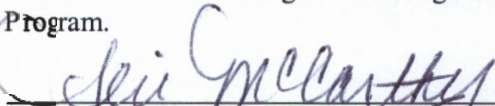
1. It possesses legal authority to receive CDBG Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances 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.

These assurances are signed with regard to Subgrantee Project No. 0809-CSSP-02 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-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-CSSP-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 services, by working with each individual client and endeavoring to empower them so that they can live an independent and self-directed life free from prejudice. Services include procurement of decent housing/shelter, skills for independent living, nutrition and meal planning, and educational support and outreach.

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.

Family Size	Income Not To Exceed	Family Size	Income Not To Exceed
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: 300

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 \$3,000. 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 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.
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: Greater Community AIDS Project
Address: P.O. Box 713, Champaign, IL 61824
Signed by: Shirley McCarthy
Title: 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:	Greater Community AIDS Project
2.	Address:	PO Box 713, Champaign, IL 61824
3.	Contact Person:	Teri McCarthy
4.	Telephone No:	217-351-2437
5.	FAX No:	217-351-2194
6.	E-mail Address:	terimccarthy@hotmail.com
7.	Year Established / Incorporated:	1985
8.	Type of Applicant: (Please check one):	<input type="checkbox"/> Unit of Government, <input checked="" type="checkbox"/> Public Non-Profit, <input type="checkbox"/> Private Non-Profit
9.	Tax ID Number:	37-1189518
10.	Amount Requested:	\$7,000
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: GCAP Resident and Client Services

2. Describe **in detail** program to be funded: The program money we are requesting is for salary support for the delivery of case management and support services provided by the Greater Community AIDS Project (GCAP). We provide transitional housing and one on one counseling for people living with HIV/AIDS. The GCAP staff dedicates many hours to counseling and strategizing in order to create a coordinated living plan for each person who enters the program. Staff helps clients to develop short and long term goals and helps them to find and utilize the resources to meet those goals. We also meet with residents of Champaign House a minimum of once weekly and a minimum of once a month for clients in the Shelter Plus Care Program to establish a consistent, reliable source of guidance. Establishing and/or maintaining stability in the lives of HIV/AIDS clients is crucial since the circumstances of their lives are often turbulent or even spinning out of control due to medical, financial and housing issues. Our emergency assistance program provides clients in need with direct assistance for medicines, rent and utilities. Our clients are allotted up to \$500 per year, per person as our funds allow and all referrals are made by Case Managers from C-U Public Health. Last year, GCAP provided our clients with \$40,000 in emergency grant assistance. Our food program allows all of clients the ability and freedom to shop in an atmosphere without fear of being "outed" due to their medical status and gives them a chance to socialize with other clients, meet with case workers and get food that is essential to enable HIV/AIDS medications to do their job. Our staff works very closely with the Regional Planning Commission and the Continuum of Care who administers and oversees the Shelter Plus Care funding to ensure that our clients receive the best services available. We often find ourselves advocating for fair and equal housing rights for our clients, working hard to keep them away from people who are likely to take advantage of them. In short, GCAP works with each individual client and endeavors to empower them so that they can live an independent and self directed life free from prejudice. GCAP works specifically on procurement of decent housing/shelter, skills for independent living, nutrition and meal planning via our food program and educational support and outreach.

3. Program Director/Manager: Teri McCarthy

4. Telephone Number: 217-351-2437

5. Program is a: ☐ New Program ☒ Continuation of Existing Program, started: 1993

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

GCAP currently utilizes between 12-20 housing vouchers through the Shelter Plus Care Program and provides case management services to all of the clients in that program. GCAP acquired another 11 housing vouchers through HUD for the Permanent Housing Assertive Community Treatment (PHACT) program which will provide case management and work as a part of a multi-disciplinary team to include mental health, substance abuse and HIV/AIDS services. The PHACT program is being administered through the Mental Health Center of Champaign County. In addition to this, GCAP recently received a substantial grant from the Illinois Dept. of Public Health with which we purchased a home that has 3 apartment units in it. The 3 apartments are now being used for housing with the potential to serve an additional 10 people living with HIV/AIDS in our community

6. Identify the number of recipients your program has the capacity to serve 5 people at Champaign House, 15 people in Shelter Plus Care, 175 persons in the food program, 10 people at State Street House, and so far this year we have given out 96 emergency grants for rent, utilities and medicines.

7. Identify the number of persons you are currently serving 251 between housing and emergency assistance

8. Identify the number of persons you anticipate serving in the next fiscal year 300

9. Does your organization have a waiting list? ☐ Yes ☒ No

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

10. Is there a fee to participate in the program? ☐ Yes ☒ No

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

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)

Based on the 251 individual emergency assistance grants that were honored in 2007 (and the clients we have the most demographic information on), 39% are from Urbana, 41% from Champaign, 15% are from areas outside Champaign County and the balance of the people come from sources including the Dept. of Corrections and the migrant or transient population.

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	186	Live in Urbana	66
Very Low	65	Live in Urbana	28
Low		Live in Urbana	

13. Your Fiscal Year Begins January 1, 2008 Ends December 31, 2008

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.

- o Address issues faced by certain special populations, such as seniors and individuals in need of supportive service
- o Provide assistance for affordable permanent housing for persons with targeted disabilities
- o Encourage appropriate are social service agencies to provide additional economic assistance for persons who pay out-of-pocket expenses for medical and psychological services

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b. Describe briefly how your program addresses each strategy:

- As the Director of GCAP, I actively participate in the Continuum of Care group and the Council of Service Providers to the Homeless who address the issues faced by people with varying disabilities or conditions who are in peril of becoming homeless.
- Housing vouchers for our HIV positive clients through the Shelter Plus Care and PHACT programs.
- We also provide one on one counseling and basic case management services to our clients living in our transitional house (Champaign House), permanent house (State Street House) and in the Shelter Plus Care Program and by being a key agency in the Permanent Housing Assertive Community Treatment (PHACT) .
- Not only does GCAP encourage area social service agencies to provide additional assistance to people in need through our involvement with groups like the Human Services Council but we also provide economic assistance to our clients as well. Last year we provided \$40,000 in assistance in the areas of rent, utilities and medicines and we also provide additional assistance for people who take part in psychological counseling through our partnership with Family Services
-

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:

The desired outcomes of the services provided by our organization include: 1.) People living with HIV/AIDS in the GCAP service area will have access to safe and secure permanent housing. 2.) People living with HIV/AIDS in the GCAP service area will have the means to gain or maintain permanent secure housing. 3.) People living in our community with HIV/AIDS will have the resources and support necessary to live with stability and with a good quality of life.

- b. Explain how you will measure the long-term impact of the activity on the clients and/or the Community:

GCAP will track its performance by tracking the number of individuals who reside in Champaign House, State Street House, Shelter Plus Care and the PHACT Program. We will also follow through with each of our clients in these programs with case management support for at least one year following their departure from Champaign House. We also monitor how much emergency assistance is needed in a year's time, using it as an indicator of the level of stability the client is experiencing.

- c. Please explain the indicators you will use to measure the impact on the community or on the lives of persons assisted:

1.) Monitor the number and level of emergency assistance grants for housing, utilities and medicine 2.) Track and monitor the number of clients who took part in individual counseling and training in quality of life, living skills and harm reduction services.

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		
Broadway Cares	\$5,000	\$5,000
City of Urbana & Cunningham Township	\$7,000	\$7,000
Emergency Food & Shelter Program	\$5,399	\$5,740
Food Program (CUPHD)	\$15,000	\$15,000
Housing of Persons with AIDS	\$20,000	\$20,000
United Way (designations)	\$2,533	\$5,385
United Way (allocation)	\$18,500	\$18,500
Fundraising	\$58,399	\$78,000
Donations	\$12,000	\$5,337
Illinois Dept. of Public Health (one time grant for purchase of house)	0	\$300,000
Department of Commerce and Economic Opportunity (DCEO)	0	\$10,000
Total Revenue Sources	\$143,831	\$481,962

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			%
City of Urbana & Cunningham Township	\$7,000	SU	1.53%
Broadway Cares	\$5,000	SU	1%
Emergency Food & Shelter Program	\$5,740	AFA	1.25%
Food Program (CUPHD)	\$15,000	AFA	3.3%
Housing of Persons With AIDS (HOPWA)	\$20,000	FS	4.4%
United Way (designations)	\$4,000	SU	.08%
United Way (allocations)	\$18,500	AFA	4.1%
Fundraising	\$65,500	SU	14.4%
Donations	\$5,000	SU	1%
Dept. of Commerce & Economic Opportunity (DCEO)	\$10,000	FS	2.2%
IL Dept. of Public Health (one time grant w/ \$\$ spent)	\$300,000	FS	66%
			%
			%
			%
			%
			%
			%
			%
			%
Total Agency/Program Anticipated Budget for FY 08-09	\$455,740		100%

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

The grant pool is shrinking and we struggle to keep providing the amount and quality of services needed to ensure success. Put very simply, we would not be able to serve the number of clients we currently take care of and most certainly would not be able to look to the future of helping the ever-growing population of people affected by the HIV/AIDS virus in our community.

E. AUTHORIZATION AND SIGNATURE SHEET

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

- 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:

Teri McCarthy
Name (Print)

Executive Director
Title

Teri McCarthy
Signature

4-7-08
Date

CHAIRPERSON OF THE BOARD:

Andrea Rundell
Name (Print)

Andrea L Rundell
Signature

4-8-08
Date

Greater Community AIDS Project (GCAP)

Mission Statement & Agency Overview

GCAP Mission Statement: To address the needs of those affected by HIV & AIDS and to educate the public about HIV & AIDS.

Agency Overview: The Greater Community AIDS Project is a 22 year old, grassroots, 501 © 3, not-for-profit organization. GCAP was initiated by members of the gay community in Champaign-Urbana in response to the impact HIV/AIDS was having on the community in the mid-1980's. The work of GCAP is overseen by a volunteer Board of Directors, staffed by 2 part-time and one full-time employee, with all programs and projects implemented by volunteers.

GCAP owns and operates Champaign House, a transitional shelter for HIV+ persons who are, or are in danger of, becoming homeless as well as State Street house with 3 apartments for independent HIV housing with case management. Through Champaign House and the Shelter Plus Care program, consumers receive basic case management services so that they can become more stable and independent. GCAP also provides a bi-monthly food program which provides an off-site food pantry, organizes and supports a "positive to positive" self-help group, and makes direct financial assistance grants for rental deposits, rent, utilities, food, emergency housing and many other direct service immediate emergency needs.

The vast majority of consumers served by GCAP are in the below \$10,000 annual income category. Consumers are referred to GCAP by HIV/AIDS case managers from the Champaign-Urbana Public Health Department, Carle Hospital, Prairie Center for Substance Abuse and the Mental Health Center. Consumers are from diverse ethnic and racial groups, ages and sexual orientations. As an agency, GCAP is completely non-discriminatory and confidential in its services to the HIV/AIDS population. Residents of a 10-county AIDS Consortium area are eligible for our services and support. We currently serve 175 individual consumers with our food program, 251 individual consumers were served last year with our emergency grant outreach, and we can house up to 5 consumers in transitional housing and 10 people in independent housing.

It is GCAP's goal to transition residents and stabilize consumers into permanent, self directed, independent living. Consumers are not charged for these services, nor are they charged for access to any GCAP program. By doing this, GCAP makes it possible for consumers to save or apply their own limited resources to expenses associated with obtaining or maintaining independent, self directed living arrangements whenever possible.

GCAP pays for emergency grants (up to \$500 annually) for consumers in the areas of rent deposits, back rent, utility assistance, as well as the occasional interim medicine needed to maintain independent living. In many cases we find that consumers still must sometimes choose between food and getting the proper shelter and/or medical treatment. Thus we moved our Harvest to Home food program into the category of "emergency assistance/basic needs".

Grant money and donations will be used to meet the ever rising need for our emergency assistance programs. Specifically, we will use the funds to help offset expenses incurred for salary support of Champaign House and case management services.

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Manager/Bookkeeper
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Income					
Donations	Donations/Memorials	2,000			
	TOTAL		2,000		
Fundraisers and Benefits	AIDS Walk	4,000			
	AAA	95,000			
	Holiday Gala 2008	15,000			
	Benefits - other	0			
	TOTAL		114,000		
Grants	Broadway Cares	5,000			
	City of Urbana	7,000			
	CUPHD	0			
	EFSP	5,000			
	Food Program	20,000			
	HOPWA	20,000			
	United Way (allocation)	18,500			
	United Way (designation)	4,000			
	DCEO	10,000			
	IDPH Deferred	85,000			
	TOTAL		174,500		
Interest		8,400			
	TOTAL		8,400		
Membership		1,500			
	TOTAL		1,500		
State Street House Income		20,100			
	TOTAL		20,100		
	TOTAL INCOME			320,500	320,500

★ Please note that the GCAP fiscal year is Jan 1 - Dec. 31. Consequently, we do not have a preliminary budget for our 2009 fiscal year. If you would like us to submit a copy later in the year, we would be happy to.

Expenses			
Administration			
	Bank Fees	200	
	Director Fringe 5%	205	
	Director Salary 5%	1,900	
	Equipment	3,000	
	Insurance (Board and Office)	4,080	
	Legal and accounting	5,000	
	Meetings/staff development	2,000	
	Miscellaneous	5,000	
	Office Manager Fringe 15%	360	
	Office Manager Salary 15%	1,750	
	Payroll Taxes - Director	145	
	Payroll Taxes - Office Manager	135	
	Printing	250	
	Postage	750	
	Staff Mileage	200	
	Supplies	1,200	
	Telephone/Utilities	2,400	
	TOTAL		28,575
Champaign House			
	Equipment/Supplies	3,600	
	Furnishing	1,000	
	Insurance	3,000	
	Live-in Stipend	3,000	
	Maintenance	8,000	
	Misc	1,000	
	Resident Recreation	350	
	Utilities	4,800	
	TOTAL		24,750
Direct Assistance			
	Health	13,500	
	Misc	1,750	
	Utilities	17,250	
	Rent	17,500	
	TOTAL		50,000
Education Programs			
	GCAPSULE	500	
	Public Information/Education	6,813	
	TOTAL		7,313

Food Program				
	Contractual Employee	1,200		
	Food	14,000		
	TOTAL		15,200	
Fundraising Expenses				
	AAA Art Show	10,000		
	AAA Artist Contracts	35,000		
	AIDS Walk	1,500		
	Holiday Gala	2,000		
	TOTAL		48,500	
Indirect Fundraising				
	Director Fringe 5%	205		
	Director Salary 5%	1,900		
	Office Manager Fringe 15%	360		
	Office Manager Salary 15%	1,750		
	Payroll Taxes -- Director	145		
	Payroll Taxes -- Office Manager	135		
	Insurance	467		
	TOTAL		4,962	
Program Expenses				
	Director Fringe 90%	3,700		
	Director Salary 90%	33,835		
	Office Manager Fringe 70%	1,680		
	Office Manager Salary 70%	8,160		
	Payroll Taxes- Director	2,600		
	Payroll Taxes - Office Manager	625		
	Liability Insurance	2,800		
	Case Manager	7,800		
	TOTAL		61,200	
State Street House Expenses				
	Equipment and Furnishings	5,000		
	Insurance	3,000		
	Maintenance	20,000		
	Renovations	20,000		
	Utilities	2,000		
	TOTAL		50,000	
Develop Cash Reserve		30,000	30,000	
EXPENSES TOTAL			320,500	320,500

GCAP Agency and Program Staff positions

<u>Job Title</u>	<u># in each position</u>	<u>Current Annual Salary</u>
Executive Director	1	\$39,000
Office Manager/Bookkeeper	1	\$11,440 (\$11/hr, 1/2 time)
Resident Supervisor	1	\$3,000 (\$250/month stipend)

GCAP Organizational Chart

