

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

(Mental Health Center of Champaign County - Roundhouse
Youth Shelter, Project No. 0809-CSSP-03)

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 \$4,000 in Community Development Block Grant funds, to provide safe shelter to runaway and homeless youth and to alleviate the problems that lead to the youth's situation in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

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

PASSED by the City Council this 7th day of July,
2008 .

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

NAYS:

ABSTAINS:



[Signature]
Clark, City Clerk

APPROVED by the Mayor this 11th day of July,
[Signature]

2008 .

[Signature]
Laurel Lurt Prussing, Mayor

CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT

AGREEMENT

SUBRECIPIENT NAME: Mental Health Center of Champaign County
PROJECT NAME: Roundhouse Youth Shelter
PROJECT NO. 0809-CSSP-03
PROJECT ADDRESS 1801 Fox Drive, Champaign
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 Mental Health Center 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 FY2008-2009 CDBG program funds to: Provide a safe haven for runaway and homeless youth, as described in Attachment D of this Subrecipient Agreement.
3. The City agrees to grant to the Subgrantee the sum of \$4,000.00 (Four 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-03 (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;

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

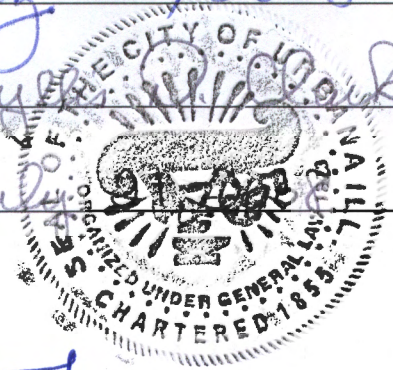
CITY

BY: Janel Junt Prising

DATE: July 21, 2008

ATTEST: [Signature]

DATE: July 21, 2008



SUBGRANTEE

BY: Shirley Fagus

DATE: July 17, 2008

ATTEST: Lisa Benson

DATE: 7-17-08

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): Sheila Ferguson

Signature: Sheila Ferguson

Title: CEO

Date: July 17, 2008

Attest: Lisa Benson

ATTACHMENT B
ASSURANCES

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

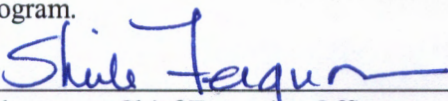
1. It possesses legal authority to receive CDBG Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances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

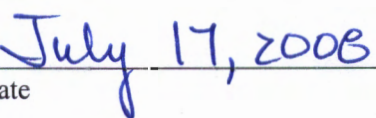
- D. Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given lower-income residents of Champaign County and contracts for work in connection with the project be awarded to eligible business 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-03 of the Urbana CDBG Program.


Subgrantee: Chief Executive Officer



Attest

Date

ATTACHMENT C
STATEMENT OF SPECIAL CONDITIONS

Subgrantee understands and agrees that it is a subrecipient of Urbana CDBG Program and is eligible to receive funds for Subgrantee Project No. 0809-CSSP-03 pursuant to this Agreement.

The following conditions, in addition to those established in the Agreement itself, and other attachments thereto, and federal, state, county and city laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive CDBG Program Assistance for Subgrantee Project No. 0809-CSSP-03.

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

SCOPE OF SERVICE

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

2. Subgrantee shall be responsible for administering the program herein described, utilizing funds from the CDBG Program in a manner satisfactory to the City and consistent with any standards required as a condition of providing these funds. Such program shall include the following activities eligible under the CDBG Program.

A. Program Delivery

The Subgrantee shall provide a suitable living environment which includes increasing access to quality public and private facilities, and services. Services including a 24/7 crisis hotline, shelter, food, clothing, supervision, individual and family counseling, group counseling, recreation, educational skills building, case management, and advocacy will provide those living at the shelter a better quality of life.

B. General Administration

The Subgrantee shall provide all necessary staffing, materials, meeting sites, and anything else necessary to facilitate the services/project described above. Subgrantee shall maintain records related to the number of persons served under this grant along with documentation of income eligibility, as well as appropriate financial documentation of the expenses of the program and how funds received under this Agreement are disbursed.

3. Subgrantee certifies that activities carried out with funds provided under this Agreement shall meet one of the CDBG Program's National Objectives which is to benefit low-income persons as defined in 24 CFR Part 570.208. Therefore Subgrantee understands and agrees that activities funded under this Agreement shall benefit families/individuals within the following income guidelines. Income limits are subject to periodic revision by HUD.

<u>Family Size</u>	<u>Income Not To Exceed</u>	<u>Family Size</u>	<u>Income Not To Exceed</u>
1	<u>\$21,900</u>	5	<u>\$33,800</u>
2	<u>\$25,050</u>	6	<u>\$36,300</u>
3	<u>\$28,150</u>	7	<u>\$38,800</u>
4	<u>\$31,300</u>	8	<u>\$41,300</u>

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: Licensed eight (8) bed facility

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 \$4,000.00. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified below. The City shall make payments to the Subgrantee as reimbursement of expenses related to the administration and expenses of the program activities as stated in Article 2. The City shall make payment to Subgrantee within 21 calendar days of receipt of an acceptable billing from Subgrantee. Acceptable billing shall include such documentation as outlined herein.

LINE ITEMS AND DOCUMENTATION NEEDED:

K09-1-5300- 3970

The initial request for reimbursement submitted by the Subgrantee to the City shall include the following supporting documentation: canceled checks, and paid receipts or copies of invoices.

FOR Public Service Grants: With each subsequent request for reimbursement on a quarterly basis, Subgrantee shall submit copies of Certification of Income forms signed by the parents/guardians of the youth served (or other such documentation as agreed upon between the City and the Subgrantee). Ethnic information for each person served shall also be submitted.

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 31, January 31, April 30, and no later than July 31. 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: Mental Health Center of Champaign

Address: 1801 Fox Drive, Champaign IL 61821

Signed by: Shirley Ferguson

Title: CEO

Date: July 17, 2008



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:	Mental Health Center of Champaign County, Inc.
2.	Address:	1801 Fox Drive, Champaign, Il 61820
3.	Contact Person:	Lisa Benson
4.	Telephone No:	217-693-4627
5.	FAX No:	217-398-8568
6.	E-mail Address:	lbenson@mhcenter.org
7.	Year Established / Incorporated:	1957
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:	37-091398
10.	Amount Requested:	\$21,100
11.	Funded History:	<input type="checkbox"/> Funded FY 07-08 <input type="checkbox"/> Not Funded FY 07-08 <input checked="" 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: Roundhouse Youth Shelter

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

3. Program Director/Manager: Lisa Benson

4. Telephone Number: 217-693-4627

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

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

Funding is requested to assist with the staffing/operating costs for Roundhouse. The funding will provide continued support for one full-time House Counselor position. The Roundhouse requires at minimum 4.5 FTE to deliver 24 hour, 7 days a week services. Currently the Roundhouse is operating with a substantial funding deficit. If funding through the City of Urbana is granted, it would increase the sustainability of the Roundhouse.

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

7. Identify the number of persons you are currently serving At the end of the third quarter, March 2008, the Roundhouse has had 51 shelter admissions and provided service to approximately 254 youth / families.

8. Identify the number of persons you anticipate serving in the next fiscal year Roundhouse anticipates having 70 admissions to the shelter and providing service to 300 youth/families.

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)

The Roundhouse primarily serves youth from Champaign, Ford, and Iroquois counties, however can provide shelter to runaway youth from other states that present in Champaign County. Residents of Roundhouse do not have a residence considered safe and stable at the time of admission. Of those served who are homeless,

over 75% indicate prior residence in Urbana, Champaign, or Champaign County.

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	60%- estimating 40	Live in Urbana	* see 11a
Very Low	39%-estimating 25	Live in Urbana	* see 11a
Low	1%- estimating 6	Live in Urbana	*see 11a

13. Your Fiscal Year Begins July 2008 Ends June 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.

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

b. Describe briefly how your program addresses each strategy:

- o Goal 5, Strategy 2 "Encourage appropriate area social service agencies to expand recreational, educational, and cultural opportunities and alternatives for very low-income youth and young adults" : The Roundhouse provides services to extremely low income households, with specific focus on providing services to the at-risk youth in the family. The needs of the youth are assessed, including focus on recreational, educational, and cultural needs. When needs are identified in these areas, staff work to involve the youth in relevant activities. Recreation programming at the Roundhouse is a forum for positive youth development and is

provided regularly. Recreational services take place on-site, in the community, or in recreational facilities in our area. Recreation activities occur up to seven days a week, and range from participation in games and sports to attendance at a community events. All activities are opportunities for the youth to gain social skills in real life situations. Through community support, the Roundhouse receives donations of equipment, supplies, and free passes to community facilities such as swimming pools, miniature golf courses, movie theaters, and bowling alleys. A community membership provided by the Champaign County YMCA has proven to be invaluable in providing youth opportunities for physical activity and a sense of community connection.

- . Goal 5, Strategy 5 "Support efforts by local service providers to area youth to increase supportive services available to at-risk youth" & Goal 6, Strategy 1, Activity 2 "Provide support to emergency and transitional shelters through Consolidated Social Service Pool fund allocations": The Roundhouse provides temporary shelter to runaway and homeless youth who may or may not be pregnant and /or parenting. While at the Roundhouse, basic needs such as clothing, food, and shelter are available. The Roundhouse provides three meals per day plus snack options. To promote positive youth development, the Roundhouse youth participate in weekly meal planning, at which time they learn independent living and life skills. If a youth presents with special dietary needs (i.e. diabetes) such accommodations will be made. A nutritional specialist is available for consultation as needed. The shelter is staffed 24 hours a day, 365 days a year to ensure supervision and safety of all youth present. Roundhouse House Counselors provide all youth of the Roundhouse with daily support. Social skills and life skills interventions are provided regularly. Group topics are driven by needs identified during the Ansell-Casey Life Skills Assessment and group counseling is provided in conjunction with the ongoing activities at the shelter and attends to the needs of the current group of residents. All group services focus on positive youth development. Additionally, the Roundhouse operates a 24 hour crisis line that is linked to the National Runaway Switchboard. All referrals for MHC services for at risk youth and their families who are runaway or homeless and may or may not be pregnant and /or parenting are taken via the Roundhouse crisis line.
-
- Goal 5, Strategies 7 "Support development of a program(s) by areas agencies to provide transitional housing services and/or foster care to teen parents of young children" & Goal 6, Strategy 2, Activity 3 "Encourage expansion of transitional housing for women and children": The Roundhouse provides temporary shelter to runaway and homeless youth who may or may not be pregnant and /or parenting. Homeless pregnant and / or parenting teens can be provided short term immediate shelter at the Roundhouse while referrals are completed to longer term programs such as the Mental Health Center's Homeless Youth Program or the Supportive Transition Empowerment Program (STEP)- a transitional living program for runaway or homeless youth.
-
-
-

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 Roundhouse program intends to achieve the following with youth:

*Diversion of youth from the child welfare system and/ or juvenile justice system

*Improved communication skills

*Improved coping skills

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

Long-term impact will be measured through recidivism rates. The effectiveness of the services provided will decrease the likelihood that a youth will require shelter in the future resulting in lower recidivism.

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

*At least 70 youth will be provided shelter services including counseling, life skills assessment, and life skills and/or social skills training

*90% of the youth served will be diverted from the child welfare system and/or the juvenile justice system

*90% of youth/ guardians will report improved communication skills

*85% of youth served will not return to the Roundhouse as a runaway or homeless youth within one year

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	0	0
DHHS Basic Shelter	\$150,000	\$150,000
United Way	\$27,500	\$27,500
FEMA	\$5,964	\$5,937
DCFS Crisis and Short-Term Shelter	\$270,600	0
Contributions	\$5,337	\$12,550
Contract Services	0	\$2,000
Total Revenue Sources	\$459,401	\$197,987

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.

E. AUTHORIZATION AND SIGNATURE SHEET

- E1. We, the undersigned duly-authorized agents of (name of organization) Mental Health Center of Champaign County, Inc.:
- 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:

Sheila Ferguson
Name (Print)

Sheila Ferguson
Signature

Chief Executive Officer
Title

4/9/08
Date

CHAIRPERSON OF THE BOARD:

Jerry Ramshaw Board President
Name (Print)

Jerry Ramshaw
Signature

4/10/08
Date



Mental Health Center

CHAMPAIGN COUNTY



HIPAA Privacy Practices

crisis line 217.359.4141

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Who We Are

MISSION

The Mental Health Center educates, advocates, and helps build communities of well-being by providing individuals and families a range of prevention, intervention, and mental health treatment services. These services are culturally inclusive, client/family-focused, and recovery-centered through service excellence, mentoring, and leadership.

VISION

Our Mental Health Center seeks to be the human services and mental health provider of choice because we demonstrate the ability to undertake challenges and succeed and we deliver exceptional and competent services focused on our clients, community, and employees.

We impact the mental health and human service system through education and advocacy so that there are sufficient resources to provide services without regard to payor source or ability to pay.

We develop and deliver services within our scope of mission and stewardship responsibilities.

VALUES

Heroism

Our clients may face life issues and disease, but continue on their road to recovery despite adversity, encouraging each other. Our staff and volunteers work to encourage positive change. Our Board makes difficult decisions and leads the organization in order to answer community needs, despite stigma and financial challenges.

Optimism

Our organization is outwardly focused and values community partnerships, while inwardly improving performance with optimism, humor, and persistence.

Passion

Our organization is made up of passionate people. We value people because minds matter: their diversity, their thoughts, their actions, and passion.

Empowerment

We strive to empower ourselves to achieve the best in stewardship, service, and recovery.

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Mental Health Center

OF CHAMPAIGN COUNTY



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Our Services

Information, Appointments and Referrals Access staff members assist individuals in providing general information regarding our behavioral health services and by helping callers select the resources that are most appropriate for their needs. In most cases, a brief intake screening form is completed over the phone and the appropriate appointments and referrals are provided to the caller. Contact the Access Department at (217) 398.8080.

Psychiatric Services Psychiatric evaluations and ongoing medication management services are available to Adults as well as Children and Adolescents.

Crisis Services This 24-hour, 365 days a year program includes both the Crisis Team and the Crisis Line. Clinicians respond to requests for face-to-face clinical assessments in Champaign County and to Crisis Line calls in Champaign and Ford Counties. The Crisis Team has working agreements with a number of local organizations within the community including: Provena Covenant Medical Center, Carle Foundation Hospital, Urbana Police Department, Champaign Police Department, U of I Police, U of I Counseling Department for students, faculty and staff. Clinicians provide intervention by conducting mental health assessments at various locations throughout the community, by supporting Crisis Line Volunteers, and by directly answering the Crisis Line.



Counseling Services

An outpatient therapy program that responds to the counseling needs of the community. On site services are available at both the Fox Drive and Park Street locations. Off site services are available in numerous locations including schools in Champaign, Urbana and Rantoul. Services include individual, family, couple, group, and play therapy. The Counseling Team utilizes a strength based, solution focused approach to meet the needs of consumers.

Community Based Case Management Case Managers partner

with consumers in assessing needs, obtaining services, treatment and supports. The focus is on recovery and self-management. The individual and the Case Manager plan, coordinate, monitor and advocate for services and supports directed toward the achievement of the individual's goals for community living. Case Management Services are available to Adults (over age 18) with serious mental illnesses and assessed as being in significant need in our Community. Within the Community Support Team, there are several levels of case management services ranging from intensive, or several times per week, to once a month or as needed.

Case Management is a service that is provided in the community as well as in a number of the Agency operated Residential Programs, including: Roundhouse, TIMES Center level II Transitional program, Homestead Apartments, the Permanent Housing Assertive Community Treatment program (PH-ACT), Elm Street Apartments, Center Apartments in Urbana, Village Apartments in Rantoul and all of the 24 hour group homes.

Psychosocial Rehabilitation Recovery oriented services for people with psychiatric disorders who need support, education, and skill building to increase their wellness and quality of life. We provide dynamic services through group therapy and education as well as differentiated individual counseling.



Transitional/Homeless Services

Roundhouse – Temporary youth homeless shelter serving community referred kids who are runaway, homeless, or at-risk for runaway or homelessness. Providing counseling and supportive services for adolescents and teens in a community integrated home type setting.

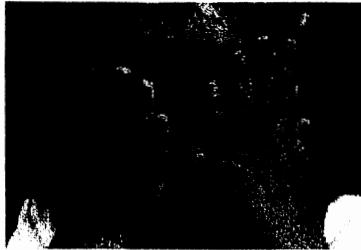
Homeless Youth – Provides outreach case management services working with homeless/at risk of homeless adolescents who may or may not be pregnant or parenting in order to develop self-sufficiency abilities.

TIMES Center – A Transitional Living program serving homeless men in Champaign County. The program can house 50 men in Level I and 20 in Level II. Clients receive an array of supportive services to help in preparation for independent living. The program also supports a community soup kitchen serving 3 meals daily, 7 days a week.

Shelter Plus Care Vouchers and Rental Assistance Programs – A small number of Section 8 and Rental Assistance programs funded by the Department of Housing and Urban Development

are available for individuals who are homeless and in need of housing and supportive services. These programs maximize positive outcomes and reduce chronic homelessness for individuals with psychiatric disabilities or individuals with dual diagnosis including psychiatric, developmental or HIV Aids related disabilities.

Intensive Outreach Services



SOC (System of Care)

Provides intensive outreach counseling/case management to kids in foster care in order to stabilize placements.

CAC (Children's Advocacy Center) – Provides crisis intervention services to children and non-offending family members during the course of an investigation of alleged sexual abuse or severe physical abuse.

MHJJI (Mental Health Juvenile Justice Initiative) – Works to screen adolescents involved in the juvenile justice system for symptoms of major mental illness and divert them from juvenile justice system into mental health services.

JJCC (Juvenile Justice Care Coordination) – Provides outreach counseling to individual adolescents and their families with the intent to prevent further involvement with the legal system.

Prevention Services

Healthy Young Families Participants age 18 or under and expecting first child or have first child under age 1. Services include home visiting and teen groups.

Healthy Families Participants over age 18 and expecting first child or have first child less than two weeks of age. Services include home visiting and counseling.

Prevention Initiative Participants of any age and oldest child under age 3. Services include home visiting, parent/child play, and educational groups.

Fatherhood Initiative Participants of any age that are fathers or the significant male caregiver for a child. Oldest child must be under age 3. Services include home visiting, parent/child play, and educational groups.

Caregiver Connection – Mental health consultation to daycares in six county area: Champaign, Douglas, Iroquois, Macon, Piatt, Vermilion.

School Based Services

Individual and group counseling for students at the Urbana School based Health Clinic and READY alternative school.

**Residential Services**

Respite Center – For stabilizing clients who are in crisis. The Respite Center is a 7-bed short-term residential crisis treatment center. Accepting adults, male and female, for up to 2-weeks of psychiatric care and mental health services such as assessment, case management, group and individual therapy and therapeutic behavioral services.

24 Hour Group Homes – Transitional Group Home placements available in three locations in Champaign. Recovery focused and individualized to assist individuals with serious mental health conditions transition successfully back into independent living in the community. Under 24 hour supervision the residents receive training and assistance in such areas as activities of daily living, medication monitoring, medication education, personal and environmental health and safety.

Elm Street Apartments – A small 8 unit apartment building which accepts a combination of Shelter Plus Care vouchers and two year program agreements which provide transitional living supports and services for individuals transitioning from more intensive settings, such as group homes, back into the community.

Center Apartments in Urbana – A Department of Housing and Urban Development supported apartment complex with 15 one-bedroom units for individuals with psychiatric disabilities and low or extremely low income. Supportive services are available on site, however tenants are not required to participate in order to lease units in this building.

Village Apartments in Rantoul – A Department of Housing and Urban Development supported apartment complex with a combination of 13 one and two bedroom units for individuals or families who have household members who have a psychiatric disability and are low or extremely low income. Supportive services are available on site, however tenants are not required to participate in order to lease units in this building.

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MENTAL HEALTH CENTER OF CHAMPAIGN COUNTY
Fiscal Year 2008**

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****Preferred Mailing Address***

ROUNDHOUSE

MENTAL HEALTH CENTER
OF CHAMPAIGN COUNTY
BUDGETS FY08 and FY09

	FY08 Actual Budget	FY09 Preliminary Budget
<i>Support and Revenue</i>		
City Of Urbana/Cunningham Township	\$ 0	\$ 21,100
DHHS Basic Shelter	150,000	150,000
United Way	27,500	27,500
FEMA	5,937	6,311
Contributions	12,550	11,500
Contract Services	2,000	1,500
	<u>197,987</u>	<u>217,911</u>
<i>Total Support and Revenue</i>	197,987	217,911
<i>Expenses</i>		
Personnel Services	155,370	160,031
Contractual Services	20,369	20,552
Materials and Supplies	5,872	6,635
Communication	3,213	3,200
Interest & Finance Expenses	822	790
Miscellaneous Expenses	696	640
Depreciation Expenses	4,472	4,468
Management & General	20,989	21,595
	<u>211,803</u>	<u>217,911</u>
<i>Total Expenses</i>	211,803	217,911
<i>Change in Net Assets</i>	<u><u>-\$ 13,816</u></u>	<u><u>\$ 0</u></u>

Program Name: Roundhouse

Agency Name: Mental Health Center of Champaign County, Inc.

PERSONNEL SALARIES

Position	FTE	Current Salaries
Program Director	0.050	\$3,180
Program Supervisor	0.500	\$18,000
House Counselors/Recovery Advocates	3.950	\$81,526
TOTALS	4.500	\$102,706

Intensive Outreach Services

