

ORDINANCE NO. 2009-07-074

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

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

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

WHEREAS on July 5, 2008, the Urbana City Council passed Ordinance No. 2008-07-059 approving said Agreement with the Subgrantee; and

WHEREAS, due to new considerations with regard to the repair of the chimney, site grading, and sanding/refinishing of the dining room floor, at the shelter operated by A Woman's Place, located at 1304 East Main Street, Urbana, the City and A Woman's Fund now desire to make an amendment to the CDBG Agreement to change the timeframe for completion of the project with regard to the Agreement.

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

Section 1. That the City of Urbana hereby approves AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT SUBRECIPIENT AGREEMENT (A WOMAN'S FUND NO. 0809-AAP-01), in substantially the form of the copy of said Amendment to the Agreement attached hereto and hereby incorporated by reference be and the same, and authorizes the Mayor of the City of Urbana to execute the same on behalf of the City of Urbana.

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 13th day of July,  
2009 .

AYES: Bowersox, Lewis, Marlin, Roberts, Smyth

NAYS:

ABSTAINS:



APPROVED by the Mayor this 14th day of July  
2009 .  
*Phillip D. Clark*  
Phillip D. Clark, City Clerk  
*J. Roberts*  
Deputy Clerk

*Laurel Lunt Prussing*  
Laurel Lunt Prussing, Mayor

[Special Council Meeting]

**FILED**

NOV 17 2009

Phyllis D. Clark  
City Clerk

Agreement # 0910-AAP-01

**CITY OF URBANA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**AGREEMENT**

SUBRECIPIENT NAME: A Woman's Fund  
PROJECT NO. 0910-AAP-01  
PROJECT ADDRESS 1304 East Main Street, Urbana IL 61802  
CFDA No. 14.218

THIS SUBRECIPIENT AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation (hereinafter the "City"), and A Woman's Fund, an Illinois Not-For-Profit Organization (hereinafter the "Subgrantee").

**WITNESSETH**

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and, as an entitlement community, the City will receive an entitlement of Community Development Block Grant (hereinafter "CDBG") funds for the period beginning July 1, 2009 and ending June 30, 2010, pursuant to the CDBG Program; and,

WHEREAS, the Urbana City Council has adopted an Annual Action Plan for the year beginning July 1, 2009 and ending June 30, 2010 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 0910 CDBG program funds to: Completely renovate two (2) client bathrooms in order to make them more accessible to clients of all abilities, at the shelter operated by A Woman's Place, as described in Attachment D of this Subrecipient Agreement.
3. The City agrees to grant to the Subgrantee the sum of \$19,012.00 (Nineteen Thousand Twelve 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. 0910-AAP-01 (hereinafter the "Project").



4. The Subgrantee understands and agrees that a request for disbursement of CDBG funds pursuant to this Subrecipient Agreement shall not be made until such funds are needed to pay eligible costs related to the Project. Subgrantee understands and agrees that funding in the full amount of this Subrecipient Agreement is contingent upon the City receiving said CDBG funds, and should the entitlement funds be discontinued or reduced for any reason, Subgrantee understands and agrees that funding under this Subrecipient Agreement could cease or be reduced without advance notice.
5. The City and the Subgrantee agree that no modification to this Subrecipient Agreement shall be effective unless in writing and executed by both the City and the Subgrantee.
6. The Subgrantee agrees and authorizes the City and HUD to conduct on-site reviews, examine personnel records and to conduct any other procedures and practices to assure compliance with this Subrecipient Agreement. The Subgrantee shall execute and abide by the terms of Attachment A, Equal Employment Opportunity Certification, and with all City of Urbana Affirmative Action requirements.
7. The Subgrantee shall complete and adhere to Attachment B, Assurances, of this Subrecipient Agreement and shall submit said Attachment B to the City as a condition of final execution of this Subrecipient Agreement.
8. The Subgrantee shall complete and adhere to Attachment C, Statement of Special Conditions, and submit said Attachment C to the City as a condition of final execution of this Agreement.
9. The Subgrantee shall at all times observe and comply with all laws, ordinances, or regulations of the federal, state, county, and local governments which may in any manner effect the performance of the Subgrantee with respect to the Subrecipient Agreement.
10. The Subgrantee represents to the City that the Project shall begin on July 1, 2009 and shall terminate on June 30, 2010, 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 Campaign County firms and individuals;
  - C. Financial records and payments shall comply with all federal regulations;

- D. The Subgrantee agrees to allow any and all audits of its records as may be required and to permit inspection of program records by representatives of the Urbana Grants Management Division and HUD.
  - E. The Subgrantee agrees to retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the termination of all activities funded under this Agreement.
  - F. The Subgrantee shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Subgrantee agrees that client information collected pursuant to this Subrecipient Agreement is confidential, and the use or disclosure of such information, when not directly connected with the administration of the Project, is prohibited unless prior written consent is obtained from such person receiving service, and in the case of a minor, that of a responsible parent/guardian.
19. The City may suspend or terminate this Subrecipient Agreement, in whole or in part, if Subgrantee materially fails to comply with any term of the Subrecipient Agreement, or with any of the rules, regulations or provisions referred to herein; and the City may declare the Subgrantee ineligible for any further participation in the CDBG program, in addition to other remedies as provided by law.

The Subgrantee agrees that if the City determines that the Subgrantee has not complied with or is not complying with the provisions of the Subrecipient Agreement and so notifies the Subgrantee by written notice of said violations and the Subgrantee fails to correct said violations within thirty (30) days from receipt of said notice, the City may terminate this Subrecipient Agreement by written notice. And, may take other action as may be permitted by this Subrecipient Agreement.

20. Subgrantee shall submit regular Progress Reports to the City in the form, content, and frequency as required by the City. Requirements for said Progress Reports are specified in Attachment C hereto and made a part hereof.
21. Notices and communications under this Agreement shall be sent first class, prepaid mail to the respective parties as follows:

TO THE CITY:

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

TO THE SUBGRANTEE:

Tamela Tunnell, Executive Director  
A Woman's Place  
1304 East Main Street  
Urbana, IL 61802

Agreement # 0910-AAP-01

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

CITY

BY: *Janet Perry*

DATE: 11/17/09

ATTEST: *Phyllis [Signature]*

DATE: 11/17/09



SUBGRANTEE

BY: *Janet Perry*

DATE: 8-14-09

ATTEST: *Lisa Benson*

DATE: 8-14-09



**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.

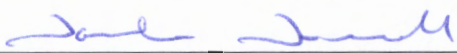
Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.

- 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](http://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. 0910-AAP-01 of the Urbana CDBG Program.

  
\_\_\_\_\_  
Subgrantee: Chief Executive Officer/Executive Director

  
\_\_\_\_\_  
Attest

8-14-09  
\_\_\_\_\_  
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. 0910-AAP-01 pursuant to this Agreement.

The following conditions, in addition to those established in the Agreement itself, and other attachments thereto, and federal, state, county and city laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive CDBG Program Assistance for Subgrantee Project No. 0910-AAP-01.

1. This Agreement is contingent upon Subgrantee operating the Scope of Service herein outlined during the period July 1, 2009- June 30, 2010.

**SCOPE OF SERVICE**

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

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

**A. Program Delivery**

The Subgrantee shall a suitable living environment which includes increasing access to quality public and private facilities and services. Complete renovation of two (2) client bathrooms in order to make them more accessible to clients of all abilities at AWP, will increase the quality of the building, thus providing those living there a better quality of life.

**B. General Administration**

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

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

<u>Family Size</u>	<u>Income Not To Exceed</u>	<u>Family Size</u>	<u>Income Not To Exceed</u>
1	<u>\$22,800</u>	5	<u>\$35,200</u>
2	<u>\$26,100</u>	6	<u>\$37,800</u>
3	<u>\$29,350</u>	7	<u>\$40,400</u>
4	<u>\$32,600</u>	8	<u>\$43,050</u>

4. In addition to the normal administrative services required as part of this Agreement, Subgrantee agrees to provide the following levels of program service:
  - A. Total Number of Persons To Be Served: 350
  - B. Subgrantee shall be responsible for documenting the number of persons served by submitting Certifications of Income in a form provided by the City at the time requests for reimbursement of funds are submitted.
  
5. It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed \$19,012. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified below. The City shall make payments to the Subgrantee as reimbursement of expenses related to the administration and expenses of the program activities as stated in Article 2. The City shall make payment to Subgrantee within 21 calendar days of receipt of an acceptable billing from Subgrantee. Acceptable billing shall include such documentation as outlined herein.
  
6. LINE ITEMS AND DOCUMENTATION NEEDED:  
K09 – 1 – 6300 - \_\_\_\_\_
  - A. **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.**
  
  - B. **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.**
  
  - C. **FOR Public Facility Grants: The Subgrantee shall submit a copy of the Contractor's Statement and Certified Payrolls as required to comply with Davis Bacon regulations; an Architects Inspection report that indicates percentage of project completion and other supporting documents as required by the City.**
  
7. Subgrantee agrees that funds received from the City pursuant to this Agreement shall be used to cover program costs. Subrecipient shall report semi-annually for periods ending December 31<sup>st</sup> and June 30<sup>th</sup> all program income generated by activities carried out with CDBG funds made available under this Agreement. Subgrantee may use such income during the contract period for activities permitted under this Agreement and shall reduce requests for funds by the amount of any such program income balances. Any and all program income (including investments thereof) on hand when this Agreement expires, or received after the Agreement's expiration, shall be returned to the City.
  
8. Subgrantee agrees to submit quarterly Progress Reports to the City in an agreed upon format. Progress Reports shall be due October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup>, and no later than July 31<sup>st</sup>. Final billing requests shall not be processed for payment until a final Progress Report is submitted.

Agreement # 0910-AAP-01

9. Subgrantee agrees to maintain financial records in accordance with the applicable Federal OMB Circulars A-110 and A-122 and to separately and accurately identify use of CDBG Program funds pursuant to this Agreement.
10. Records maintained by Subgrantee pursuant to this Agreement shall be available for inspection upon request by the City and HUD.

Name of Subgrantee: A Woman's Fund

Address: 1304 East Main Street, Urbana, IL 61802

Signed by: 

Title: Executive Director

Date: 5-14-09



Agreement # 0910-AAP-01

**ATTACHMENT D  
SUBRECIPIENT APPLICATION**



**CITY OF URBANA**  
**Dept. of Community Development Services**  
**Grants Management Division**

**FY 2009-2010**  
**CDBG Grant Application**  
**PUBLIC FACILITIES**

\*This application to be used by agencies requesting funds to carry out public facility projects only\*

**DEADLINE FOR SUBMISSION OF THE APPLICATION IS 4:00 P.M., FRIDAY, JANUARY 9, 2009**  
 \*NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED\*

Funding awarded through this application process is intended for use between July 1, 2009 and June 30, 2010. The amount of available funds for the Community Development Block Grant (CDBG) programs will depend upon HUD allocations to the City of Urbana for FY 2009-2010. Please complete all information as completely and concisely as possible in the space provided. Questions regarding the application should be directed to Kelly Hartford, Grants Coordinator at (217) 328-8263, or John Schneider, Grants Management Division Manager at (217) 384-2447.

<b>PROJECT INFORMATION</b>			
Project Title: A Woman's Place			
Amount Requested: \$ 19,012.50			
Project Type: <input type="checkbox"/> New Program <input checked="" type="checkbox"/> Continuation of Existing Program (Yr Started: 1971)			
<b>ORGANIZATION INFORMATION</b>			
Applicant Organization: A Woman's Fund			
Organization's Legal Name: A Woman's Fund, Inc.			
Address: 1304 E. Main St., Urbana, IL 61802			
Contact Person: Tamela Tunnell			
Telephone No.: (217) 384-4462 ext. 14			
Fax No.: (217) 384-4383			
Email Address:			
<b>PLEASE ATTACH THE FOLLOWING REQUIRED INFORMATION TO THIS APPLICATION</b>			
Complete Application: <b>One (1) original &amp; two (2) copies</b>	<input checked="" type="checkbox"/>	Mission Statement / Purpose	<input checked="" type="checkbox"/>
Project Budget	<input checked="" type="checkbox"/>	Years in Operation	<input checked="" type="checkbox"/>
Project Schedule	<input checked="" type="checkbox"/>	Types of Services / Programs Provided	<input checked="" type="checkbox"/>
Fiscal Audit	<input checked="" type="checkbox"/>	Experience with Federal Programs	<input checked="" type="checkbox"/>
Board of Directors	<input checked="" type="checkbox"/>	501(c)(3) status	<input checked="" type="checkbox"/>
Organization Chart	<input checked="" type="checkbox"/>	IL Dept. of Revenue Tax Exemption letter	<input checked="" type="checkbox"/>

**NOTE: Instructions for this application are located on page 11**



## **BASIC INFORMATION FOR APPLICANTS**

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### **A. INTRODUCTION**

The Community Development Block Grant (CDBG) Program was established by the Federal Housing and Community Development Act of 1974 (Act). Administered nationally by the U.S. Department of Housing and Urban Development (HUD), the Act combined eight categorical programs into a single block grant program. Through this program, funds are available to help the City of Urbana meet their greatest economic and community development needs, with an emphasis upon helping persons of extremely low- to low-income.

In order to ensure that the program meets the intent of the Federal Housing and Community Development Act of 1974, as amended and re-authorized by the National Affordable Housing Act of 1990, Congress has required that entitlement programs meet at least one of the following three (3) national objectives:

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

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

Beyond the broad national objective of benefiting low- and moderate-income persons, the City has established the following specific objectives for its CDBG program:

- Improve public infrastructure and elimination of conditions which are detrimental to health, safety and public welfare
- Conservation of the City's housing stock in order to provide a decent home and a suitable living environment for persons of extremely low- and low-income

### **B. LOCAL FUNDING PRIORITIES**

In concurrence with and in the support of the *City of Urbana Consolidated Plan For Program Years 2005-2009*, the following priorities have been set for the 2009-2010 Program Year CDBG funding decisions:

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

**\*NOTE: Applications that do not address one of the above priorities will not be considered for funding.**

### **C. REVIEW PROCESS**

All completed applications submitted before the deadline will be reviewed and evaluated by Grants Management Division staff. The screening and review process is designed to ensure that the City's limited amount of CDBG funding is allocated to proposals that demonstrate the need for financial assistance, an ability to carry out a well-designed project, and a method for measuring program effectiveness.

In its recommendations to the Community Development Commission and City Council, GMD staff will also take into account past performance of the applicant. Proposal awards are subject to available funding. The Urbana City Council makes the final determination of grant awards and the amount of funding awarded.

**NOTE: Instructions for this application are located on Page 11.**



# APPLICATION

\*Instructions are located on page 11.

## A. APPLICANT INFORMATION

Person Responsible for Preparation of Application	
Name	Tamela Tunnell
Title	Executive Director
Street	1304 E. Main St.
City, State, Zip	Urbana, IL 61802
Phone Number	(217) 384-4462 ext. 14
Fax Number	(217) 384-4383
E-Mail	tunnellt@awomansfund.org

Person Responsible for Proposed Activity	
Name	Roberta Morris
Title	Maintenance Coordinator
Street	1304 E. Main St.
City, State, Zip	Urbana, IL 61802
Phone Number	(217) 384-4462 ext. 33
Fax Number	(217) 384-4383
E-Mail	morrisr@awomansfund.org

Person Responsible for Financial Information	
Name	Laurie Barbee
Title	Fiscal Manager
Street	1304 E. Main St.
City, State, Zip	Urbana, IL 61802
Phone Number	(217) 384-4462 ext. 17
Fax Number	(217) 384-4383
E-Mail	barbeel@awomansfund.org

Interagency Collaboration: Identify other agencies involved in project; briefly describe extent of involvement.				
Agency Name	Address	Phone	Contact Person	Involvement
N/A				

Please indicate if your project can be funded over multiple years, or if the entire grant is needed in the first year:  Multi-year: \_\_\_\_\_ (# of years)  One year



**B. ACTIVITY TO BE FUNDED:**

Attach additional sheets if necessary; Please print or type.

B1. Fully describe the activity for which you are requesting funds:  
We are renovating two client bathrooms in order to make them more accessible to clients of all abilities. The bathrooms are now almost 13 years old and are showing their wear and tear. We are planning a complete remodel—tearing both out completely. We plan to install a roll-in shower in order to make it truly accessible.

B2. Why are CDBG funds needed for this activity?  
CDBG funds are necessary to complete this project. We have pending commitments from the Community Foundation of East Central Illinois, the 1<sup>st</sup> Presbyterian Church of Urbana and our own A Woman's Fund Foundation which equals 25%.

B3. Maximum time anticipated to complete activity: Beginning Date: 7 / 1 / 09  
Ending Date: 11 / 30 / 09

B4. Steps or phases necessary to complete activity (engineering/design, advertising, bidding, contract award, construction, etc.: bar charts, graphs, or narratives may be used and attached to this application).  
Decide on bathroom design; Solicit initial bid; Advertise project; Accept sealed bids; Open bids at appointed time; Choose plumbing company & award contract; Oversee renovation. Please see attached project timeline and design.

B5. Quantify your anticipated accomplishments (e.g. 2,000 feet of storm sewer, 80 clients trained, 3000 meals served, etc.)  
When all is finished, we will have two brand new client bathrooms! AWP serves over 750 (duplicated count) clients each year.

B6. Estimate the number of **total** persons or households that will benefit from implementation of this project:  
400 Persons or \_\_\_\_\_ Households

B7. Percentage of persons or households served who will be City of Urbana residents: 25 %

B8. Indicate other significant characteristics of the population to be served (i.e., elderly, disabled, homeless):  
AWP serves victims of domestic violence and their children. Approximately 83.5% of our clients come from Champaign County. An "average" family consists of a mother and 1-3 children.



**C. NATIONAL OBJECTIVE COMPLIANCE / PERFORMANCE MEASURES**

In order to ensure that the program meets the intent of the Federal Housing and Community Development Act of 1974, as amended and re-authorized by the National Affordable Housing Act of 1990, Congress has required that entitlement programs meet at least one of three national objectives, of which the City has decided to focus its activities on those that principally **benefit extremely low- and low-income persons**. Federal regulations also require all CDBG grantees to report annually on specific outcome indicators as mandated by the United States Dept. of Housing and Urban Development (HUD). HUD has developed a Community Planning and Development (CPD) Performance Measurement System to measure the impact of their federally funded programs.

FAMILY SIZE	EXTREMELY LOW INCOME 30% MFI	LOW INCOME 50% MFI	MODERATE 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	\$36,300	\$58,100
7	\$23,300	\$38,300	\$62,100
8	\$24,800	\$41,300	\$66,150

C1. Using the table above, please answer the following question: estimate the number of  persons or  households (please check one) served who will be extremely low, low & moderate-income:

\_\_\_\_\_ Extremely low (<30% MFI)      \_\_\_\_\_ Low (31-50%)      \_\_\_\_\_ Moderate (51-80%)

C2. Explain fully how you will document that you are providing services to persons/households who are extremely low-, low-, & moderate-income:

Our data entry system (InfoNet) asks the income question along with the household size. At any given point, we can determine the income ranges of our families served. See attached report.

C3. Which local funding priority does this project meet, as identified in the Five-Year Strategic Plan of the City of Urbana Consolidated Plan for Program Years 2005-2009? (See Page 2 for local funding priorities.)

This project meets the local funding priority of increasing access to quality public and private facilities and services. This project will improve the public infrastructure and eliminate conditions which could be detrimental to health, safety and public welfare of our clients.

C4. Explain how the proposed project addresses the local funding priority listed above:

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



C5. Explain how you will measure the proposed project's effectiveness at meeting this local funding priority:

Our residential clients are asked to complete satisfaction surveys and we ask questions about the facility itself.

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C6. Explain how you will measure the long-term impact of the activity on clients, participants, and/or community. What is the desired impact of your activity? What outcome(s) do you hope to achieve? What indicators will you use to measure the impact on the community, or on the lives of persons assisted?

First and foremost we want to keep clients safe from abuse. It is our goal that at least 85% of our residential clients will report feeling physically safe while living in our shelter. We utilize client surveys that assess the safety rating of AWP facility.

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Secondly, we want to assist survivors of domestic violence in healing from the trauma they have experienced. Our goal is that at least 85% of residential clients will report that our program helped them meet or is in the process of helping them heal. Again, we utilize client surveys/departure forms asking if we have assisted them in healing from the trauma.

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**D. LEAD BASED PAINT / ASBESTOS**

HUD requires proper removal and disposal of lead-based paint as a part of CDBG-assisted renovation/rehabilitation of public facilities built prior to 1978. HUD also requires proper removal and disposal of certain materials, including asbestos, as part of CDBG-assisted renovation/rehabilitation of public facilities.

D1. If the proposed project is seeking CDBG Public Facilities funds from the City of Urbana for renovation of an existing building or other public facility, provide photographs, aerial photographs, design specifications, plans/blueprints, elevation drawings, or site surveys to detail information about the proposed renovation.

Items attached: X Yes  No Specify item(s) attached: drawing of proposed remodel (3 pages) and photos

D2. What year was the structure built proposed for renovation? Year Built: 1996

D3. Has the building been tested for lead-based paint? Yes  No X Unknown

D4. Has the building been tested for the presence of asbestos? Yes  No X Unknown

**E. UNIFORM RELOCATION ACT / NATIONAL ENVIRONMENTAL POLICY ACT COMPLIANCE**

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) 49 CFR Part 24. The URA protects all persons who are displaced by a federally-assisted project regardless of their income. URA requires relocation assistance be provided to any family, individual, or business that must move as a direct result of rehabilitation, demolition, or acquisition for a project in which federal funds are used. Where possible, projects must be designed to prevent or minimize displacement of tenants. Because federal funds administered by the City are made available through this application, any temporary or permanent displacement of tenants must be handled in accordance with all applicable provisions that cover relocation and acquisition of HUD programs.

Where necessary, in order to comply with the National Environmental Policy Act (NEPA) directives, applicants shall provide complete and accurate information about environmental issues relating to their proposed activity or project. Such information must be analyzed and demonstrate a thorough investigation of possible or actual implications as a result of the proposed project. Those agencies involved in housing production, rehabilitation and/or development shall document their files demonstrating compliance with NEPA and other environmental laws. Such files shall be complete and in accord with environmental regulations.

E1. Will project replace an existing structure or involve new construction?  Yes X No  
If yes, is that structure vacant or occupied?  Vacant X Occupied

E.2 Are you rehabilitating existing residential space? X Yes  No  
If yes, what year was the building or unit constructed? 1996

E3. Will the project substantially increase the present capacity of an existing facility?  Yes X No  
If yes, by how much? \_\_\_\_\_

E4. Indicate if project is located in or near:  
 An Historic District  Floodplain Hazard  Any Wetlands  Toxic Site  
 Hazardous Operations  Radioactive Materials X Chemicals or Gases  Contamination Site  
X Within 1000 feet of major roadway, 3000 feet of a railway, or 5 miles of a civil airport/military airfield

E5. If any of the above are checked, please explain: AWF sits within 3000 feet of a railway and is located near the Solo Cup factory in Urbana

**F. DAVIS BACON AND RELATED ACTS / FEDERAL LABOR STANDARDS**

Whenever the contract/project involves construction work that is valued in excess of \$2,000, Davis-Bacon rates will be applicable. If CDBG funds finance only a portion of a construction work, DBRA and Federal labor standards are applicable to the entire construction work.



**G. LEVERAGE / MATCH**

The applicant leveraging/match may be provided in the form of materials and/or labor, cash and/or other non-federal funding and must offer a minimum of 25% of the estimated project cost. The minimum percent of leveraging which is pledged for the project must be maintained, regardless of the amount of CDBG/HOME funds awarded.

Source of applicant's leveraging:	<u>Community Foundation</u>	\$ <u>\$1750.00</u>
	<u>AWF Foundation</u>	\$ <u>\$ 837.50</u>
	<u>1<sup>st</sup> Presbyterian Church of Urbana</u>	\$ <u>\$3750.00</u>
		TOTAL \$ <u>\$6337.50</u>

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

6337.50 divided by 25,350.00 equals 25 %

Note: CDBG funds, including previously awarded CDBG monies cannot be counted as leverage. Applicant's leverage funds must be spent prior to drawing on CDBG funds.

**H. PAST LEVERAGING / MATCH PERFORMANCE**

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

Provide budget for the last project funded through CDBG:

Your funds:	\$ <u>                    </u>
Total of Other funds	\$ <u> 1,369</u> (list sources below)
CDBG funds	\$ <u> 4,107</u>
<b>Total</b>	\$ <u> 5,476</u>

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

1,369 divided by 5,476 equals 25 %

List sources of other funds: The other funds were provided by A Woman's Fund Foundation.

Explanation of how leverage funds were spent: The leveraged funds were used for renovations (labor & supplies).



Note: Operational (day-to-day) expenses are not eligible CDBG activities under this application. Please request an application for the City's Consolidated Social Service Funding Pool, available in March, 2009.

**H. DETAILED FINANCIAL ACTIVITY**

Please attach a copy of your agency budget to this application and complete the following tables:

Sources of Funds	Amount	Work Item to be Accomplished with Funds	Status*	Contingent upon CDBG Funding?
CDBG-City of Urbana	19,012.50	Complete remodel of 2 bathrooms in shelter	P	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Community Foundation	1,750.00	Complete remodel of 2 bathrooms in shelter	P	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
A Woman's Fund Foundation	837.50	Complete remodel of 2 bathrooms in shelter	P	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1 <sup>st</sup> Presbyterian Church of Urbana	3,750.00	Complete remodel of 2 bathrooms in shelter	P	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>TOTAL</b>	<b>25,350.00</b>			

Use of Funds			
Budget Line Item Description	CDBG \$ Amt	Other \$ Amount	Total \$ Amount
Materials	6,412.50	1,937.50	8,350.00
Labor	12,600.00	4,200.00	16,800.00
Permits		200.00	200.00

\*Status: S = Secured, P = Pending, D = Denied. If secured, attach confirmation letter from source. If denied, attach letter stating the name of the source, the date funds were sought, and the reason for the denial.

Please describe the effect on the proposed project if the City of Urbana grant is not awarded (i.e. unable to complete due to lack of funding; construction delayed; other resources utilized, etc.)

Our renovation cannot be undertaken.

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**I. AUTHORIZATION AND SIGNATURE SHEET**

11. We, the undersigned duly-authorized agents of (name of organization) A Woman's Fund, Inc. :
- A. Do hereby state, to the best of our knowledge the information contained in this application for the Community Development Block Grant (CDBG) Public Facilities (PF) grant is true and correct.
  - B. Understand the PF funds are disbursed on a reimbursement basis and assure 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 PF funding resulting from this application.
  - D. Understand that Davis-Bacon and all Federal Labor Standards may apply to this project.
  - E. Agree to enter into an Agreement with the City of Urbana for its FY 2009-2010 PF grant and will adhere to all Program requirements.

12. 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, 2009.

**CHIEF AGENCY OFFICIAL:**

Tamela Tunnell  
Name (Print)

Executive Director  
Title

Tamela Tunnell  
Signature

1-5-09  
Date

**CHAIRPERSON / BOARD OF DIRECTORS:**

(If Chairperson is unavailable, a Board Member may sign in lieu of Chairperson)

RACHAEL WRIGHT  
Name (Print)

President  
Title

Rachael E. Wright  
Signature

5 Jan 2009  
Date



## **INSTRUCTIONS FOR APPLICATION:**

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### **Page 1: Project Information**

Units of general local government and special purpose non-profits (CHDOs) may apply for funding for **infrastructure improvement** projects. (Other community non-profits will be considered on a case-by-case basis.) Departments within the City of Urbana shall be considered individual units of government for application purposes and are eligible for CDBG funding on their own behalf. Units of general government, special purpose non-profits, and other community non-profits may apply for funding for **public facilities**. Agencies providing public services may apply for public facilities funding for improvements to their physical facilities.

The applicant will provide information regarding project title, amount requested, type of project, and organization information, and attached items listed to this application. Applications are due no later than 4:00pm on January 9, 2009.

### **Page 2: Basic Information for Applications**

Introduction, description of local funding priorities, and description of review process

### **Page 3: Applicant Information**

The applicant shall provide information regarding person responsible for preparation of application, person responsible for proposed activity, and person responsible for financial information. Also, provide information if other agencies are involved in project. Please indicate if your project can be funded over multiple years or if needed for one year.

### **Page 4: Activity to be Funded**

The applicant shall fully describe the activity for which it is requesting funding and shall describe the need for the project. You must explain why CDBG funds should be utilized in implementing the proposed activity. Present complete information describing proposed length of time for completion of the activity, steps or phases necessary to complete activity, quantify your anticipated accomplishments, estimate the number of persons or households that will benefit from this project, the percentage served who will be Urbana residents, and indicate other significant characteristics of the population, (i.e. elderly, disabled, homeless, etc.)

### **Page 5: National Objective Compliance/Performance Measures**

All projects must comply with the National Objective of benefiting low- and moderate-income persons. Provide an explanation of how the proposed project meets the National Objective. Explain which of the priorities identified in the Five-Year Strategic Plan is addressed by the proposed activity, and how you will measure the project's effectiveness at meeting this objective. Explain how you will measure the long-term impact of the activity on clients, participants, and/or community. Identify the desired impact of your activity and what outcomes you hope to achieve. Identify the indicators you will use to measure the impact on the community or on lives of persons assisted. This compliance can be substantiated through one of the following methods:

#### **Low-Mod Area Benefit (LMA):**

The LMA category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents area LMI persons.

#### **Low-Mod Limited Clientele (LMC):**

The LMC category is a second way to qualify specific activities under the LMI benefit national objective. Under this category, 51% of the beneficiaries of an activity have to be LMI persons. The actual number of LMI persons that benefit from the activity determines whether the activity will qualify or not. Documentation is required on family size and income in order to show that at least 51% of the clientele are LMI.

### **Page 7: Lead-Based Paint / Asbestos**

Where necessary, in order to comply with Federal requirements, applicants shall provide evidence that an assessment of the project for the presence of lead-based paint has been conducted. If lead-based paint has been identified as being present in a project, applicant must identify what measures have been taken to address this issue. Provide required information, including detailed information about project, year structure built, and if tested for LBP and/or asbestos.



**Page 7 (cont): Uniform Relocation Act / National Environmental Policy Act**

Complete information about project with regard to new construction, rehabilitation, if vacant or occupied, year built/constructed, if project will substantially increase capacity of facility and by how much. Provide information regarding location of project with regard to environmental.

**Page 8: Leverage / Match**

Applicants are required to leverage at least 25% of the total project cost. For purposes of the CDBG program, leveraging is defined as any funds or resources, other than CDBG, HOME or ESG funds, offered by the applicant toward the successful completion of the proposed project. CDBG funds, including previously awarded CDBG funds, may not be included in an applicant's promised leveraging. Costs incurred in the preparation of applications are not reimbursable under this program nor may they be counted as project leveraging.

**Page 8 (cont): Past Leveraging / Match Performance**

Applicants are required to report on any leveraging associated with any previous CDBG project funded by the City of Urbana. Information related to the most recent project should be submitted. Agency funds should be reported separately, as well as CDBG monies received. Any other funds received for the reported project should be listed by source and amount.

**Page 9: Detailed Financial Activity**

The applicant shall provide a detailed budget describing how the CDBG funds will be spent in connection with the proposed activity. The information in this section will provide a quantitative basis for performance-based monitoring of the sub-recipient's expenditures and progress. The applicant will also complete the tables listed on page 9 – sources of funds and use of funds. Also, describe the effect on the proposed activity if the City of Urbana does not award a grant.

**Page 10: Authorization and Signature Sheet**

All applicants must have the submitted application signed by the Chief Executive Officer / Executive Director of the agency/organization. Please print the person's name below the signature and include the title of that person, as well as the name of the agency/organization. Have the signee date the application.

**Page 11 & 12: Instructions for Application**

Applicants are required to submit one (1) original application and two (2) copies. Applications must be complete when submitted. Incomplete applications will be returned to the applicant and not reviewed for funding in this program year. No changes of information or additional information will be accepted after the designated deadline date, unless requested by the Grants Management Division staff for clarification purposes. Applicants are encouraged to contact Grants Management Division staff prior to submission of their application with any questions or concerns.

**Page 13: Rating System**

Please refer to the following page for information regarding the rating system to be used in the process of funding applications received for proposed projects.

Completed applications should be returned to:

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

**\*DEADLINE FOR SUBMISSION OF THE APPLICATION IS 4:00P.M., FRIDAY, JANUARY 9, 2009 \*  
\*NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED\***



# APPLICATION RATING SYSTEM

## INFRASTRUCTURE AND PUBLIC FACILITIES PROJECTS

All applications shall be ranked in terms of how well the proposed project addresses a community development need in the City of Urbana and the degree to which the proposed project furthers that particular strategy/goal as identified in the *City of Urbana Consolidated Plan For Program Years 2005-2009*:

	Points Awarded	Total
<p><b>Benefit to Low- and Moderate-Income Persons</b> Five (5) points will be given to activities that benefit at least 51% low- and moderate-income persons. Zero (0) points will be given to activities that meet either of the other two National Objectives.</p>	Five (5) points	5
<p><b>Benefit to Target Areas</b> Activities located within a Target Area will receive the maximum ten (10) points. Activities adjacent to a Target Area will receive seven (7) points. All other activities will receive four (4) points.</p>	Maximum of Ten (10) points	10
<p><b>Activity Need and Justification:</b> (a) <b>Need:</b> Maximum of 15 Points The activity will be evaluated in terms of the documentation and justification of the need for the activity. Activities with excellent documentation and justification will be awarded the maximum of fifteen (15) points: good - ten (10) points; average - five (5) points; and poor - zero (0) points. (b) <b>Consolidated Plan Priority:</b> Maximum of five (5) Additional Points Activities addressing high priorities, as identified in the Consolidated Plan will be awarded five (5) points.</p>	Maximum of Twenty (20) Combined points	15 5
<p><b>Cost Reasonableness and Effectiveness</b> The activity will be evaluated in terms of: 1) its impact on the identified need; and 2) its implementation costs and funding request relative to its financial and human resources. Evaluation will include the cost incurred per person per unit and the justification for a particular level of funding.</p>	Maximum of Ten (10) points	10
<p><b>Activity Management and Implementation</b> (a) <b>Management:</b> Maximum of fifteen (15) points Points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. In addition, for applicants that have received CDBG funds in the past, their record of maintenance for the funded activity will be evaluated. (b) <b>Implementation:</b> Maximum of fifteen (15) Points Points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, etc., needed to implement the proposed activity are available and ready. Maximum points will be given to activities that are ready to move forward quickly. These criteria take into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner.</p>	Maximum of Thirty (30) points	15 15
<p><b>Experience and Past Performance</b> The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity, as the one for which funds are being requested, will be evaluated. In addition, the applicant will be evaluated in terms of its past performance in relation to any local, state, or Federal funding program. The past performance will refer to attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with contract. Compliance with contract will include, but not limited to, submission of reports and adherence to the scope of services. For those applicants that have not received CDBG funding in the past, allocation of points up to the maximum of 10 points will be awarded, dependent upon thorough documentation of similar past performances submitted with the applicant.</p>	Maximum of Ten (10) points	10
<p><b>Matching Contributions</b> (Matching contributions must be eligible) (a) <b>Efforts to Secure Other Funding:</b> Maximum of five (5) points. Points will be awarded based on the applicant's efforts to secure other funding for the activity. (b) <b>Matching:</b> Maximum of fifteen (15) points. Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of CDBG funds requested: [1.1 or more: 15 pts]; [.75-1: 10 pts]; [.50-1: 7 pts]; [.25-1: 5 pts]; [less than .25: 0 pts]</p>	Maximum of Twenty (20) points	5 5
<p><b>Environmental Justice</b> Applications will receive five (5) points if the activity promotes environmental justice. Any activity that has a potential adverse impact on the environment or that is adversely affected by the surrounding environment will not be considered</p>	Maximum of Five (5) points	5
<p><b>Application Completeness</b> Applications will receive up to five (5) bonus points, based on completeness. Applications that have not been signed will not be considered.</p>	Maximum of Five (5) points	5

Total: 105/115