

ORDINANCE NO. 2009-07-078

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

(Family Service of Champaign County - HomeCare Project No. 0910-CSSP-01)

WHEREAS, On April 20, 2009, the Urbana City Council passed Ordinance No. 2009-04-038 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2009-2010 authorizing certain activities under the Public Service Activity Program.

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

Section 1. That an Agreement providing \$5,000.00 in Community Development Block Grant funds to Family Service of Champaign County to provide in-home assistance and support to seniors, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference be and the same, is hereby authorized and approved.

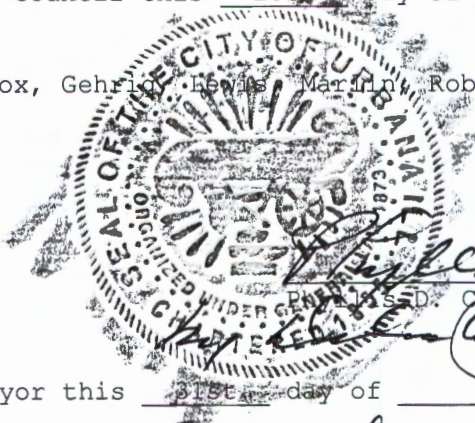
Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the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

PASSED by the City Council this 20th day of July, 2009.

AYES: Bowersox, Gehring, Lewis, Marlin, Roberts, Smyth, Stevenson

NAYS:

ABSTAINS:



*[Signature]*  
Clark, City Clerk

*[Signature]*  
Deputy Clerk

APPROVED by the Mayor this 20th day of July, 2009.

*[Signature]*  
Laurel Lunt Prussing, Mayor

AUG 26 2009

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

Phyllis D. Clark  
City Clerk

**AGREEMENT**

SUBRECIPIENT NAME: Family Service of Champaign County  
PROJECT NAME: HomeCare  
PROJECT NO. 0910-CSSP-01  
PROJECT ADDRESS 405 South State Street, Champaign, IL 61820  
CFDA No. 14.218

THIS SUBRECIPIENT AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation (hereinafter the "City"), and Family Service of Champaign County, an Illinois Not-For-Profit Organization (hereinafter the "Subgrantee").

WITNESSETH

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and, as an entitlement community, the City will receive an entitlement of Community Development Block Grant (hereinafter "CDBG") funds for the period beginning July 1, 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 2009-2010 CDBG program funds to: Provide in-home assistance and support for seniors who are able to remain at home with some limited assistance.
3. The City agrees to grant to the Subgrantee the sum of \$5,000.00 (**Five 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. 0910-CSSP-01 (hereinafter the "Project").

**Agreement # 0910-CSSP-01**

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.

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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 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;

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- 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:

Sheryl Bautch, Executive Director  
Family Service of Champaign County  
405 South State Street  
Champaign, IL 61820

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

CITY

BY: James Quinn

DATE: 8/19/09

ATTEST: Phyllis [Signature]

DATE: 8/19/09



SUBGRANTEE

BY: Sheryl Bantch

DATE: 8/13/09

ATTEST: Chall [Signature]

DATE: 8/13/09

**ATTACHMENT A  
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The undersigned understands and agrees that it is a Subgrantee of the Urbana CDBG Program and agrees that there shall be no discrimination against any employee who is employed in carrying out work receiving assistance from the City and HUD, or against any applicant for such employment, because of race, color, religion, sex, age, or national origin, including but not limited to employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Subgrantee further agrees to the following:

- (1) It will be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the City and HUD;
- (2) It will furnish the City and HUD such information as they may require for the supervision of such compliance and will otherwise assist the City and HUD in the discharge of primary responsibility for securing compliance;
- (3) It will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the Secretary of Labor, the City or HUD;
- (4) It shall abide by the Urbana Human Rights Ordinance regarding equal employment.
- (5) In the event that it fails or refuses to comply with the undertaking, the City or HUD may cancel, terminate or suspend in whole or in part any contractual agreements the City or HUD may have with the Subgrantee; may refrain from extending any further assistance to the Subgrantee under any program until satisfactory assurance of future compliance has been received from such Subgrantee; or may refer the case to HUD for appropriate legal proceedings.

Name (Please Print): Sheryl Bautch

Signature: Sheryl Bautch

Title: Executive Director

Date: 8/13/09

**ATTACHMENT B  
ASSURANCES**

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

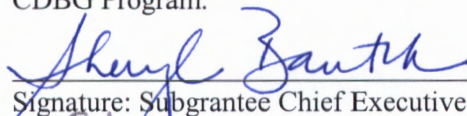
1. It possesses legal authority to receive CDBG Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances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

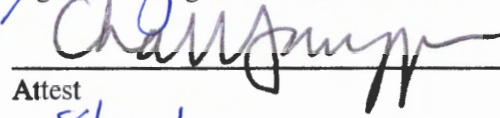


Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.

- 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.
11. These assurances are signed with regard to Subgrantee Project No. 0910-CSSP-01 of the Urbana CDBG Program.

  
\_\_\_\_\_  
Signature: Subgrantee Chief Executive Officer

  
\_\_\_\_\_  
Attest  
8/13/09  
\_\_\_\_\_  
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-CSSP-01 pursuant to this Agreement.

The following conditions, in addition to those established in the Agreement itself, and other attachments thereto, and federal, state, county and city laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive CDBG Program Assistance for Subgrantee Project No. 0910-CSSP-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 provide a suitable living environment which includes increasing access to quality services. Services provided are those necessary for safe and healthy living, and which seniors' decreasing physical or mental ability may make difficult, i.e. grooming tasks, cooking, getting to the grocery store or doctor, cleaning house, and paying bills. These services will allow seniors living in their home to have a better quality of life.

**B. General Administration**

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

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:

Total Number of Persons To Be Served: 190

Subgrantee shall be responsible for documenting the number of persons served by submitting Certifications of Income in a form provided by the City at the time requests for reimbursement of funds are submitted.

5. It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed \$5,000. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified below. The City shall make payments to the Subgrantee as reimbursement of expenses related to the administration and expenses of the program activities as stated in Article 2. The City shall make payment to Subgrantee within 21 calendar days of receipt of an acceptable billing from Subgrantee. Acceptable billing shall include such documentation as outlined herein.

6. LINE ITEMS AND DOCUMENTATION NEEDED:

K09-1- \_\_\_\_\_ - \_\_\_\_\_

**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.
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: Family Service of Champaign County

Address: 405 S. State St., Champaign, IL 61820

Signed by: Amyl Banteh

Title: Executive Director

Date: 8/13/09

**ATTACHMENT D  
SUBRECIPIENT APPLICATION**



**APPLICATION FOR FUNDING  
CITY OF URBANA/CUNNINGHAM TOWNSHIP  
CONSOLIDATED SOCIAL SERVICE PROGRAM  
FY 2009 - 2010**

APR - 7 2009

**A. AGENCY INFORMATION**

1.	Applicant Organization/Legal Name:	<b>Family Service of Champaign County</b>
2.	Program to be Funded:	<b>HomeCare</b>
3.	Contact Person & Title:	<b>Sheryl Bautch, Executive Director</b>
4.	Address:	<b>405 South State Street, Champaign, IL 61820</b>
5.	Telephone No:	<b>217-352-0099</b>
6.	FAX No:	<b>217-352-9512</b>
7.	E-mail Address:	<b>sbautch@familyservicecc.org</b>
8.	Amount Requested:	<b>\$17,723</b>
9.	Year Established / Incorporated:	<b>1911</b>
10.	Funded History:	<input type="checkbox"/> Funded in Year: _____ <input checked="" type="checkbox"/> Funded FY0809 <input type="checkbox"/> Not Funded FY0809 <input type="checkbox"/> Never Applied for Funding

**PLEASE ATTACH THE FOLLOWING REQUIRED INFORMATION**

X	Agency Mission Statement / Purpose
X	Years in Operation
X	Brief Overview of Agency Services & Programs
X	Organization Chart
X	List of Agency Board Members/Officers
X	Copy of Agency Board Meeting Minutes
X	Experience with Federal/State/Local Grant Programs
X	A Preliminary Agency and Program Budget for next fiscal year (FY0910)
X	Actual Agency and Program Budget for current fiscal year (FY0809)
X	All Agency and Program Staff positions by job title, # in each position, & current annual salary amount range
X	Internal Revenue Service Department of the Treasury: Tax Exemption Letter / Proof of 501 (c)(3) status
X	Illinois Department of Revenue Tax Exemption Letter: FEIN Number

**\*DEADLINE FOR SUBMISSION OF THE APPLICATION IS 4:00P.M., FRIDAY, APRIL 11, 2008.  
\*NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED.\***

## B. PROGRAM INFORMATION

B1. Your Fiscal Year Begins: July 1, 2009 Ends: June 30, 2010

B2. Describe **in detail** the program you are requesting to be funded: HomeCare provides in-home assistance and support to seniors. These seniors are, with some limited assistance, able to remain in their home. Services provided are those necessary to safe and healthy living and which the seniors' decreasing physical or mental ability may make difficult: bathing, hair care, other grooming tasks, dressing, using the stove, getting to the grocery store or the doctor, getting in and out of cars, carrying purchases, vacuuming the floor, doing the laundry, paying bills. Staff have thorough background checks and receive pretraining in personal care, household tasks, transfers, how to spot concerns or changes in someone's functioning, and how to respond to emergency situations. Staff have training at least quarterly. A supervisor is available any time staff are working with clients. Potential clients are assessed by the Community Care Program (CCP) under contract with the Illinois Department on Aging (currently Cumberland and Associates). If the assessment finds that the senior needs assistance, and if they meet state mandated financial asset limits, the Community Care Program develops a plan of care addressing the assessed needs and the amount of help needed (hours of service). Clients are assigned to contracted providers (such as Family Service) on a rotating basis or the senior may request a particular provider. The provider is then paid an hourly rate by the Department on Aging to perform those tasks. The state reimbursement rate does not cover the full cost of providing the service, however. In FY 08, approximately 59% of seniors receiving service were age 75 or over, and over 61% of seniors receiving service lived alone.

B3. Program is a:  New Program  Continuation of Existing Program, started: in the mid 1960s

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

We expect the need for service to increase as the number of seniors in the County increases. However, new clients are assigned by the Community Care Program on a rotating basis, so the number assigned to us depends, in part, on how many providers there are in the county and that can change from year to year. In FY 08 we served 159 CCP clients and expect that number to increase in FY 09 and 10.

B4. Identify the number of recipients your program has the capacity to serve: New HomeCare Assistants are hired as needed to serve new clients.

o Identify the number of persons you are currently serving: In the first half of this fiscal year, HomeCare has already served 115 CCP clients, 72% of last year's total.

o Identify the number of persons you anticipate serving in the next fiscal year: 190

B5. Does your organization have a waiting list?  Yes  No

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

B6. Is there a fee to participate in the program  Yes  No

o If yes, indicate how much and for what purpose: Community Care Program clients who have incomes below the poverty level pay nothing. Those whose incomes are slightly higher pay a small co-payment based on a



sliding scale determined by the State. Anyone who has assets that are too high to qualify for the subsidized program is offered service in our private pay program, paying a fee ranging from \$14.50 to \$20.00 per hour. These fees cover the full cost of service and no township, city, or other public funds are used to subsidize private pay clients.

B7. Program Service Area:

Urbana only (If not entire city, then define area by street boundaries): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other (specify % of Urbana residents served and specific area of Urbana served, if applicable): \_\_\_\_\_  
We serve all of Champaign County. In FY 08 approximately 55% of the HomeCare CCP clients served lived in Urbana.

B8. Using the table below, answer the following questions:

FAMILY SIZE	EXTREMELY LOW INCOME 30% MFI	LOW INCOME 50% MFI	MOD 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

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

Extremely Low 143 Live in Urbana 79  
 Low Income 34 Live in Urbana 19  
 Moderate Income 13 Live in Urbana 7

B9a. From **CONSOLIDATED PLAN FOR PROGRAM YEARS 2005-2009: GOALS, STRATEGIES, & ACTIVITIES (Attachment A)**, list the specific strategy or strategies your program addresses.

- Goal 5, Strategy 4 \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

b. Describe briefly how your program addresses each strategy:

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

o \_\_\_\_\_

B10. Use **Appendix B: Performance Measures**, as a guide for the following questions:

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

1. Activities of daily living for seniors will be accomplished to meet the needs of the senior thereby allowing them to remain at home with as much independence as possible

2. Seniors will remain in their preferred environment (home) as long as safely possible

3. Seniors express that the services were instrumental in allowing them to remain at home

\_\_\_\_\_  
\_\_\_\_\_

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

1. Client satisfaction surveys

2. Agency statistical and demographic reports

3. Community response

\_\_\_\_\_  
\_\_\_\_\_

c. Explain the indicators you will use to measure the impact on the Community or on the lives of persons assisted: \_\_\_\_\_

1. On the client satisfaction survey, "I believe that my care plan covered all of the help that I needed from my HomeCare Assistant" will receive a score of 4 out of 5 or better.

2. 85% of clients avoid nursing home placement for six months or longer

3. On the client satisfaction survey, "My HomeCare Assistant made it easier for me to stay in my own home" will receive a score of 4 out of 5 or better.

\_\_\_\_\_  
\_\_\_\_\_

## C. BUDGETARY INFORMATION

### C1. ATTACH the following to this application:

- Your actual agency budget for the current fiscal year (FY0809).
- A preliminary agency budget for the fiscal year for which you are applying for funds (FY0910).
- All agency staff positions by job title, number in each position, and current annual salary amount of each.

### C2. 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

### C3. Please explain how partial funding will impact your agency or program:

The impact of partial funding would depend on the level of that funding. The amount of our request includes a 3% cost of doing business increase from our FY 08-09 grant. Were we to receive substantially less funding, it might become necessary to reduce direct service staff and thus reduce client service. We have already reduced other expenses as far as we can.

### C4. Please explain how you will use the funding awarded to your Agency, if you are funded:

City of Urbana/Cunningham Township funding will be used for general operating expenses of the program, including but not limited to personnel costs, occupancy, supplies and insurance.

## D. 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	
	FY0708	FY0809
City of Urbana/Cunningham Township	\$16,706	\$17,207
Fees	\$116,072	\$106,000*
Donations	\$19,532	\$11,700*
United Way	\$42,200	\$49,200
State Revenue (grants & contracts)	\$247,824	\$305,726*
City of Champaign	\$6,981	\$1,605
Misc.	\$3,038	\$3,200*
<i>*estimate ; actual amount will not be known until end of fiscal year</i>		
Total Revenue Sources	\$452,353	\$494,638

D2. List the name of the funding source and the requested amount for next fiscal year (FY 0910). Enter the type of funding received from funding source: **Cash (C), In-kind (I), or Grant (G)**. 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)**.

Funding Source	Requested Amount (FY0910)	Type	Commitment Status
Requested from City of Urbana/Cunningham Township	\$17,723	G	AR
Fees	\$117,000	C	SU
Donations	\$12,000	C	SU
United Way	\$49,200	G	AR
State Revenue (grants & contracts)	\$300,000	G	SU
Misc.	\$2,057	C	SU
Total Agency/Program Anticipated Budget for FY0910	\$497,980		

**E. AUTHORIZATION AND SIGNATURE SHEET**

- E1. We, the undersigned duly-authorized agents of **Family Service of Champaign County**:
- A. Do hereby state, to the best of our knowledge the information contained in this application for the City of Urbana/Cunningham Township Consolidated Social Service Funding (CSSF) grant is true and correct.
  - B. Understand the City of Urbana/Cunningham Township funds are disbursed on a quarterly basis and that the Community Development Block Grant (CDBG) portion of the CSSF funds are disbursed on a reimbursement basis. We assure that the funds will be administered by the applicant appropriately.
  - C. Understand the laws and regulations of the US Department of Housing & Urban Development (HUD), the City of Urbana, and/or Cunningham Township will govern any CSSF funding resulting from this application.
  - D. Agree to enter into an Agreement with the City of Urbana for its FY 2009-2010 CSSF grant and will adhere to all Program requirements, as stated in Contract/Agreement.
- 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, 2009, once contracts/agreements are approved by the appropriate City Commission and the Urbana City Council/Cunningham Township Board.

**CHIEF AGENCY OFFICIAL:**

**Sheryl Bautch**  
Name (Print)

*Sheryl Bautch*  
Signature

**Executive Director**  
Title

4/1/09  
Date

**CHAIRPERSON / BOARD MEMBER OF BOARD:**

**Eric Boland**  
Name (Print)

*Eric Boland*  
Signature

**Board President**  
Title

3/29/09  
Date

**CITY OF URBANA/CUNNINGHAM TOWNSHIP  
FAMILY SERVICE OF CHAMPAIGN COUNTY APPLICATION FOR FUNDING  
FY 2009-2010**

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

**Years in Operation:** Family Service has been in operation since 1911. Our current programs have been in operation for varying lengths of time, from 19 to 79 years. Please see Section B3 of this application for the year this program started.

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

**Agency Board Meetings:** The Family Service board of directors meets on the second Monday of each month except for the month of August. Minutes from the board meetings of March 10 and July 14, 2008, which contain references to the City of Urbana grants, are enclosed.

**Experience with Federal/State/Local Grant Programs:** Family Service has more than 50 years of experience with federal, state and local grant programs. Our current funding includes 8 separate federal grants, 6 separate state grants, and multiple grants from 5 separate local funding bodies. Most of these grants require periodic reports to the funder and monitoring by the funder of both program and administrative components of the agency.

# FAMILY SERVICE OF CHAMPAIGN COUNTY TABLE OF ORGANIZATION

**BOARD OF DIRECTORS**

**EXECUTIVE DIRECTOR**  
Sheryl Bautch

**DEVELOPMENT**

**FINANCE**

**CLIENT SERVICES**

**DEVELOPMENT DIRECTOR**  
• Terry Goode

**CONTROLLER**  
• Randy Laugges

**FAMILY ADVOCACY  
and SUPPORT**

**SENIOR RESOURCE  
CENTER**

**SENIOR VOLUNTEER  
SUPPORT**

**PROGRAM DIRECTOR**  
• Annie Clay

**PROGRAM DIRECTOR**  
• Rosanna McLain

**PROGRAM DIRECTOR**  
• Vicki Stewart Ford

**PROGRAMS**  
• Counseling  
• Children First  
• First Call for Help  
• Self Help Center

**PROGRAMS**  
• Senior Counseling and  
Advocacy  
• Meals on Wheels  
• Senior Transportation  
• HomeCare

**PROGRAMS**  
• Retired Senior Volunteer  
Program (R.S.V.P.)  
• Stevick Senior Center

**COMMUNITY ADVISORY  
COMMITTEES**  
• Counseling Advisory Committee  
• FCFH Advisory Committee  
• SHC Advisory Committee

**COMMUNITY ADVISORY  
COMMITTEES**  
• SRC Advisory Committee  
• Multi-Disciplinary Team  
(Elder Abuse)  
• Caregiver Support Team

**COMMUNITY ADVISORY  
COMMITTEE**  
• RSVP Advisory Committee

**FAMILY SERVICE**  
**BOARD OF DIRECTORS**  
Revised February 2009

**OFFICERS**

Eric Boland  
President  
05-07, 08-10

**HOME**

2706 Santa Ana  
Champaign, IL 61822  
351-7231

**WORK**

\*Busey Investment Service  
909W. Kirby  
Champaign, IL 61821  
365-4827 / Fax: 365-4894  
eric.holand@busev.com

Gretchen Robbins  
Vice President  
2002, 03-05, 06-08,  
09-11

410 Spring Circle  
Urbana, IL 61802  
384-1883

\*Carle Foundation  
611 West Park Street  
Urbana, IL 61801  
383-3016 / Fax: 326-2362  
gretchen.robbins@carle.com

Christopher M. Randles  
Treasurer  
07 - 09

1 East Main, Unit 415  
Champaign, IL 61820  
355-2391  
454-8507

\*Parkland College  
2400 W. Bradley Ave.  
Champaign, IL 61821  
351-2513 / Fax: 353-2632  
crandles@parkland.edu

Suzanne Martinez-Konchanin  
Secretary  
05-07, 08-10

\*1511 E. Riverwood Point  
Mahomet, IL 61853  
590-2600  
thesuz@mchsi.com

Dovetail EAP  
701 Devonshire, Suite 210  
Champaign, IL 61820  
898-9300 pager / Fax: 586-7583  
suzanne@askdove.com

**BOARD OF DIRECTORS**

Abbie Broga  
08-10

\*205 W. Indiana  
Urbana, IL 61801  
344-4947

University of Illinois  
300 Student Services  
610 E. John  
Champaign, IL 61820  
333-0050 / Fax: 333-7366  
abroga@illinois.edu

Mary Fyffe  
94-96, 97-99, 00-02,  
03-05, 06-08, 09-11

\*P.O. Box 167  
Philo, IL 61864  
684-2239  
m-fyffe@uiuc.edu

Randall H. Green  
08-10

610 Erin Drive  
Champaign, IL 61822  
202-9501

\*Meyer Capel Law Offices  
306 W. Church St.  
PO Box 6750  
Champaign, IL 61826-6750  
352-1800 / Fax: 352-1083  
rgreen@meyerCapel.com

Patrick Harness  
07-10

Champaign, IL

\*Health Alliance  
301 S. Vine Street  
Urbana, IL 61801  
337 2186 / Fax: 337 2175



Alicia Lowery  
09-11

\*1304 Quail Run Drive  
Savoy, IL 61874  
398-6839  
loweryam@comcast.net

University of Illinois  
Deputy Director of Employee Services  
Staff Human Resources  
52 E. Gregory  
Champaign, IL 61820  
333-3101 / Fzx : 244-7304  
amlowery@illinois.edu

Nancy Rotzoll  
05-07, 08-10

\*1421 Mayfair Rd.  
Champaign, IL 61821  
359-5989  
rotzoll@uiuc.edu

Sharla Sola  
06-08, 09-11

1013 Lincolnshire Drive  
Champaign, IL 61821  
398-2855  
mysola@sbcglobal.net

\*University of Illinois  
Office of Institutional Advancement  
601 E. John, MC-304  
Champaign, IL 61820  
333-9174 / Fax: 244-1400  
ssola@illinois.edu

Amie B. Smith  
06-08, 09-11

503 Chestnut  
St. Joseph, IL 61873  
469-8256  
smitti13@hotmail.com

\*Bank Champaign  
2101 South Neil St.  
Champaign, IL 61820  
351-2870 / Fax: 351-2879  
smith@bankchampaign.com

Scot Wachter  
97-99, 00-02,  
03-05, 06-08, 09-11

1011 W. Daniel  
Champaign, IL 61821  
359-5820

\*Isaksen Glerum Wachter, LLC  
114 W. Main Street  
Urbana, IL 61801  
328-1391 / Fax: 328-1401  
swachter@igwarchitecture.com



# Family Service

*Enriching Lives Across the Generations*

405 S. State St. • Champaign, IL 61820-5196 • Phone: 217/352-0099 • FAX: 217/352-9512

## BOARD OF DIRECTORS

### Minutes of Meeting

March 10, 2008

#### OFFICERS:

Eric Boland  
President

Gretchen Robbins  
Vice President

Christopher Randles  
Treasurer

Suzanne Martinez-Konchanin  
Secretary

**PRESENT:** Brenda Balance, Eric Boland, Abbie Broga, Mary Fyffe, Randall Green, Patrick Harness, Suzanne Martinez-Konchanin, Chris Randles, Nancy Rotzoll, Sharla Sola, Scot Wachter

**ABSENT:** Gretchen Robbins, Amie Smith

#### BOARD OF DIRECTORS:

Brenda Ballance  
Abbie Broga  
Mary Fyffe  
Randall Green  
Patrick Harness  
Stephanie Holderfield  
Nancy Rotzoll  
Amie Smith  
Sharla Sola  
Scot Wachter

**STAFF:** Sheryl Bautch, Terry Goode, Juanita Loschen

**GUESTS:** Alliann Dannave, Champaign County Mental Health Board liaison; Rosanna McLain, Senior Resource Center director; Roxanna Webb, SRC caregiver advisor

Eric Boland, Board President, called the meeting to order at 12:00 p.m.

### PROGRAM PRESENTATION

Rosanna McLain, SRC director and Roxanna Webb, SRC caregiver advisor were present to give the board an overview of the SRC Caregiver Support service. The Caregiver Support service is part of the SRC Counseling and Advocacy program. It provides long-term support for adults providing help to family members or friends age 60 and older as well as anyone age 55 or older raising relatives age 18 and under (usually grandparents raising grandchildren). The caregiver advisor advocates for the family caregiver at social service or community agencies. The caregiver advisor will also provide help in locating resources and benefits for the senior, provide support for the caregiver and will also facilitate family meetings as needed. The caregiver advisor provides assistance to grandparents raising grandchildren in a number of ways, including providing help with summer camp, arranging for Christmas gifts through the Optimist Club and helping with guardianship issues. The service operates in Champaign and Piatt counties. The service has one full time staff person with a caseload of approximately 100. The majority of funding is through the federal Older American's Act. Roxanna then spoke of ways she had helped several family caregivers.

**EXECUTIVE DIRECTOR:**  
Sheryl Bautch, M.S.W., J.D.

#### MEMBER:



**MOTION:** To approve the minutes of the January 14, 2008 meeting.  
The minutes were approved as presented.

## TREASURER'S REPORT – Chris Randles

This report is based on January, 2008 statements, which is 58.33% of the fiscal year. Total agency revenue was at 58.45% of budget, expenses at 54.52%. The following programs had a deficit as of 1-31-08: Family Counseling, First Call for Help, and HomeCare.

### Total Agency Revenue/Expense Report (Excluding Building and Capital fund)

Total revenue:	\$	906,252.28
Total expenditure	\$	878,785.65
Revenue over Expenses	\$	27,466.63
Current month expense over revenue	\$	(3,612.28)

### Combined Balance Sheet Report (Including Building fund and Capital fund)

Total Assets:	\$	1,030,364.44
Total Liabilities:	\$	334,598.55
Total Net Assets;	\$	695,765.89

### January, 2008 Significant Fee Revenue and Total Donations

<u>Line Item</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD this month last year</u>
Counseling Fees	\$ 17,878	\$ 18,957	\$ 19,901
HMC Private Pay Fees	\$ 60,046	\$ 61,655	\$ 61,917
MOW Fees	\$ 58,944	\$ 65,913	\$ 51,611
Total Donations	\$ 80,525	\$ 66,266	\$ 72,777

### ADMINISTRATIVE SERVICES COMMITTEE- Eric Boland, Chair

The committee met twice since the last board meeting. The committee met on January 23, 2008. The committee reviewed the December financial statements. The month of December showed a surplus of almost \$11,900.00 which brings a total YTD surplus to \$32,043 half way through the fiscal year. December is generally a good month due to holiday and year-end donations.

Randy reported the cash flow is once again slow due in large part to the slow down of the payments from the Illinois Department on Aging.

There is no further information concerning the alleged employee theft investigation. The situation was referred to the Illinois Department on Aging Bureau of Elder Rights. The sheriff's

department sent the information to the State's Attorney's office and they declined to prosecute the case. Sheryl notified our insurance agent about the possibility of filing a claim.

The second meeting was held on February 27. The committee reviewed the January financial statements. The fiscal year budget is showing a year-to-date surplus of \$27,466.63 versus a projected deficit of \$35,852.25 at the end of January.

Randy reported that the cash flow is okay at this time. There continues to be delays in payments from the state and in a portion of our payments from the East Central Illinois Area Agency on Aging, but other receipts have been able to off-set those reduced payments this month.

The committee approved the proposed FY09 budget guidelines and timelines.

Sheryl informed the committee of management's decision to enter into a rate modification on our mortgage at National City. When the mortgage was refinanced in 2002, the rate was fixed for a period of five years at 6.25% with a provision that the rate would adjust at the end of that period. The five-year period expired in November 2007 and at that time the interest rate was adjusted to 8.39%. The monthly mortgage payments increased from \$1,682.34 to \$1,831.91. National City agreed to a rate modification with a choice of a five-year fixed rate of 6.7% or a three-year rate of 6.13% with payments amortized over 116 months, the amount of time left on the mortgage. There is no cost involved as this is a rate modification instead of a refinance. Staff did check with one other bank to compare rates, but by switching to another lender there would be refinance costs including the price of an appraisal. After consulting with Eric Boland, ASC chair and board president, staff decided to go with the National City rate modification at the five-year rate of 6.7%. The rate modification will not be retroactive to November but will go into effect at the time the paperwork is completed and signed.

Staff has learned that the City of Champaign has decided that it will no longer provide social service funding to community organizations after next fiscal year (FY09). Family Service received \$20,000 from the City in the current fiscal year, which funds are used in all five of our senior programs for transportation costs (primarily staff and volunteer mileage).

Sheryl distributed to the committee a recent letter from Ron Kiddoo at Cozad Asset Management regarding our mutual fund. The letter noted that last year was a good year for the fund. Ron also acknowledged that the downturn in the markets so far this year has resulted in a loss of 8% in the value of the account and that they have made some minor changes in our portfolio to try to adjust to the current market conditions.

#### **DEVELOPMENT COMMITTEE – Sharla Sola, Chair**

The committee met twice since the last board meeting. The first meeting was on February 6, 2008. The committee reviewed the development director's report. Unrestricted donations in January were \$2,350.12, which included the holiday solicitation donations, general donations and HVC Charitable Rebate. Restricted donations were \$2,300.00, which included donations to the counseling program, SRC donations and staff appreciation luncheon donations.

We have received word from the Union Pacific Foundation that they will not be able to fund our new telephone system project. Stephanie Manint, SRC grant writer and Terry will continue to look for other funding sources.

The center area of the building, near the play therapy/counseling/conference rooms, has been painted and the floor has been stripped and waxed. Filing cabinets and closets have been sorted, reorganized and outdated items have been discarded. The break room has been rearranged and will be decorated in an Illini theme.

The installation of the new audio/video equipment in the conference room was started with a grant from the Community Foundation. We will not be getting a screen as originally planned as it cost \$700 and we can use the white wall. The project will cost more than the estimate due to the need for electrical and computer wiring and also a desk for the equipment.

The annual report was printed and mailed out on February 5. The first page highlighted client stories and the center pages were used to recognize community partner contributions this past year. New stock photos were used and will also be incorporated into our website homepage and other printed material for the next two years.

Publicity highlights included a full-page letter in the Carle Auxiliary newsletter from Megan Holland, Carle Foundation Hospital Director of Volunteer Service, about the partnership between the hospital and RSVP program. Carle Foundation Hospital has two RSVP stations, one at Carle Hospital and the other at Carle Arbours. The letter announced that Carle Hospital is trained and authorized to sign up any Auxiliary member age 55 and older to be an RSVP member. The Volunteer Services will track hours and send them to RSVP. RSVP provides extra insurance coverage, mileage reimbursement, meal reimbursement if volunteering more than four hours a day, and recognition to all members.

Naomi Jakobbsen's office sent out a media release about her presentation to senior advocates at the Senior Task Force meeting on January 14. It was mentioned that the task force was founded by the Senior Resource Center and Health Alliance.

Rantoul Senior Citizens Club held a discussion on the Senior Resource Center services.

Caregiver presentations by the caregiver advisor were given at the Circle of Friends and Champaign County ADC.

SRC held a call-in event, "Winter Safety at Home" which was marketed to six TV stations, eight local newspapers and fifteen radio stations. The event directed publicity towards HomeCare and Meals on Wheels with the idea of being safe and warm during the winter months. It also highlighted winter respite opportunities at area assisted living facilities.

The second committee meeting was held on March 5, 2008. The committee reviewed the development director's report for February. Unrestricted donations received were \$945.00 and the restricted donations were \$1,343.75. The Self-Help Center has learned that the Mills Breast

Cancer Institute will be the primary sponsor of the Sharon Bray workshops in April with a donation of \$1,000.

We have received word of our United Way Fall 2007 Campaign designated donations. They show an increase of about 13.25%. This is good news and donations increased more than the 10% targeted increase.

Good Vibes will install the Audio/Video system in the conference room on Tuesday, March 11. This will allow Family Service to do professional PowerPoint presentations, show videos and DVD's, and access web-based training resources.

The annual report was mailed out on February 5, 2008. The average amount of donations received from this mailing from the last five years is \$1,209.

The Spring Newsletter went to print and will be mailed out the first week in April.

Publicity highlights for the month included an interview of RSVP coordinator, Andrew Phillips, on WCIA Channel 3 news about the Senior Samaritans program coordinated at Stevick by RSVP staff. Don Manning, SRC Community Relations Manager, made several SRC services presentations during the month. He also hosted a February Call-In Event on February 17, 2008 on "Volunteering" which was publicized in several area papers, six local TV stations and 13 radio stations. Pat Babich-Smith, SRC manager, presented on "Depression and the Elderly" to a group of seniors at the mall on February 13, 2008. Sheryl gave a presentation on Family Service as part of a panel presentation at the University to a US Aid group of foreign visitors sponsored by the Urban Institute who were learning how non-profits operate in the United States. On February 19, 2008, Sheryl presented about our services to the Altrusa Club. Many of the group are caregivers to their aging parents and were interested in hearing about our services. Sharon Monday-Dorsey, SHC coordinator, participated in the Wellness Fair at the First United Methodist Church on February 16, 2008. Roxanna Webb, SRC caregiver advisor, gave a presentation about our Caregiver Support Services at a Senior Seminar on February 23, 2008.

The committee discussed the loss of City of Champaign funding after FY09. Gretchen recommended submitting a letter to the editor informing the public of the situation and of the need for extra community donations for local charities. Sheryl said it should be written after this application cycle, with which the committee agreed. It should come before the end of the calendar year and be submitted by a board member.

The committee reviewed the information for our publicity needs, which Terry had summarized from two previous local surveys. The City of Champaign Communications Plan showed that most local citizens prefer to get information in writing or by television and that more than 80% of respondents read the newspaper for local information. Family Service will continue to use letters for solicitations, and newsletters and the annual report as written communication. We will try to get as much free publicity as possible through the media. We will also continue to use our web sources for communication and email with people who have given us permission to do so.

After looking at the Champaign County Needs Assessment, the committee decided to look at targeting women age fifty and older for our publicity. They are the group most likely to volunteer, to donate to causes they understand and most likely to influence decisions about services for their own family.

Sharla brought prepared questions for both the Donor Group and Non-Donor Group focus groups for the committee to review. The committee approved the questions and thought they will give us great feedback for our publicity efforts. Terry will help recruit a donor focus group. Sharla will ask board members for their help in recruiting a non-donors focus group. Terry will determine with staff help that non-donors are not current clients or volunteers of Family Service. Sharla will lead the focus groups.

Discussion on the Planned Giving Goal Strategies is deferred until the next meeting.

#### **PROGRAM PLANNING – Suzanne Martinez-Konchanin, Chair**

The committee met on January 28, 2008. The committee discussed a possible change in meeting times. Sheryl will email members for their thoughts.

The committee reviewed the Senior Resource Center customer satisfaction surveys. The committee formulated a plan to revise and improve the surveys with a target date of Spring 2009. Chairperson for the plan is Patrick Harness. Suzanne will begin discussion with U of I statistics department; Patrick will collect samples of other satisfaction surveys; Nancy will contact RSVP to see if they might help in clerical operations of the survey and Sheryl will do the cost analysis on using business reply envelopes.

The second scheduled meeting was cancelled due to Sheryl's illness. Via email, Suzanne reported she had contacted someone at the U of I in the statistics department about having them review the satisfaction survey. They will give an answer by the end of the semester as to whether or not they want to take on the project. Sheryl checked on the postage issue and it would be too costly to the agency to provide the business reply envelope with the surveys.

Suzanne asked that board members take flyers of the Self-Help Center's upcoming Sharon Bray workshop and post where possible. The workshop will be held in April with the Mills Breast Cancer Institute being the primary sponsor.

Suzanne reported that the counseling program has hired a part-time therapist, Janel Wager, who at this time is working full-time until the return of Erin Dunn who is on maternity leave until April. Erin has requested to work part-time after her return and Janel will also work part-time. Erin's clients were transferred to Janel and the U of I intern, Alyssa Canada.

#### **PRESIDENT'S REPORT – Eric Boland**

Eric reported that Stephanie Holderfield has resigned from the board. She felt that, due to other commitments, she was not able to fulfill her commitment to the board at this time.

**EXECUTIVE DIRECTOR'S REPORT - Sheryl Bautch**

Sheryl announced the Audit Committee meeting scheduled for March 27 has been postponed until May 13 to allow time to receive responses from audit firms to whom an audit RFP was sent. FY07 was the last contract year for the audit preparation from Martin, Hood, Freise & Associates. Martin, Hood, Freise's proposed fee for the audit for this year is \$15,000, up from the previous year of \$8,500. Martin, Hood, Freise cited several reasons for the increase in cost, including new audit standards. In light of the significant cost increase, the committee approved Sheryl's recommendation to seek proposals from other firms.

Sheryl thanked board members who donated food, money or other assistance to the Staff Appreciation luncheon on Feb. 11.

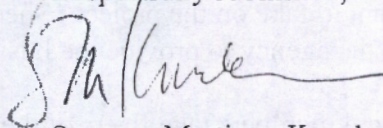
Grant applications are due to the City of Champaign on March 11, 2008 and to the City of Urbana on April 11, 2008.

For the last two years, the United Way has helped with the publication of the Help Book by selling ads to help cover the cost and providing editorial assistance. United Way also supports the Champaign-Urbana Public Health District's publication of a Community Resource Guide, which contains duplication of some of the agencies listed in the Help Book. At the suggestion of United Way, it was decided to collaborate with CUPHD and publish one resource guide with organizations listed by topic instead of alphabetically. The publication will continue to be called the Help Book and the target date for publication is late summer.

OLD OR NEW BUSINESS - None

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,



Suzanne Martinez-Konchanin, Secretary





# Family Service

*Enriching Lives Across the Generations*

405 S. State St. • Champaign, IL 61820-5196 • Phone: 217/352-0099 • FAX: 217/352-9512

## BOARD OF DIRECTORS

### Minutes of Meeting

July 14, 2008

#### OFFICERS:

Eric Boland  
President  
Gretchen Robbins  
Vice President  
Christopher Randles  
Treasurer  
Suzanne Martinez-Konchanin  
Secretary

PRESENT: Abbie Broga, Mary Fyffe, Randall Green, Patrick Harness, Suzanne Martinez-Konchanin, Gretchen Robbins, Nancy Rotzoll, Amie Smith, Sharla Sola, Scot Wachter

ABSENT: Brenda Balance, Eric Boland, Chris Randles

STAFF: Sheryl Bautch, Juanita Loschen

GUESTS: Aillain Dannave, CCMHB liaison; Rosanna McLain, SRC program director; Pam Hurt, SRC Senior Protective Services caseworker

#### BOARD OF DIRECTORS:

Brenda Balance  
Abbie Broga  
Mary Fyffe  
Randall Green  
Patrick Harness  
Stephanie Holderfield  
Nancy Rotzoll  
Amie Smith  
Sharla Sola  
Scot Wachter

Gretchen Robbins, Board Vice President, called the meeting to order at 12:04 p.m.

### PROGRAM PRESENTATION

Sheryl introduced Rosanna McLain and Pam Hurt from the Senior Resource Center. Rosanna presented the following information on the Elder Abuse Service (or Senior Protective Services), a part on the Senior Resource Center Counseling and Advocacy program. There is one 100% caseworker and one 80% caseworker. The SRC provides Elder Abuse Services for Champaign and Piatt Counties. The service responsibilities fall into three categories. The first is to receive and investigate reports of alleged abuse. Reports are accepted on people 60 and older living in Champaign or Piatt counties and living in a domestic setting (not a nursing home, assisted living or other licensed facility). Reports fall into three categories depending on the level of severity and there are staff response times connected to each level. Reports can be made anonymously. If an allegation is substantiated, the caseworker begins intervention appropriate to the situation. Sometime the senior chooses not to accept the intervention. Casework continues until the situation is resolved or the state time frame runs out. Sometimes a state approved extension can prolong the services. There is also a provision for follow-up. The third responsibility is community education. The manager and caseworkers work with banks, other gatekeepers and the public to make them aware of the issues of elder abuse and the services available. The Elder Abuse Service receives funding from the Illinois Department on Aging. Beginning in April there was a rate increase due to a new regulation requiring 24/7 coverage for the program. During non-office hours, on-call staff will be

#### EXECUTIVE DIRECTOR:

Sheryl Bautch, M.S.W., J.D.

#### MEMBER:



expected to respond to Priority I calls received by the state elder abuse hotline. Unfortunately the new rate will not cover the full additional cost of having staff available 24/7. The program was awarded \$4,000 for elder abuse awareness activities. Table tent cards are located at several restaurants; there is a billboard at the corner of Green and Neil Street and there is also advertising on the Mass Transit buses. Pam ended the presentation with scenarios of three different cases she is working on.

**MOTION: To approve the minutes of the June 9, 2008 meeting. The minutes were approved as presented.**

**TREASURER'S REPORT – Sheryl A. Bautch, reporting**

This report is based on May, 2008 statements, which is 91.67% of the fiscal year. Total agency revenue was at 91.53% of budget, expenses at 86.53%. The following programs had a deficit as of 5-31-08: M&G, Family Counseling, Self Help Center, and First Call for Help.

**Total Agency Revenue/Expense Report (Excluding Building and Capital fund)**

Total revenue:	\$ 1,419,177.18
Total expenditure	\$ 1,394,864.15
Revenue over expenses	\$ 24,313.03
Current month revenue over expense	\$ 4,845.05

**Combined Balance Sheet Report (Including Building fund and Capital fund)**

Total Assets:	\$ 989,376.48
Total Liabilities:	\$ 303,408.81
Total Net Assets:	\$ 685,967.67

**May, 2008 Significant Fee Revenue and Total Donations**

<u>Line Item</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD this month last year</u>
Counseling Fees	\$ 29,672	\$ 29,792	\$ 31,217
HMC Private Pay Fees	\$102,983	\$ 96,892	\$ 93,605
MOW Fees	\$ 97,860	\$103,583	\$ 91,382
Total Donations	\$110,373	\$104,138	\$108,079

**DEVELOPMENT COMMITTEE – Shara Sola, Chair**

The committee met on July 2, 2008. The committee reviewed the development director's monthly report for June. Total donations received were \$10,335 of which \$4,836 were

unrestricted donations and \$5,500 were restricted donations. The spring solicitation did reach and surpass the expected \$3,000 level. Terry is starting to work on the fall newsletter. Busey Bank has agreed to provide the guest submission on the benefits of monthly donors to non-profit organizations. Work has started on culling the agency mailing list. Currently we send the newsletter to 3600 individuals on the mailing list and the annual report and solicitation letters are mailed to almost 800. Culling the mailing list will save enough printing and mailing costs to allow us to send the annual report to the entire mailing list. The annual report does the best to highlight our services. We will also use the "Return Service Requested" imprint to identify individuals who have moved. Publicity highlights included Elder Abuse billboards, publicity on our website homepage and in the RSVP newsletter. On June 10, Pat Babich-Smith presented a program to teach banking staff to identify, prevent and when necessary secure assistance to customers experiencing financial exploitation by caregivers. On June 12, SRC staff made presentations to Food Bank recipients and on June 19 to U of I High School students. On June 17, Roxanna Webb served as a panel member addressing caregivers of patients with Alzheimers on the topic "Learning to Speak Alzheimers." On June 10 and June 18 we held focus group meetings to collect information in support of our publicity plan. The focus groups were facilitated by Shara Sola. There was good support from donors, volunteers and friends of the board members who agreed to help in the groups. Brenda Ballance and Mary Fyffe helped with refreshments and timekeeping. The committee will be using the results as they prepare their plan and goals this summer. A complete summary of the focus group meetings was included in the board packets.

#### **PROGRAM PLANNING – Suzanne Martinez, Chair**

The committee met on June 26, 2008. The committee reviewed the initial strategic plans from the various programs. The committee decided that a new section of the quarterly reports will include progress towards implementation of the strategic plan. The committee reviewed the SRC current client surveys. Discussion followed on possible alternative methods to get critical satisfaction information. The committee reviewed a new state law that is applicable to the Counseling program on duty to warn protocol. The Counseling program will contact Suzanne for an in-service training. The committee discussed developing a continuing education program for the agency. This item will be placed on the August agenda. There will be no meeting in July.

#### **AUDIT COMMITTEE – Scot Wachter, Chair**

The committee met on June 24, 2008. The committee met with the new auditor, John Knoblett of Kemper CPA Group, to discuss the FY08 audit. Fieldwork for the audit is scheduled to begin on August 11. Randy has met with the auditor to review the information that we need to provide prior to that date. The auditor will be interviewing staff and will also want to interview some board members as well. The final audit should be completed no later than October 15. The committee will meet on Thursday, October 23 at which time the auditors will present the FY08 audit and answer any questions from the committee.

## EXECUTIVE DIRECTOR'S REPORT – Sheryl Bautch

Sheryl mentioned the corrected date of the next Program Planning committee meeting. It will be held on August 28.

The funding from the City of Urbana included a 3% cost of living increase. Letters of thanks were sent from the agency to the council members for their continued support.

The new phone system will be installed on Thursday, July 17. This system will allow callers for First Call for Help the option of leaving a message or staying on the line for their call to be answered when neither staff member is able to answer the call immediately. First Call will also be able to get a count of the number of calls received. The new system will also have caller ID, enhanced call transfer and conference call capabilities, and other features that will improve customer service.

Sheryl will be attending an all day United Way Summer Summit planning meeting on Friday, July 25.

Sheryl will be on vacation Wednesday – Friday, July 16 – 18 and August 8 – 18.

## ADMINISTRATIVE SERVICES COMMITTEE- Scot Wachter, reporting

The committee met on June 11 and June 25, 2008. The sole agenda item for the first meeting was to review the preliminary FY09 budget. The committee reviewed the individual budgets for each program and department. They reviewed one version of the budgets with a 1.5% cost of living salary increase and another version with a 3% cost of living salary increase for staff. The committee gave tentative approval to 3% raises and directed staff to revise the budgets for the committee's review at the June 25 meeting.

At the June 25 meeting the committee reviewed the May financial statements. We expect to end the fiscal year at "break even" or with a small surplus, in spite of the large budgeted deficit. Randy reported on the cash flow. Overall cash balance was good. The committee also reviewed the revised FY09 budgets. The committee decided to recommend approval of the budget with a 3% salary increase, even though this will result in a deficit budget, to show support for the staff for a strong FY08 and in recognition that in recent years cost of living raises have been at 1.5% or were not given at all. The agency has sufficient reserves to cover the deficit.

Discussion was held on the FY09 budget as presented to the board.

**MOTION: The committee recommends to the board the approval of the FY09 budget as presented. This motion was approved unanimously.**

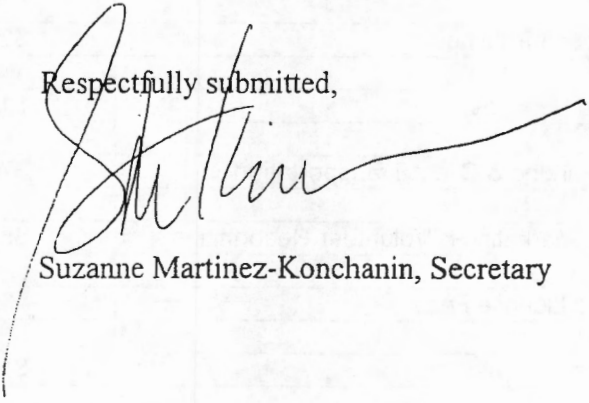
Each year the East Central Illinois Area Agency on Aging requires board approval for our grant applications. The committee recommends to the board the approval of the FY09 grant applications to the ECIAAA.

**MOTION:** The committee recommends that the Board approve staff submission of the following grant applications to East Central Illinois Area Agency on Aging for their grant year FY09 (October 1, 2008-September 30, 2009): Title VII (Elder Abuse M-Team support): \$3,340; Title III (Senior Information Services (SIS) and Counseling): \$39,324 for SIS and \$28,481 for Counseling; Title III E (Caregiver Support): \$36,512. This motion was approved unanimously.

**OLD OR NEW BUSINESS** - None

The meeting was adjourned at 1:10 p.m.

Respectfully submitted,



Suzanne Martinez-Konchanin, Secretary

<b>Family Service of Champaign County</b>		
<b>Total Agency Budgeted Expenses</b>		
	<b>Budget</b>	<b>Preliminary</b>
	<b>Fiscal 2009</b>	<b>Budget</b>
	<b>Fiscal 2010</b>	<b>Fiscal 2010</b>
Wages & Salaries	\$1,123,220	\$1,146,584
Fringe Benefits	\$170,640	\$184,185
Occupancy Costs	\$62,454	\$63,686
Supplies and Equipment	\$42,195	\$43,017
Telephone	\$7,300	\$7,813
Postage and Printing	\$28,573	\$25,600
Fees and Services	\$13,415	\$13,400
Travel, Parking & Client Transportation	\$74,750	\$72,070
Training, Marketing & Volunteer Recognition	\$53,332	\$33,680
Dues and License Fees	\$2,685	\$3,664
Insurance	\$15,250	\$15,500
Meals on Wheels Food Expense	\$86,050	\$86,050
Client Expenses	\$16,275	\$16,300
Insurance Adjustment & Client Write Offs	\$6,900	\$6,900
Misc. Expenses	\$1,200	\$1,200
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<b>Total Expenses</b>	<b>\$1,704,239</b>	<b>\$1,719,649</b>

<b>Family Service of Champaign County</b>		
<b>HomeCare Budgeted Expenses</b>		
	<b>Budget</b>	<b>Preliminary</b>
	<b>Fiscal 2009</b>	<b>Budget</b>
		<b>Fiscal 2010</b>
Wages & Salaries	\$374,600	\$382,045
Fringe Benefits	\$51,714	\$53,414
Occupancy Costs	\$7,028	\$7,165
Supplies and Equipment	\$7,142	\$7,526
Telephone	\$1,213	\$1,280
Postage and Printing	\$2,578	\$2,500
Fees and Services	\$4,050	\$4,000
Travel, Parking & Client Transportation	\$26,806	\$27,000
Training, Marketing & Volunteer Recognition	\$6,318	\$6,000
Dues and License Fees	\$1,046	\$1,800
Insurance	\$4,479	\$4,600
Meals on Wheels Food Expense	\$0	\$0
Client Expenses	\$0	\$0
Insurance Adjustment & Client Write Offs	\$300	\$300
Misc. Expenses	\$364	\$350
<b>Total Expenses</b>	<b>\$487,638</b>	<b>\$497,980</b>

Family Service of Champaign County  
 Agency Staff Positions Fiscal Year 2009

<u>Job Title</u>	<u>Number in Each Position</u>	<u>Total FTE's Each Position</u>	<u>ANNUAL</u>	
			<u>Lowest Salary</u>	<u>Highest Salary</u>
BOOKKEEPER	1	0.67	24,342	24,342
CASE WORKER	9	7.93	21,003	31,835
CLERICAL	4	3.53	17,310	22,234
CONTROLLER	1	1	44,397	44,397
COORDINATOR	11	6.59	17,232	26,830
DIRECTOR	4	3.64	35,904	41,073
EXECUTIVE DIRECTOR	1	1	64,745	64,745
I & R SPECIALIST	2	1.8	19,388	19,549
MANAGER	3	2.8	27,988	40,000
THERAPIST	3	1.5	25,584	29,516

	<u>Number in Each Position</u>	<u>Total FTE's Each Position</u>	<u>Hourly Rate</u>	
			<u>Lowest</u>	<u>Highest</u>
HOME CARE ASSISTANTS	27	14	7.75	10.00
MODERATORS	5	0.13	27.31	27.31
CLINICAL COUNSELING SUPERVISOR	1	0.11	40.15	40.15



**Internal Revenue Service**

**Date:** July 25, 2006

FAMILY SERVICE OF CHAMPAIGN COUNTY  
405 S STATE ST  
CHAMPAIGN IL 61820-5129

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Kathy Masters ID# 31-04015  
Customer Service Representative

**Toll Free Telephone Number:**  
877-829-5500

**Federal Identification Number:**  
37-0663559

Dear Sir or Madam:

This is in response to your request of July 25, 2006, regarding your organization's tax-exempt status.

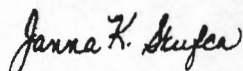
In March 1951 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services



## Illinois Department of Revenue

Office of Local Government Services  
Sales Tax Exemption Section, 3-520  
101 W. Jefferson Street  
Springfield, Illinois 62702  
217 782-8881

September 1, 2006

RECEIVED  
SEP 08 2006

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
FAMILY SERVICE OF CHAMPAIGN COUNTY  
ASSISTANT DIRECTOR  
405 S STATE ST.  
CHAMPAIGN IL 61820-5196

We have received your recent letter; and based on the information you furnished, we believe

FAMILY SERVICE OF CHAMPAIGN COUNTY  
of  
CHAMPAIGN, IL

is organized and operated exclusively for charitable purposes.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Service Use Tax in Illinois.

We have issued your organization the following tax exemption identification number: E9980-8730-05. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on October 1, 2011, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Office of Local Government Services  
Illinois Department of Revenue