

ORDINANCE NO. 2009-07-079

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

(Greater Community AIDS Project - GCAP) Project No. 0910-CSSP-02)

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 \$3,500.00 in Community Development Block Grant funds to the Greater Community AIDS Project (GCAP) to provide emergency financial support to persons living with HIV/AIDS, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference be and the same, is hereby authorized and approved.

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

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

AYES: Bowersox, Gehrig, Lewis, Martin, Roberts, Smyth, Stevenson

NAYS:

ABSTAINS:



Phillip D. Clark
Phillip D. Clark, City Clerk
J. Roberts
Deputy Clerk

APPROVED by the Mayor this 31st day of July, 2009.

Laurel Lunt Prussing
Laurel Lunt Prussing, Mayor

Ref. # 2009-07-077

Agreement # 0910-CSSP-02

FILED

FEB 25 2010

**Phyllis D. Clark
City Clerk**

**CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT**

AGREEMENT

SUBRECIPIENT NAME: Greater Community AIDS Project (GCAP)
PROJECT NO. 0910-CSSP-02
PROJECT ADDRESS PO Box 713, Champaign IL 61824
CFDA No. 14.218

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

WITNESSETH

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and, as an entitlement community, the City will receive an entitlement of Community Development Block Grant (hereinafter "CDBG") funds for the period beginning July 1, 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: The Emergency Assistance Program, which offers funds to persons who are HIV-positive and are referred by their case managers. These monies are paid for past due rent to avoid loss of housing and for medications and health care needs when there are no other resources available.
3. The City agrees to grant to the Subgrantee the sum of \$3,500.00 (**Three Thousand Five Hundred and 00/100 Dollars**), and the Subgrantee agrees to abide by the CDBG Program and to use said funds for the purpose of carrying out Subgrantee Project No. 0910-CSSP-02 (hereinafter the "Project").

Agreement # 0910-CSSP-02

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.

Agreement # 0910-CSSP-02

15. The Subgrantee agrees to protect, indemnify, hold and save harmless, and defend the City against any and all claims, costs, causes, actions and expenses, including but not limited to attorneys' fees incurred by reason of a law suit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors or agents of the Subgrantee, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this project, whether such loss, damage, injury or liability is contributed to by the negligence of the City or its officers, employees or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that Subgrantee shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees or agents.
16. It is mutually understood and agreed that the Subgrantee shall have full control of the ways and means of performing the services referred to herein, subject to guidelines established in Attachment C, and that the Subgrantee or its employees, representatives, subcontractors, or agents are in no sense employees of the City.
17. However, Subgrantee agrees that in the procurement of supplies, equipment, construction, and services, the following conflict of interest provisions shall apply.
 - A. No persons who exercise or have exercised any functions or responsibilities with respect to activities assisted under this Agreement, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter.
 - B. This conflict of interest provision of shall apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Subgrantee or the City.
 - C. Upon written request, exceptions to the conflict of interest provisions may be granted jointly by the City and HUD on a case-by-case basis but only after the Subgrantee has disclosed the full nature of the conflict, submitted proof that the disclosure has been made public, and provided a legal opinion that there would be no violation of state or local law if the exception were granted.
18. Upon execution of this Subrecipient Agreement, including the required submission of all required attachments, the City and the Subgrantee shall adhere to the following:
 - A. The City and Subgrantee shall adhere to all special conditions described in Attachments A, B, and C of this Subrecipient Agreement;
 - B. To the greatest extent feasible all expenditures made under this project shall be made to Champaign County firms and individuals;
 - C. Financial records and payments shall comply with all federal regulations;

Agreement # 0910-CSSP-02

- 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: Karen Rasmussen, Interim Director
Greater Community AIDS Project (GCAP)
PO Box 713
Champaign, IL 61824

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

CITY

BY: Juan P. ...

DATE: 8/25/09

ATTEST: [Signature]
Deputy Clerk

DATE: 8/28/09

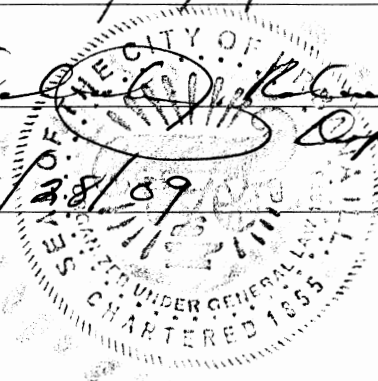
SUBGRANTEE

BY: _____

DATE: 8-25-09

ATTEST: [Signature]

DATE: 8-25-09



**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): _____

Signature: _____

Title: CHAIR, BOARD OF DIRECTORS

Date: 8-25-09

**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.

Agreement # 0910-CSSP-02

- J. Disbarment & Suspension. The Subrecipient certifies that it is not Disbarred or Suspended or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. The Subgrantee shall establish procedures to ensure that any award made to contractors or subcontractors at any tier, is not in violation of the non-procurement debarment and suspension common. The Subgrantee shall verify and document that none of its contractors or subcontractors are debarred, suspended, or otherwise excluded from participation through the effective use of the List of Parties Excluded from Federal Procurement or Non-procurement programs ("List".) The Subgrantee may request assistance from the City of Urbana to access the List and document results to the file, or verify by using the following website (www.epls.gov) or any other approved method.
8. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
9. It will comply with the provisions of the Hatch Act which limit the political activity of employees. No federally appropriated funds have been paid or will be paid, by or on behalf of Subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federally appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Subgrantee will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
10. It will give HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

These assurances are signed with regard to Subgrantee Project No. 0910-CSSP-02 of the Urbana CDBG Program.

Signature: Subgrantee Chief Executive Officer

Karen U. Rasmussen

Attest

8-25-09

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-02 pursuant to this Agreement.

The following conditions, in addition to those established in the Agreement itself, and other attachments thereto, and federal, state, county and city laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive CDBG Program Assistance for Subgrantee Project No. 0910-CSSP-02.

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, by providing financial assistance to persons who are HIV-positive and are referred by their case managers, which includes payment for past due rent to avoid loss of housing, for medications and health care needs when there are no other resources available, and to assist with transportation to medical appointments, court dates, and out-of-town appointments.

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> |

Agreement # 0910-CSSP-02

4. In addition to the normal administrative services required as part of this Agreement, Subgrantee agrees to provide the following levels of program service and documentation:
 - A. Total Number of Persons To Be Served: 300
 - 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 \$3,500. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified below. The City shall make payments to the Subgrantee as reimbursement of expenses related to the administration and expenses of the program activities as stated in Article 2. The City shall make payment to Subgrantee within 21 calendar days of receipt of an acceptable billing from Subgrantee. Acceptable billing shall include such documentation as outlined herein.
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 31st and June 30th all program income generated by activities carried out with CDBG funds made available under this Agreement. Subgrantee may use such income during the contract period for activities permitted under this Agreement and shall reduce requests for funds by the amount of any such program income balances. Any and all program income (including investments thereof) on hand when this Agreement expires, or received after the Agreement's expiration, shall be returned to the City.
8. Subgrantee agrees to submit quarterly Progress Reports to the City in an agreed upon format. Progress Reports shall be due October 31st, January 31st, April 30th, and no later than July 31st. Final billing requests shall not be processed for payment until a final Progress Report is submitted.
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.

GREATER COMMUNITY AIDS PROJECT

Name of Subgrantee: 

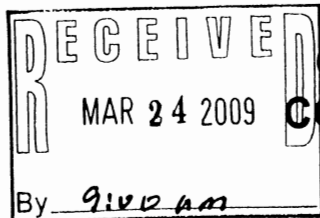
Address: P.O. Box 713, CHAMPAIGN IL 61824

Signed by: _____

Title: CHAIR, BOARD OF DIRECTORS

Date: 8-25-09

**ATTACHMENT D:
SUBRECIPIENT APPLICATION**



①

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

A. AGENCY INFORMATION

| | | | |
|-----|------------------------------------|---|--|
| 1. | Applicant Organization/Legal Name: | GREATER COMMUNITY AIDS PROJECT/GCAP | |
| 2. | Program to be Funded: | EMERGENCY ASSISTANCE GRANT | |
| 3. | Contact Person & Title: | KAREN RASMUSSEN, INTERIM DIRECTOR | |
| 4. | Address: | P O BOX 713, CHAMPAIGN IL 61824 | |
| 5. | Telephone No: | 217-351-2437 | |
| 6. | FAX No: | 217-351-2194 | |
| 7. | E-mail Address: | karen@gcapnow.com | |
| 8. | Amount Requested: | \$7500 | |
| 9. | Year Established / Incorporated: | 1985 | |
| 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

| | | |
|-------------------------------------|---|------------------------------|
| <input checked="" type="checkbox"/> | Agency Mission Statement / Purpose | SEE ATTACHED BROCHURE |
| <input checked="" type="checkbox"/> | Years in Operation | SEE ATTACHED BROCHURE |
| <input checked="" type="checkbox"/> | Brief Overview of Agency Services & Programs | SEE ATTACHED BROCHURE |
| <input checked="" type="checkbox"/> | Organization Chart | ATTACHMENT D |
| <input checked="" type="checkbox"/> | List of Agency Board Members/Officers | ATTACHMENT E |
| <input checked="" type="checkbox"/> | Copy of Agency Board Meeting Minutes | ATTACHMENT F |
| <input checked="" type="checkbox"/> | Experience with Federal/State/Local Grant Programs | ATTACHMENT G |
| <input checked="" type="checkbox"/> | A Preliminary Agency and Program Budget for next fiscal year (FY0910) | ATTACHMENT B |
| <input checked="" type="checkbox"/> | Actual Agency and Program Budget for current fiscal year (FY0809) | ATTACHMENT A |
| <input checked="" type="checkbox"/> | All Agency and Program Staff positions by job title, # in each position, & current annual salary amount range | ATTACHMENT C |
| <input checked="" type="checkbox"/> | Internal Revenue Service Department of the Treasury: Tax Exemption Letter / Proof of 501 (c)(3) status | ATTACHMENT H |
| <input checked="" type="checkbox"/> | Illinois Department of Revenue Tax Exemption Letter: FEIN Number | ATTACHMENT I |

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: **THE EMERGENCY ASSISTANCE PROGRAM FUNDS ARE OFFERED TO PERSONS WHO ARE HIV-POSITIVE AND ARE REFERRED BY THEIR CASE MANAGERS. THESE MONIES ARE PAID FOR PAST DUE RENT TO AVOID LOSS OF HOUSING, FOR PAST DUE UTILITIES TO AVOID DISCONNECTION OF SERVICES, AND FOR MEDICATIONS AND HEALTH CARE NEEDS WHEN THERE ARE NO OTHER RESOURCES AVAILABLE. IN SOME CASES, MONIES ARE AVAILABLE FOR CURRENT RENT OR UTILITY PAYMENT IF A PERSON IS IN A PROGRAM THAT REQUIRES THEM TO REMAIN CURRENT IN THEIR PAYMENTS TO CONTINUE. FUNDS HAVE ALSO BEEN USED IN THE PAST TO ASSIST WITH TRANSPORTATION TO MEDICAL APPOINTMENTS, COURT DATES, AND OUT-OF-TOWN APPOINTMENTS NECESSARY TO FURTHER AN INDIVIDUAL'S CASE MANAGEMENT.**

B3. Program is a: New Program Continuation of Existing Program, started: 1985

o If continuation of existing program, describe the quantifiable increase anticipated in service level: NEW CLIENTS ARE CONTINUALLY BEING REFERRED TO GCAP FOR ASSISTANCE FROM THE 13-COUNTY CONSORTIA OF WHICH THE CHAMPAIGN-URBANA PUBLIC HEALTH DEPARTMENT IS A PART. HOWEVER, ANY CDBG FUNDING RECEIVED FOR THIS PROPOSAL WILL BE ALLOCATED TO ONLY NEW CLIENTS FROM URBANA WHICH MIGHT BE ESTIMATED AT 20-25% OF THE CURRENT NUMBER SERVED; i.e. 7- 10 NEW HOUSEHOLDS. ADDITIONAL FUNDING (CUNNINGHAM TOWNSHIP) WOULD BE USED TO SERVE EXISTING URBANA CLIENTS.

B4. Identify the number of recipients your program has the capacity to serve: DETERMINED BY AVAILABLE FUNDING AND REFERRALS @ \$750/CLIENT/YEAR CURRENTLY

o Identify the number of persons you are currently serving: 37 HOUSEHOLDS CONSISTING OF 50 PERSONS

- Identify the number of persons you anticipate serving in the next fiscal year: 35 HOUSEHOLDS
CONSISTING OF AT LEAST 35 PERSONS

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

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

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

- If yes, indicate how much and for what purpose: _____

B7. Program Service Area:

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

ANY FUNDING RECEIVED FROM THIS APPLICATION WILL BE DIRECTLY
ALLOCATED TO URBANA RESIDENTS. ELIGIBILITY BASED UPON HIV STATUS. NOT
DEFINED BY STREET BOUNDARIES.

- Other (specify % of Urbana residents served and specific area of Urbana served, if applicable): _____

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 30

Live in Urbana 30

Low Income 5

Live in Urbana 5

Moderate Income 0

Live in Urbana 0

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

- GOAL 6: Provide support for existing agencies delivering services to homeless individuals and families and encourage the expansion of local services to meet community homeless needs.
 - Strategy 4: Take steps to stabilize households at risk of homelessness
 - Activity 1: Develop and support rental assistance programs, with and without supportive services for extremely low and low income persons.
-
-

b. Describe briefly how your program addresses each strategy:

- GCAP'S EMERGENCY ASSISTANCE PROGRAM PROVIDES MONIES FOR HOUSEHOLDS WHO ARE BEHIND IN RENT/UTILITY PAYMENTS AND FACING EVICTION/DISCONNECTION, OR WHO MAY NOT HAVE THE NECESSARY FUNDS FOR A CURRENT RENT/UTILITY PAYMENT. THIS STABILIZING FACTOR CONTRIBUTES TO KEEPING A FAMILY OR AN INDIVIDUAL HOUSED.
- FUNDING AVAILABLE TO THIS PROGRAM FROM ANOTHER SOURCE PROVIDES FOR MEDICAL/HEALTH-RELATED PAYMENTS FOR HIV+ INDIVIDUALS. THIS STABILIZING FACTOR GIVES AN ASSISTED HOUSEHOLD AN OPPORTUNITY TO PAY OTHER EXPENSES FROM A LIMITED INCOME.
- _____
- _____

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: _____

OBJECTIVE: PROVIDE DECENT HOUSING
BY ASSISTING HOUSEHOLDS WITH CURRENT OR PAST DUE RENTS OR UTILITY PAYMENTS, THIS PROGRAM WILL CONTRIBUTE TO MAINTAINING INDIVIDUALS AND/OR FAMILIES IN THEIR CURRENT LIVING SITUATIONS, THUS AVOIDING HOMELESSNESS.
OUTCOME: THIS PROGRAM WILL PROVIDE ASSISTANCE THAT ALLOWS AN INDIVIDUAL WHO IS HIV-POSITIVE TO CONTINUE IN THEIR CURRENT LIVING SITUATION, ACCESS MEDICAL NEEDS, RECEIVE TRANSPORTATION AS NEEDED, IMPROVE THEIR FINANCIAL STABILILTY, AND WILL ENCOURAGE THEIR CONTINUED PARTICIPATION WITH CASE MANAGEMENT SERVICES.

b. Explain how you will measure the long-term impact of the activity on Clients and/or the Community: COMMON INDICATORS 1. AMOUNT OF MONEY LEVERAGED: THIS APPLICATION SUPPORTS ONLY URBANA RESIDENTS; FUNDING FROM OTHER SOURCES (IL DEPT OF PUBLIC HEALTH, UNITED WAY OF CHAMPAIGN COUNTY, BROADWAY CARES, AND FEMA) CONTRIBUTE TO ASSISTANCE FOR OTHER PARTICIPANTS.

2. NUMBER OF PERSONS SERVED, 3. INCOME LEVELS, AND 4. DEMOGRAPHICS: A DATA BASE IS MAINTAINED BY THE AGENCY FOR EACH GRANT YEAR THAT PROVIDES THIS INFORMATION TO FUNDERS.

SPECIFIC INDICATOR: PROGRESS WILL BE MONITORED BY INNUMERATING THE NUMBER OF NEW PROGRAM PARTICIPANTS, AND AN ACCOUNTING WILL BE MADE OF THE NUMBERS OF PARTICIPANTS WHO SEEK ASSISTANCE FOR MORE THAT ONE YEAR.

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

1. CASE MANAGERS WILL BE INTERVIEWED TO MEASURE THE IMPACT ON THEIR CLIENTS.

2. A SAMPLE CLIENT SATISFACTION SURVEY WILL BE ADMINISTERED AT THE END OF THE PROGRAM YEAR TO MEASURE A PERSONAL ASSESSMENT OF THE IMPACT ON THEIR LIFE.

C. BUDGETARY INFORMATION

C1. ATTACH the following to this application:

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

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:

FEWER PEOPLE WILL BE SERVED

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

THE EMERGENCY ASSISTANCE GRANT WILL CONTRIBUTE FUNDS FOR OVERDUE UTILITY BILLS OR PAST DUE RENT/MORTGAGE PAYMENTS. OFTEN THESE BILLS ARE PAID FOR CLIENTS FOR CURRENT BILLING PERIODS TO AVOID LATE FEES AND/OR DAMAGE TO THEIR CREDIT RATING AS IN THE CASE OF HOUSEHOLDS ON AMERIN IP'S BUDGET BILLING PLAN. MONIES RECEIVED UNDER THIS GRANT WILL BE USED ONLY FOR URBANA RESIDENTS. THIS FUNDING WOULD ALSO SERVE AS LEVERAGE FOR OTHER GRANT-WRITING PURPOSES, AND POSSIBLY AS MATCH FOR OTHER GRANT AWARDS.

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 | 7000 | 7000 |
| DEPT. OF COMMERCE AND ECONOMIC OPPORTUNITY* | 0 | 10,000 |
| FEMA/EMERGENCY FOOD AND SHELTER PROGRAM PH26* | 5000 | 5740 |
| IL DEPT. OF PUBLIC HEALTH* | 0 | 65,000 |
| BROADWAY CARES* | 5000 | 5000 |
| HOPWA | 20,000 | 20,000 |
| UNITED WAY ALLOCATIONS | 19,000 | 18,500 |
| UNITED WAY DESIGNATIONS | 3,000 | 4,000 |
| C-U PUBLIC HEALTH DEPT. | 15,000 | 20,000 |
| *THESE AMOUNTS REFLECT THE TOTAL FUNDING FOR THE ENTIRE PROGRAM WHICH SERVES MULTIPLE COUNTIES. | | |
| Total Revenue Sources** | 74,000 | 155,240 |
| **TOTAL AMOUNTS REFLECT INCOME FOR ALL AGENCY PROGRAMS PLUS ADMINISTRATION EXPENSES. | | |
| | | |

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 | 7500.00 | G | SU |
| FEMA/EMERGENCY FOOD AND SHELTER PROGRAM* | 8937.00 | G | FS |
| DEPT OF COMMERCE AND ECONOMIC OPPORTUNITY* | 6000.00 | G | AR |
| IL DEPT OF PUBLIC HEALTH | AMT NOT YET DETERMINED | G | SU |
| | | | |
| *THESE REQUESTED AMOUNTS REFLECT THE TOTAL REQUEST FOR THE ENTIRE PROGRAM WHICH SERVES MULTIPLE COUNTIES. | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Agency/Program Anticipated Budget for FY0910* | 22,437 | | |
| *EXCLUDING IL DEPT OF PUBLIC HEALTH GRANT REQUEST | | | |

E. AUTHORIZATION AND SIGNATURE SHEET

- E1. We, the undersigned duly-authorized agents of (name of organization) _____
- A. Do hereby state, to the best of our knowledge the information contained in this application for the 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:

KAREN RASMUSSEN

Name (Print)


Signature

INTERIM DIRECTOR

Title

20 March 2009

Date

CHAIRPERSON / BOARD MEMBER OF BOARD:

ROBERT ROWE

Name (Print)


Signature

CHAIR, BOARD OF DIRECTORS

Title

23 March 2009

Date



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

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

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

GREATER COMMUNITY AIDS PROJECT
ANNUAL BUDGET APPROVED 12-6-2008
AT THE ANNUAL MEETING OF MEMBERS

18-MONTH BUDGET

EXPENSES

Administration
(Includes salaries) \$47,391

Champaign House
(Includes renovations) \$52,025

Emergency Assistance
Grant Program \$48,000

Education/Outreach \$17,121

Food Program \$27,742

FUNDRAISING

Artist Against AIDS \$22,500

AAA Artist Contracts \$78,000

AIDS Walk \$2000

Holiday Gala \$2500

TOTAL \$105,000

INDIRECT

FUNDRAISING \$17,605

PROGRAM EXPENSES

(Includes salaries) \$99,119

Cash Reserves \$3222

GRAND TOTAL \$417,225

ANTICIPATED REVENUE \$417,225

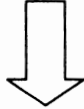
| INCOME | JAN/JUN 09 | JUL/DEC 09 | JAN/JUN 10 | |
|--|------------|------------|------------|-----------|
| GRANTS | | | | |
| Consolidated Social Service Funding Pool | \$3500 | \$3500 | \$3250 | |
| C-U Public Health Food Program | \$7500 | \$7500 | \$7250 | |
| DCEO | | | | |
| Emergency Assistance Grant Program | \$1,250 | \$2,500 | \$2000 | |
| Champaign House | \$625 | \$1250 | \$1250 | |
| United Way Allocation | | | | |
| Food Program | \$2500 | \$2500 | \$2000 | |
| Champaign House | \$6750 | \$6750 | \$5000 | |
| United Way Designation | | | | |
| Staff Salaries | \$1000 | \$1000 | \$1000 | |
| IDPH | | | | |
| Emergency Assistance Grant Program | \$32,500 | \$0 | \$0 | |
| MHCC Case Mgt. | \$4000 | \$0 | \$0 | |
| State Street Apts. | \$5000 | \$0 | \$0 | |
| Champaign House | \$1000 | \$0 | \$0 | |
| Equipment Purchase | \$2500 | \$0 | \$0 | |
| HOPWA | | | | |
| Champaign House | \$10,000 | \$1,000 | \$9,000 | |
| STATE STREET APTS. | \$10,050 | \$10,050 | \$8950 | |
| DONATIONS AND MEMORIALS | \$750 | \$750 | \$750 | |
| FUNDRAISERS AND BENEFITS | | | | |
| AIDS Walk | \$0 | \$1750 | \$0 | |
| Artist Against AIDS | \$95,000 | \$0 | \$95,000 | |
| Holiday Gala | \$0 | \$15,000 | \$0 | |
| Earned Interest | \$2000 | \$2000 | \$2000 | |
| Membership | \$250 | \$250 | \$250 | |
| TOTAL | \$223,925 | \$58,300 | \$135,000 | \$417,225 |

GREATER COMMUNITY AIDS PROJECT STAFF POSITIONS

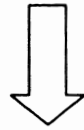
| | |
|--|----------|
| PROGRAM DIRECTOR (1) | \$32,000 |
| PROGRAM COORDINATOR (1) | \$32,000 |
| RESIDENT HOUSE MANAGER UNDER CONTRACT (1) | \$ 3,200 |

GREATER COMMUNITY AIDS PROJECT
ORGANIZATIONAL CHART

BOARD OF DIRECTORS



PROGRAM DIRECTOR/PROGRAM COORDINATOR



RESIDENT HOUSE MANAGER

GREATER COMMUNITY AIDS PROJECT
BOARD OF DIRECTORS
2008/2009

Robert Rowe, Chair
Darrin Holt, Vice Chair
Bruce Barnard, Treasurer
Georgia King, Secretary

Erica Bauer, Officer
Marla Francisco, Officer
Lena Hann, Officer
Dawna Nelson, Officer

Dale Brashers, Officer
Frances Friedman, Officer
Ruthie Harper, Officer
Pamela Shelly, Officer

Joel Brotherton, Officer
Jim Hall, Officer
Curt McKay, Officer
Maggie Unsworth, Officer

GCAP BOARD MINUTES

March 9, 2009

Champaign Public Library

Board Members Present: Bob Rowe, Jim Hall, Maggie Unsworth, Pamela Shelley, Erica Bauer, Darrin Holt, Ruthie Harper, Dawna Nelson, Marla Francisco, Curt McKay, Lena Hall.

Board Members Excused: Bruce Barnard, Dale Brashers, Georgia King, Joel Brotherton.

Staff Present: Karen Rasmussen, Mike Benner

Advisory Board Members: Alexx Engels.

Meeting called to order by Chair, Bob Rowe @ 5:44 pm.

Treasurer's Report: Included in packet. Karen asked if the new format was working for everyone and if there was any questions concerning it? Jim H. made motion to the report, Lena H. seconded.

Lena H. said she noted on the minutes from February that she was listed as an "Advisory" Board Member, but she had been voted in as a full board member. Consensus agreed.

A motion was made to accept the February Minutes. Maggie E. moved to accept, Jim H seconded.

Teri McCarthy's telephone appeal hearing scheduled 3/11/09 before the State of Illinois Dept of Employment Security Appeals Division Referee was announced to the GCAP Board and the agency was asked to participate, but has chosen not unless there is some necessary legal reason.

Secretary's Report: Secretary absent. No report given.

Director's Report: FEMA has increased available funding for the Emergency Food and Shelter Program. Money has arrived for HOPWA funding for Champaign House. Staff attended the workshop sponsored by IDPH which announced the agency would be funding previous programs at more or less the same levels but would not be considering new programs. GCAP has a grant in place (\$150,000) to assist both Champaign House and State Street Apartments. This application is due 4/30/09 for monies to be available 7/1/09. Staff suggested that a new roof for Champaign House and repairs to the chimney be considered; estimates are being requested so staff will know how much to apply for in the grant application. The question was raised about what direction the board would want to pursue in this application, i.e., prevention/outreach vs. supportive services and housing. The emergency assistance grant was discussed again. Applications are available for Urbana Consolidated Social Service Funding Pool, and also under the Obama stimulus

package there will possibly be a competition for funding from HUD. Karen is looking to see if Champaign also has similar monies available. Mike will be checking with C-UPHD for money, since we provide money for food bank. Fran asked about needle exchange. Mike said Joe Trotter at C-UPHD is currently in charge of the needle exchange program for C-UPHD. Pharmacies do not seem to want to participate, so best to go through C-UPHD. Staff met with a representative from SESI (Social Entrepreneurship Summer Institute) which offers summer programs for business training. They have said they will assist GCAP this summer with interns to develop a marketing plan, and in expanding the membership base. Mike & Karen brainstormed about hitting up schools about HIV education. The United Way had their walk-through, they were very pleased with Champaign House (last year rec'd 7k, this yr. we're asking for 9K). United Way committee asked if we were to lose all our money, what would be the one thing we would support, and the answer was Champaign House. Staff also met a United Way review committee at the Food Bank to consider that application. We also asked for them for transportation money for the food bank. We are currently paying \$45/hr. for taxi service to/from the food bank, and the 3-month trial is now over. Each week runs between \$90 and \$135. Mike suggested that food bank clients be scheduled all on the same day and nearly the same time so the transportation could be consolidated into one trip thus saving money. Staff will also look for grant opportunities for funding for cabs. Perhaps churches, mental health center? HIV education—update on how program worked--in return for transportation for food bank. Most churches have vans! Transportation is very important to our clients, so it is a great need to be further investigated. Karen has neighbors that have a van that they considered giving to GCAP—however now they want to charge for the van, and then we would be responsible for liability, insurance, etc., big considerations, especially on how we would pay for it, but something really important to be well thought-out in advance. Staff is going to check with insurance companies about the liability of transporting clients in personal vehicles. What about liability waivers? Can people still sue, regardless? Can we get programs to work together? Mental Health Center case managers are allowed to transport Shelter Plus Care clients, could they assist others?

Program committee – nothing submitted.

Finance Committee – want to request a credit card for the office from our current bank. CDs are still maturing under deal Bob made. Speaking of checking, in the grant paperwork from IDPH, it was asked if grant funds were kept different in a different account from general funds. So, we are ordering a new account with different colored/titled checks to show the difference. Might have to pay accountants a little extra money to reconcile this difference, but will be worth it. GCAP will not be noted on checks—one will say Grants Account and the other General Account.

Audit Committee - has not met due to Fran's absence, but working on setting up regular meetings now that she has returned.

OEPR committee – met on February 23, 2009. Minutes are in board packet. We have held 1 of the 2 HIV 101 trainings. Other will be on Monday, March 16th. Maggie gave kudos to Mike for his presentation. The committee also discussed having “canvas tote bags” for AAA participants who purchase art to carry it home. We can also use them as a fund-raising effort. Mike B can get T-shirts for \$5. Bob knows an awning company that actually makes bags from leftover canvas. He is going to send the information to Lena to check into pricing, etc.

Fund-Raising Committee - Minutes are now in board packet. Maggie requested that provide invitations from other non-profit organizations. (This sentence is a little off, and I don't know why she requested them. Perhaps this should be added.) Thank-yous will be provided to participants who buy. They discussed adding another fund-raiser in the fall, perhaps a wine tasting at the Terminal?

Personnel committee – The committee met between board meetings. They are trying to write up job descriptions and have recommendations available for the next board meeting.

1. **Artist Against AIDS** have sent invitations out. In the past Museum's Executive Board members have received 2 free tickets to Thursday night's reception, and they are expecting this again. The Dr. affiliated with the Carle Foundation who has been gracious in the past was assured two tickets for his support. However, the GCAP Board has decided he will only receive one and can buy another if he would like. He also is head of the Charitable Giving Committee, and always gives \$500 towards AAA. Thursday nite tickets are \$50 and are sold to make the most money, as the rest of the days of AAA are free entrance. There are also levels, Gold is \$500-\$999 and Platinum is \$1000 and over. Thursday night attendees get to see and buy art first. They will also receive 2 free tickets for wine. Volunteers that work will no longer be given one extra ticket for entrance. There is a 300 limit to people at opening night. Tami Haubner has told Orpheum that they will receive 12 tickets for opening night. No more ½ price art for volunteers, except at the end for left-over art. No more special thank-you tickets or after-hours party. Workdays are Sat. the 4th, Sun. the 5th and Sat. the 11th, and work usually starts at 10 am. Pamela will send more information later. The DIVAS met for their annual business meeting. (They have hosted Thursday nights for years.) 13 ladies that are DIVAS will be helping as volunteers, just like the other volunteers. Tami is doing a great job and packets have been sent out only to those who have requested them. You may also go to GCAPnow.com and information is available for AAA. Refrigerators are needed for the hors d' oeuvres and wine. There is one available in the basement of Champaign House.

2. **A motion was made to apply for the credit card. Motion was made by Jim H. and seconded by Bob R. MOTION CARRIED to get the new credit card. A motion was also made to apply for a line of credit by Jim H., Ruthie H. seconded. MOTION CARRIED.**

Motion was made to adjourn @ 6:12 by Jim H. 1st, and seconded by Lena H.

Respectfully submitted, Marla Francisco,

GCAP Board Member

EXPERIENCE WITH FEDERAL/STATE/LOCAL GRANT PROGRAMS

The Greater Community AIDS Project has been the recipient of grant funds for many years. Some examples are:

- Broadway Cares, a private, non-profit foundation
- Carle Foundation
- Department of Commerce and Economic Opportunity (State of Illinois)
- Emergency Food and Shelter Program (Federal monies passed through United Way)
- Illinois Department of Public Health (State of Illinois)
- Housing Opportunities for Persons With AIDS (Federal)
- United Way of Champaign County
- Champaign-Urbana Public Health Department
- Community Development Block Grant (Federal monies passed through City of Urbana)
- Cunningham Township
- Shelter Plus Care (Federal monies passed through Regional Planning Commission)

These programs have been monitored over the years, without any findings or concerns being noted.

GCAP also receives donations from private citizens, corporations, small businesses, churches, and civic organizations. The agency has three fund raising activities each year: the largest being Artists Against AIDS; the AIDS Walk each summer sponsored by one of the Univ. of IL sororities; and the Holiday Gala in December. These events are organized and executed by volunteers with some assistance offered by staff. Financial accounting is handled in-house by staff.

GCAP staff is fully qualified to administer state, federal, and local monies, as the Program Director is a certified grants administrator, with more than eleven years experience with a local municipal government in grant writing and oversight of Community Development Block Grant programs, federal Supportive Housing Program funds, and federal Shelter Plus Care monies.

Internal Revenue Service

Department of the Treasury

District
Director

Person to Contact: EO:TPA

Telephone Number: 1-800-829-1040
~~312 435 1040~~

GAY COMMUNITY AIDS PROJECT
P.O. BOX 713
CHAMPAIGN, IL. 61824-0713

Refer Reply to: 93-2479

Date: AUGUST 24, 1993

RE: EXEMPT STATUS
EIN: 37-1189518

This is in response to the letter, dated August 3, 1993, regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in April 1986 granting your organization an exemption from Federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954. Our records also indicate that your organization is not a private foundation but one that is described in Section x 509(a)(1) & 170(b)(1)(A)(vi) of the Internal Revenue Code.

Contributions made to you are deductible by donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

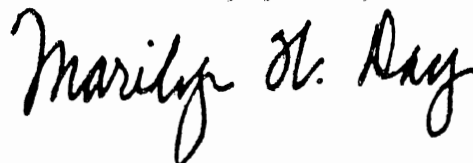
If your gross receipts each year are normally \$25,000 or more, you are required to file Form 990, Return of Organizations Exempt from Income tax by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 511 of the Code. If you are subject to this tax, you must file an income tax return on F-990-T.

If any question arises with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,



Marilyn W. Day
District Director



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

June 23, 2006

GREATER COMMUNITY AIDS PROJECT OF EAST CENTRAL IL
P O BOX 713

CHAMPAIGN IL 61824-0713

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

GREATER COMMUNITY AIDS PROJECT OF EAST CENTRAL IL
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: E9989-6516-05. 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 July 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

VOLUNTEERS

GCAP is primarily a volunteer organization. We depend upon members of the community to help carry out our services. To volunteer, or for information on volunteer opportunities, call: 217-351-2437 or write: volunteer@gcapnow.com

Membership Contributions

GCAP relies on the generosity of the community to carry on its mission. Membership privileges include receiving our **G-CAPSule** newsletter, other important mailings and participation in the Annual Meeting. Please consider making a *tax deductible contribution* to help in our important work.

_____ \$50.00 Annual Membership Fee

_____ Other contribution

_____ Total

Name: _____

Address: _____

If you would prefer to receive our newsletter and other important items electronically please provide your e-mail address below:

Please make checks payable to **GCAP** and send to:
P.O. Box 713, Champaign, IL 61824

For more information call, 217-351-2437
Over 90% of all donations go for direct client services

Supporting the needs of those living with
HIV/AIDS IN OUR OWN BACKYARD

GC&P
Greater Community AIDS Project
P.O. Box 713
Champaign IL 61824-0713

GC&P



Greater Community AIDS Project

217-351-2437

GCAPNOW.COM

Supporting the needs of those living with

HIV/AIDS IN OUR OWN BACKYARD

OUR MISSION

To address the needs of those affected by HIV and AIDS, and to educate the public about HIV and AIDS.

The Greater Community AIDS Project (GCAP) helps over 300 individuals and their families annually in our service area of East Central Illinois (Champaign, Coles, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston and Vermilion counties).



Logo design by Royce Wagner Inc

On the cover. To celebrate the lives of those we have lost from HIV/AIDS, GCAP commissioned Deborah Fell to create a work that would serve as a permanent reminder of their spirit. "The AIDS ribbon begins to shatter as AIDS statistics continue to rise....Their journey continues and so does ours."

The quilt was unveiled at 2008's

Artist Against AIDS,

an annual spring event benefiting persons with HIV and AIDS.

OUR HISTORY

GCAP, a not-for-profit 501 (c) (3) corporation, was founded in 1985 in response to the needs of those infected with HIV/AIDS.

OUR SERVICES

Housing

Champaign House is a five bedroom transitional housing facility for HIV positive people that are homeless or in danger of becoming homeless.

It is free of charge.

GCAP also operates State Street House, a three apartment building that provides permanent affordable housing for HIV positive individuals and their families.

For more information contact:
housing@gcapnow.com

Rent and Utility Assistance

GCAP gives direct financial aid for persons with HIV/AIDS to prevent the loss of housing and utilities.

Medical Assistance

GCAP assists clients with prescription medicines that are not covered by insurance or other programs.

Nutrition

GCAP provides direct food support to clients with the monthly *Harvest to Home* food program.

EDUCATION

GCAP provides presentations to businesses, schools, civic organizations, religious institutions and fraternal organizations. Subjects include basic HIV information, prevention, and the medical and emotional needs of persons living with HIV/AIDS.

GCAP also distributes educational brochures and pamphlets on HIV/AIDS.



NATIONWIDE FACTS

- HIV/AIDS infects 1 in every 250 people in the United States.
- The rate of infection for the past 15 years has remained at a constant level of 56,000 new cases per year—40% higher than previously thought.
- The Centers for Disease Control estimates 25% of those infected don't even know it.
- The youth of America (ages 16-25) represent the largest growing population of new infections.