

ORDINANCE NO. 2009-07-080

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

**(Mental Health Center of Champaign County
Roundhouse Youth Shelter / Project No. 0910-CSSP-03)**

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

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

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

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

NAYS:

ABSTAINS:



Phyllis D. Clark
Phyllis D. Clark, City Clerk
J. The Great of Clark
Deputy Clerk

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

Laurel Lunt Prussing
Laurel Lunt Prussing, Mayor

Agreement # 0910-CSSP-03

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 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;

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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: Sheila Ferguson, Chief Executive Officer
Mental Health Center of Champaign County
1801 Fox Drive
Champaign, Illinois 61820

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

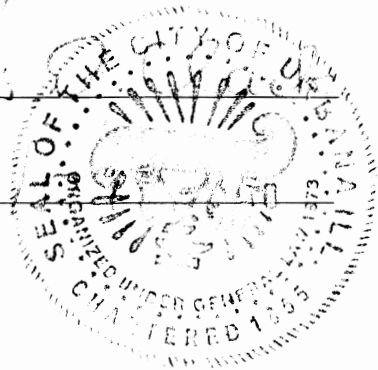
CITY

BY: *Janet Quinn*

DATE: 8/19/09

ATTEST: *Phyllis*

DATE: 8/19/09



SUBGRANTEE

BY: *Shirley Feagin*

DATE: August 14, 2009

ATTEST: *Sandra L. Fox*

DATE: August 14, 2009

**ATTACHMENT A
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

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

The Subgrantee further agrees to the following:

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

Name (Please Print): Sheila Ferguson

Signature: Sheila Ferguson

Title: CEO

Date: August 14, 2009

Attest: Sandra S. Fox

**ATTACHMENT B
ASSURANCES**

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


1. It possesses legal authority to receive CDBG Program funds from the City and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement, including all understandings and assurances contained herein, and directing and designating the authorized representative of the Subgrantee to act in connection with the Agreement and to provide such additional information as may be required.
3. The City of Urbana's CDBG Program has been developed so as to give maximum feasible priority to activities which will benefit very low-income families. As a subrecipient of CDBG Program funds, Subgrantee agrees to give maximum feasible priority to very low-income families when administering the Subgrantee program described herein.
4. It will comply with the regulations, policies, guidelines, and requirements of OMB Circular A-122 as they relate to the acceptance and use of Federal funds for this federally-assisted program.
5. It will comply with all requirements imposed by HUD concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-110.
6. It will comply with all regulations, policies, guidelines, and requirements of OMB Circular A-133 as they relate to audits of non-profit organizations. Audits shall be conducted annually.
7. It will comply with
 - A. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part I), which provide that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee received Federal financial assistance and will immediately take any measure necessary to effectuate this assurance.
 - B. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR 570.601), which provide that no person in the United States shall, on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Title I funds.
 - C. Executive Order 11246, and all regulations issued pursuant thereto (24 CFR Part 130), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally-assisted contracts.

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

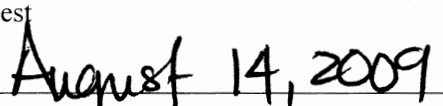
- D. Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given lower-income residents of Champaign County and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in Champaign County.
- E. Labor Standards. The requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, Sections 103 & 107 of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subgrantee agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subgrantee shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.
- F. Guidelines for Energy Management/Energy Star. Guidelines have been established regarding energy management using Energy Star and are recommended by both the Dept. Housing & Urban Development and the Illinois Department of Commerce and Economic Opportunity and subgrantees are encouraged to follow these guidelines.
- G. Copyrights. If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.
- H. Patent Rights. Agencies shall use standard patent rights clause specified in "rights to Inventions made by Non-Profit Organizations and Small Business Firms" (37 CFR Part 401), when providing support for research and development.
- I. Clean Air/Clean Water. The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:
 - a. Clean Air Act, 42 U.S.C. , 7401, *et seq.*;
 - b. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
 - c. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

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

These assurances are signed with regard to Subgrantee Project No. 0910-CSSP-03 of the Urbana CDBG Program


Subgrantee: Chief Executive Officer



Attest

Date August 14, 2009

**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-03 pursuant to this Agreement.

The following conditions, in addition to those established in the Agreement itself, and other attachments thereto, and federal, state, county and city laws, regulations, and procedures pertinent to this project, have been set forth and must also be complied with in order for Subgrantee to receive CDBG Program Assistance for Subgrantee Project No. 0910-CSSP-03.

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 by the shelter include a 24/7 crisis hotline, shelter, food, clothing, supervision, individual and family counseling, group counseling, recreation, educational skills building, case management, and advocacy.

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>

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4. In addition to the normal administrative services required as part of this Agreement, Subgrantee agrees to provide the following levels of program service:
 - A. Total Number of Persons To Be Served: Licensed eight (8) bed facility
 - 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 \$4,000. 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.
 - A. LINE ITEMS AND DOCUMENTATION NEEDED:
K09-1- _____ - _____
 - B. **The initial request for reimbursement submitted by the Subgrantee to the City shall include the following supporting documentation: canceled checks, and paid receipts or copies of invoices.**
 - C. **FOR Public Service Grants: With each subsequent request for reimbursement on a quarterly basis, Subgrantee shall submit copies of Certification of Income forms signed by the parents/guardians of the youth served (or other such documentation as agreed upon between the City and the Subgrantee). Ethnic information for each person served shall also be submitted.**
 - D. **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.**

6. 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.

7. 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.

8. 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.

Agreement # 0910-CSSP-03

9. Records maintained by Subgrantee pursuant to this Agreement shall be available for inspection upon request by the City and HUD.

Name of Subgrantee: Mental Health Center of Champaign

Address: 1801 Fox Drive, Champaign IL 61820

Signed by: Shirley Feag

Title: CEO

Date: August 14, 2009

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**ATTACHMENT D
SUBRECIPIENT APPLICATION**



11

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

A. AGENCY INFORMATION

1.	Applicant Organization/Legal Name:	Mental Health Center of Champaign County, Inc.
2.	Program to be Funded:	Roundhouse
3.	Contact Person & Title:	Lisa Benson, Director of Residential Services
4.	Address:	1801 Fox Drive, Champaign, IL 61820
5.	Telephone No:	217-693-4627
6.	FAX No:	217-398-8568
7.	E-mail Address:	lbenson@mhcenter.org
8.	Amount Requested:	\$ 12,810
9.	Year Established / Incorporated:	1956
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	
<input checked="" type="checkbox"/>	Years in Operation	
<input checked="" type="checkbox"/>	Brief Overview of Agency Services & Programs	
<input checked="" type="checkbox"/>	Organization Chart	
<input checked="" type="checkbox"/>	List of Agency Board Members/Officers	
<input checked="" type="checkbox"/>	Copy of Agency Board Meeting Minutes	
<input checked="" type="checkbox"/>	Experience with Federal/State/Local Grant Programs	
<input checked="" type="checkbox"/>	A Preliminary Agency and Program Budget for next fiscal year (FY0910)	
<input checked="" type="checkbox"/>	Actual Agency and Program Budget for current fiscal year (FY0809)	
<input checked="" type="checkbox"/>	All Agency and Program Staff positions by job title, # in each position, & current annual salary amount range	
<input checked="" type="checkbox"/>	Internal Revenue Service Department of the Treasury: Tax Exemption Letter / Proof of 501 (c)(3) status	
<input checked="" type="checkbox"/>	Illinois Department of Revenue Tax Exemption Letter: FEIN Number	

RECEIVED
APR - 7 2009
By _____

*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:

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

B3. Program is a: New Program Continuation of Existing Program, started: 1978

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

Funding is requested to assist with the staffing/operating costs for Roundhouse. The funding will provide continued support for a part-time House Counselor position. The Roundhouse requires at minimum 4.5 FTE to deliver 24 hour, 7 days a week services. Through the support of City of Urbana CDBG funding in FY08, we have been able to stabilize Roundhouse funding in FY08. The previous years the Roundhouse was operating with a substantial funding deficit. With stabilized funding, the Roundhouse will be able to ensure 24 hour, 7 days a week services throughout the year to youth in need.

B4. Identify the number of recipients your program has the capacity to serve: Licensed 8 bed facility.

- o Identify the number of persons you are currently serving: At the end of the third quarter, March 2009, the Roundhouse has had 46 shelter admissions and provided service to approximately 229 youth / families.
- o Identify the number of persons you anticipate serving in the next fiscal year: Roundhouse anticipates having 70 admissions to the shelter and providing service to 300 youth/families.

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

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

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

- o 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): _____

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

The Roundhouse primarily serves youth from Champaign, Ford, and Iroquois counties, however can provide shelter to runaway youth from other states that present in Champaign County. Residents of Roundhouse do not have a residence considered safe and stable at the time of admission. Of those served in FY2008, approximately 40% indicated prior residence in Urbana, Champaign, or Champaign County.

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

FAMILY SIZE	EXTREMELY LOW INCOME	LOW INCOME	MOD INCOME
	30% MFI	50% MFI	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 78%- estimating 55 Live in Urbana see B7.

Low Income 11%- estimating 7 Live in Urbana see B7.

Moderate Income 11%- estimating 7 Live in Urbana see B7.

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

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

b. Describe briefly how your program addresses each strategy:

- o Goal 5, Strategy 2 "Encourage appropriate area social service agencies to expand recreational, educational, and cultural opportunities and alternatives for very low-income youth and young adults" : The Roundhouse provides services to extremely low income households, with specific focus on providing services to the at-risk youth in the family. The needs of the youth are assessed, including focus on recreational, educational, and cultural needs. When needs are identified in these areas, staff work to involve the youth in relevant activities. Recreation programming at the Roundhouse is a forum for positive youth development and is provided regularly. Recreational services take place on-site, in the community, or in recreational facilities in our area. Recreation activities occur up to seven days a week, and range from participation in games and sports to attendance at a community events. All activities are opportunities for the youth to gain social skills

in real life situations. Through community support, the Roundhouse receives donations of equipment, supplies, and free passes to community facilities such as swimming pools, miniature golf courses, movie theaters, and bowling alleys. The Refinery gym is working with our runaway and homeless youth programs to establish accessibility to the gym for our youth which we hope will provide youth opportunities for physical activity and a sense of community connection.

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

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:

The Roundhouse program intends to achieve the following with youth:

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

*Improved communication skills

*Improved coping skills

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

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

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

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

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

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

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

C. BUDGETARY INFORMATION

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 Roundhouse requires at minimum 4.5 FTE to deliver 24 hour, 7 days a week services. Through the support of City of Urbana CDBG funding in FY08, we have been able to stabilize Roundhouse funding in FY08. The previous years the Roundhouse was operating with a substantial funding deficit. Partial funding will increase the likelihood of Roundhouse operating in deficit and will decrease the sustainability of the Roundhouse.

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

Awarded funding will be used to support a portion (.50FTE) of a House Counselor salary at the Roundhouse. House Counselors provide direct services to the youth served at the Roundhouse and man the 24 hour runaway and homeless crisis line.

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	\$0	\$9,800
DHHS Basic Center	\$150,000	\$150,000
United Way	\$27,500	\$27,500
FEMA	\$5,937	\$6,311
Contract Services	\$3,050	\$5,500
Contributions/Misc. Grants	\$11,508	\$6,115
United Way Designated Funds	\$2,615	\$2,200
Total Revenue Sources	\$200,610	\$207,426

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	\$12,810	G	AR
DHHS Basic Center	\$150,000	G	AFA
United Way	\$27,500	G	AR
FEMA	\$9,827	G	FS
Contract Services	\$5,500	C	SU
Contributions/Misc. Grants	\$6,115	C/G	SU
United Way Designated Funds	\$2,200	C	SU
Total Agency/Program Anticipated Budget for FY0910	\$213,952		

E. AUTHORIZATION AND SIGNATURE SHEET

- E1. We, the undersigned duly-authorized agents of Mental Health Center of Champaign County, Inc.
- A. Do hereby state, to the best of our knowledge the information contained in this application for the 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:

Sheila Ferguson
Name (Print)

Sheila Ferguson
Signature

Chief Executive Officer
Title

3/31/09
Date

CHAIRPERSON / BOARD MEMBER OF BOARD:

Jerry Ramshaw
Name (Print)

Jerry Ramshaw
Signature

President Board of Directors
Title

3/31/09
Date

ATTACHMENTS



Mental Health Center

OF CHAMPAIGN COUNTY

Mission, Vision, and Values Statement

Mission:

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

Vision:

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

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

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

Values:

H O P E

H - Heroism

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

O - Optimism

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

P - Passion

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

E - Empowerment

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

Because Minds Matter

Years in Operation:

The Roundhouse Youth Shelter has been in operation for 31 years.

Experience with Federal / State / Local Grants:

As an agency, the MHC has successfully maintained many federal, state, and local grants since the establishment of the MHC. The Roundhouse program is supported by federal and local grants. Roundhouse has successfully maintained the Basic Center federal grant since 2003 when MHC assumed responsibility for the grant from Children's Home and Aid Society. Roundhouse also has received ongoing federal funding through the Emergency Food and Shelter Program Grant. Additionally, Roundhouse has been the recipient of local grants from Kraft and First Presbyterian Church in past years and receives grant funding from the United Way.

All Agency and Program Staff positions by job title, # in each position, & current annual salary amount range:

The Roundhouse Youth Shelter program staff consists of 4.5FTE House Counselor positions and a .50FTE Roundhouse/Homeless Youth Supervisor I position. There are currently 4 full-time and 5 PRN House Counselors. There is one Supervisor. A House Counselor salary range is \$17,123-25,685 and a Supervisor I range is \$33,994-\$50,991.



Address: 311 White Street
Champaign, Illinois

Type of facility: Licensed DCFS Child Welfare Agency and Group Home

Year Opened: 2003

Capacity: 6

Size: 3,117 Square Feet

Funding: U. S. Department of Health & Human Services, Illinois Department of Human Services, City of Champaign, City of Urbana, United Way, Friends of Roundhouse, charitable contributions.

Services: 24-hour professionally supervised emergency shelter services for runaway and homeless youth. Also provide individual and group counseling and rehabilitative services, continued education linkage, recreational activities, and case management services.

friends of
roundhouse



Founded to support Children's programs, Friends of Roundhouse was formed in 2003 from the former Children's Home and Aid Society Auxiliary. This group of more than 120 women from the Champaign County area is committed to advancing programs and activities to support and strengthen youth and families in our community, with a specific focus on the Roundhouse Youth Shelter and Homeless Youth Programs.

These activities include:

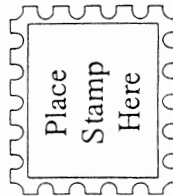
- Monthly membership meetings
- Speakers on Resources in the Community & Issues facing Children and Families
- Annual Special Events
- Tours of Roundhouse
- Holiday Gifts to Support Homeless Moms and their Children
- Holiday Gifts to Roundhouse Youth
- Ongoing assistance with food, clothing, furniture, and consumables to Roundhouse

Donations through Friends of Roundhouse are tax-deductible.

For More Information

Call 217-398-8080

To Find Out How You Can Support These Important
Community Services



Mental Health Center of Champaign County
1801 Fox Drive
Champaign, Illinois 61820



Because Children Matter

ROUNDHOUSE



**A SHELTER FOR
RUNAWAY &
HOMELESS
YOUTH**

217-359-5276



Mental Health Center
OF CHAMPAIGN COUNTY

Roundhouse Shelter

Every year more than 1.3 million children run away from home. The dangers they face from assault, illness or suicide are real.

Roundhouse is the only teen shelter in Central Illinois providing comprehensive shelter and services for runaway and homeless youth. Established in 1978 by Children's Home and Aid Society, and operated since 2003 by the Mental Health Center of Champaign County Inc.

Roundhouse serves runaway and homeless and those at risk. The purpose of Roundhouse is to preserve and reunite youth with their families, encouraging the resolution of problems.

Services include:

- Temporary shelter for up to 21 days
- 24-hour professionally supervised shelter services in a home-like environment with a structured program schedule.
- Individual and Group Counseling
- Individual and Group rehabilitative services
- Continued Education Linkage
- Recreational Activities
- Case Management Services



1-800-RUNAWAY

The HOME FREE Program provides crisis intervention to runaway and homeless youth with the goal of reuniting runaway youth with their parent/legal guardian.

The National Runaway Switchboard (NRS) is the sole organization through which a HOME FREE ticket may be issued.

National Runaway Switchboard
3080 N. Lincoln Avenue
Chicago, IL 60657
773-880-9860
773-929-5150 fax

Requirements and criteria include:

1. Youth must be between the ages of 12-20.
2. For youth under 18, a legal guardian must have filed a runaway/missing person's report with the police within the first five (5) days of the youth leaving home. The report number is required to participate in HOME FREE.
3. Youth must initiate the process to access the Home Free Program by calling the NRS hotline at 1-800-RUNAWAY and indicate s/he is willing to return home.
4. Youth under 18 can only return to their parents/legal guardian. When feasible, youth will be escorted by a police officer or crisis care worker to the bus station when picking up the ticket, but will be unescorted for the duration of the trip.
5. Tickets must be used the day they are booked unless otherwise approved by Greyhound.
6. Tickets are non-transferable.
7. Parent/guardian or other adult family member designated by the parent/guardian may be provided a round trip ticket to travel to the youth's location and return home with the youth.
8. For youth 19-20 years of age, returning home OR going to an independent living program in the vicinity of home are the options.

Roundhouse is a licensed DCFS Child Welfare Agency and Group Home. The organization is nationally accredited.

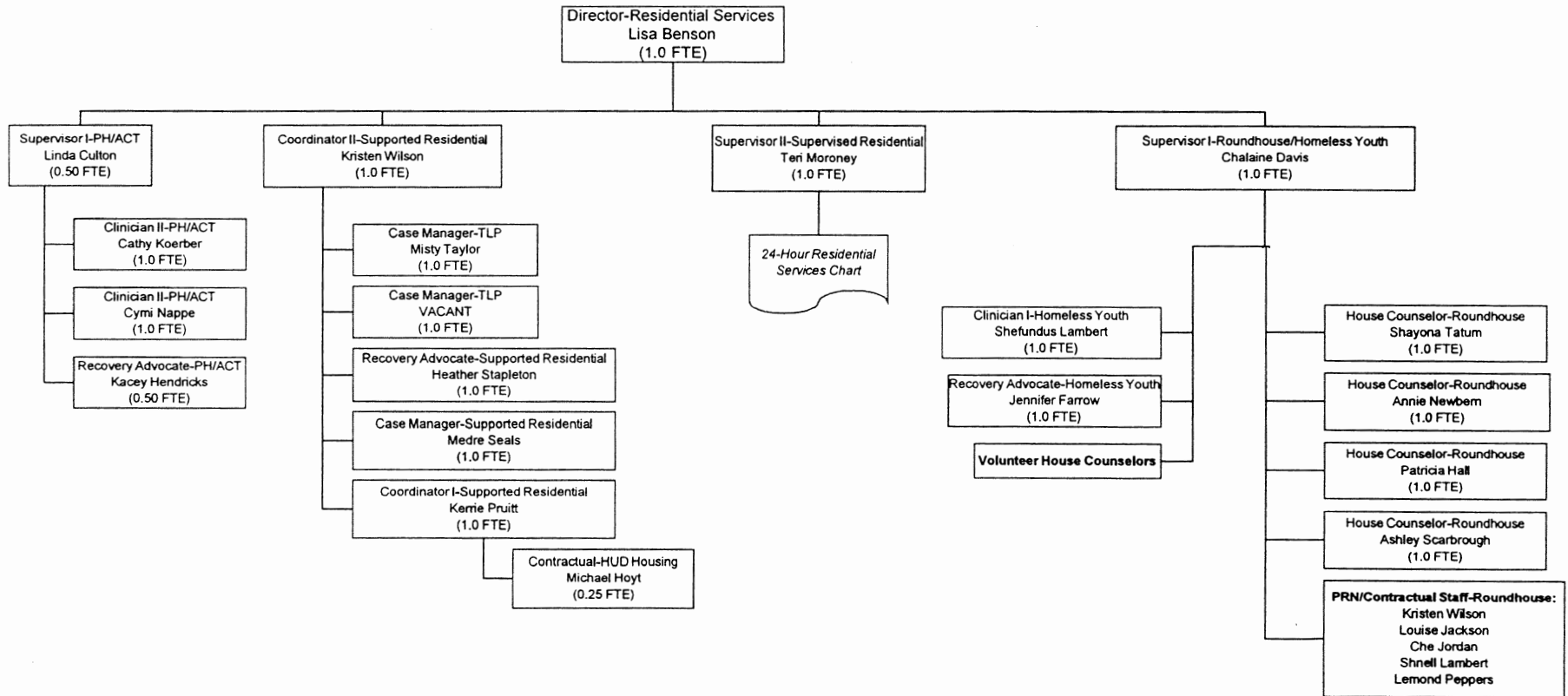
The Roundhouse Shelter programs are supported by the following funding partners:

- Federal Grants from Health and Human Services
- Illinois Department of Human Services
- City of Urbana
- United Way of Champaign County
- Friends of Roundhouse
- Charitable contributions from Churches, Foundations, Corporations and Individuals

Volunteers assist the program in providing supervision and transportation.

**For more information call:
217-359-5276**

Residential Services



**Board of Directors
MENTAL HEALTH CENTER OF CHAMPAIGN COUNTY
Fiscal Year 2009**

OFFICERS:

President	Jerry Ramshaw
Vice President	Karen Glick
Treasurer	Joel Oschwald
Secretary	George Ordal

Barry J. Ackerson, PhD (2005; FY06) Associate Dean and MSW Program Director School of Social Work	Joel Oschwald (2008) *First State Bank
Mary Barham Amin Admissions / Staff Development Coordinator Champaign County Nursing Home	Howard Piggee, Jr. (2005; FY06) Retired Chief Information Officer – Corning, Inc. Retired 20 Years Air Force
Dale Brashers, PhD (2008) Professor in Communication and Medicine *University of Illinois Department of Communications	Peggy Prichard (2006: FY 07) Manager, Advertising & Promotions Frasca International, Inc.
Douglas D. Bushue , (2005; FY06) Senior Financial Advisor *Ameriprise Financial Advisors, Inc.	Sheila Ferguson, CEO, MHC (2005) *Mental Health Center
Jerald E. Ramshaw, Jr. (2002) Senior Investment Advisor Sperry Van Ness/Ramshaw Real Estate	Alan Ryle Al Ryle Industries
Robin Orr (2008) Director of Programming / Nutrition University of Illinois Food Science and Human Nutrition Dept.	Karen Glick (2002) Associate Campaign Director University of Illinois
Sandra Houston (2003) Director Human Relations Commission	George Ordal (2008) Professor Emeritus of Biochemistry University of Illinois
Christian (Chris) Korban (2008) Bank Champaign Teller and Full Time Student at University of Illinois	

2009 Meeting Schedule:

Full Board Meeting:	Monthly meeting; 4 th Tuesday of month; 11:45am-1:30pm
Finance Committee:	Monthly meeting; 4 th Tuesday of month; 7:00am-8:30am
Administrative Policy Committee:	Bi-monthly meeting; 2 nd Tuesday of month; 7:00am-8:00am
Program Quality Review Committee:	Bi-monthly meeting; 2 nd Tuesday of month; 12:00pm-2:00pm

Mental Health Center of Champaign County

Finance Committee
Tuesday, March 31, 2009
7:00-8:00 a.m.
1801 Fox Drive – Room 152

We ask that individuals abstain from voting on any action items involving potential Conflict of Interest

Purpose: Develop strategies, for approval by the Board of Directors that will ensure accurate and acceptable accounting of all financial activity, as well as protect and enhance all assets of the Corporation in order to fulfill the mission of the Corporation.

AGENDA				
	<u>Agenda Topic</u>	<u>Presenter</u>	<u>Page Number</u>	<u>Time Limit</u>
I.	Call to Order	J. Oswald		1 Min
II.	Welcome/Introductions	J. Oswald		1 Min
III.	Mission Moments	All		1 Min
IV.	Acceptance of the Agenda	J. Oswald		1 Min
V.	Review of Minutes of February 24, 2009		1-5	
VI.	Standing Reports			15 Min
	A. Financial Reports – February 2009	W. Burnett	6-10	
	1. Current Financials/Budget Variances			
	2. MRO Update			
	3. Money Market Account			
	B. Management Information Systems Update	W. Burnett		
	C. FY '09 Stewardship Goals	S. Ferguson	11	
VII.	Old Business			10 Min
	A. CDBG–City of Urbana, Cunningham Twnshp.	J. Oswald		
	B. MRO Analysis	W. Burnett		
	C. Legislative Update – Tabled.	M. Will		
VIII.	New Business	J. Oswald		10 Min
	A. Audit Firm – Review/Recommendation			
	B. IARF Action Request			
IX.	Next Steps	J. Oswald		1 Min
	Next Meeting: Date/Time/Place: Tuesday, April 28, 2009 @ 7:00 am – 8:00 am, 1801 Fox Drive, Champaign, IL			
X.	Adjournment	J. Oswald		

* Documents have been distributed in advance last week.

Action items are in bold.

CONFIDENTIAL PROPRIETARY INFORMATION
Mental Health Center of Champaign County
Finance Committee
March 31, 2009
MINUTES

For purpose of grant application- only minutes as relates to the grant is included.

Chair: Joel Oschwald

Present: Wanda Burnett, Douglas Bushue, Sheila Ferguson, Karen Glick, Chris Korban, George Ordal, Joel Oschwald, Jerry Ramshaw, Micky Will, Al Ryle (late) and Sandy Fox as the recorder.

Excused:

I. CALL TO ORDER

Mr. Oschwald called the meeting to order at 7:04 am. A quorum was present today.

II. WELCOME/INTRODUCTIONS

Mr. Oschwald welcomed all members.

III. MISSION MOMENTS

Ms. Ferguson shared a mission moment regarding Accreditation preparation with the group. The employees have shown incredible effort with everyone working together and working hard for the scheduled survey next week

IV. ACCEPTANCE OF AGENDA

The agenda was reviewed, after which the following motion was made:

RESOLVED: A motion was made by Mr. Bushue to accept the March 31, 2009 agenda as presented; Mr. Ramshaw seconded the motion. Additions to old business included the Community Development Block Grant from the City of Urbana/Cunningham Township and an MRO Analysis that Mr. Burnett prepared. The motion was unanimously approved with the noted additions.

V. REVIEW OF MINUTES

The committee reviewed the minutes of the February 24, 2009 Finance Committee, after which a motion was made:

RESOLVED: A motion was made by Mr. Korban to accept the minutes of the February 24, 2009 Finance Committee meeting as presented; Dr. Ordal seconded the motion. The motion unanimously passed.

VI. STANDING REPORTS

- A. Financial Reports
- B. Management Information Systems Update
- C. Stewardship Goals – FY 09

VII. OLD BUSINESS

A. Community Development Block Grant (CDBG) – City of Champaign and Cunningham Township

We have actively sought CDBG funding for both Roundhouse and TIMES Center for many years. Ms. Ferguson explained the history of this grant and how the elimination of the CDBG funds in Champaign will likely increase the competition for funds with the City of Urbana and Cunningham Township this year. She requested approval from the Finance Committee to submit the grants for City of Urbana/Cunningham Township this year.

Having no further discussion, the following motion was made:

RESOLVED: A motion was made by Mr. Bushue to approve the submission of two CDBG applications, one for Roundhouse and one for TIMES Center. Mr. Korban seconded the motion. The motion unanimously passed. This motion will be moved to the next full board of director meeting for review.

- B. MRO Analysis

VIII. NEW BUSINESS

- A. Audit Firm – Review / Recommendation**
- B. IARF Request for Resolution**

IX. NEXT STEPS

- A. Next Meeting will be held on Tuesday, April 28, 2009 at 1801 Fox Drive, Champaign, Illinois.

X. ADJOURNMENT

There being no further business to be brought before the committee, the meeting was adjourned at 8:35 am.

Respectfully submitted by Sandy Fox, recorder

**Mental Health Center of Champaign County
ROUNDHOUSE
BUDGET FY 09-10**

Support and Revenue

City of Urbana/Cunningham Township	\$12,810
DHHS	\$150,000
FEMA	\$9,827
United Way	\$27,500
Contract Services	\$5,500
Contributions/Misc Grants	\$6,115
United Way-Desg Funds	\$2,200

Total Support & Revenue **\$213,952**

Expenses

Personnel Services	\$156,945
Consultant Services	\$3,110
Consumables	\$4,200
Occupancy	\$9,985
Transportation & Travel	\$2,500
Leases & Rents	\$255
Interest & Finance Expense	\$800
Communication	\$3,500
Specific Assistance	\$300
General Liability Insurance	\$2,935
Other Operating Expenses	\$3,605
Depreciation Expense	\$4,615

Total Direct Expenses **\$192,750**

Management & General **\$21,202**

Total Expenses **\$213,952**

NET SURPLUS/ (DEFICIT) **\$0**

**Mental Health Center of Champaign County
ROUNDHOUSE
BUDGET FY 08-09**

Support and Revenue

City of Urbana/Cunningham Township	\$9,800
DHHS	\$150,000
FEMA	\$6,311
United Way	\$27,500
Contract Services	\$5,500
Contributions/Misc Grants	\$6,115
United Way-Desg Funds	\$2,200

Total Support & Revenue **\$207,426**

Expenses

Personnel Services	\$152,373
Consultant Services	\$3,117
Consumables	\$3,900
Occupancy	\$9,200
Transportation & Travel	\$2,500
Leases & Rents	\$250
Interest & Finance Expense	\$800
Communication	\$3,500
Specific Assistance	\$300
General Liability Insurance	\$2,837
Other Operating Expenses	\$3,478
Depreciation Expense	\$4,615

Total Direct Expenses **\$186,870**

Management & General \$20,556

Total Expenses **\$207,426**

NET SURPLUS/ (DEFICIT) **\$0**

RECEIVED

Internal Revenue Service

OCT 02 2006

Date: September 28, 2006

MENTAL HEALTH CENTER /
CENTERPOINT

MENTAL HEALTH CENTER OF CHAMPAIGN
COUNTY INC
1801 FOX DR
CHAMPAIGN IL 61820-7236

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

Person to Contact:

Janet M. Duncan 31-07676
Correspondence Specialist/Screeners

Toll Free Telephone Number:

877-829-5500

Federal Identification Number:

37-0913985

Dear Sir or Madam:

This is in response to your request of September 28, 2006, regarding your organization's tax-exempt status.

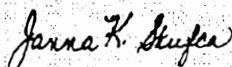
In October 1971 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

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

