

ORDINANCE NO. 2010-07-058

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

**(Mental Health Center of Champaign County - Roundhouse
Youth Shelter / Project No. 1011-CSSP-02)**

WHEREAS, On April 19, 2010, the Urbana City Council passed Ordinance No. 2010-04-024 approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2010-2011 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 Three Thousand Eight Hundred Eighty-Eight and 00/100 dollars (\$3,880.00) in Community Development Block Grant funds, to provide safe shelter to runaway and homeless youth and to alleviate the problems that lead to the youth's situation in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

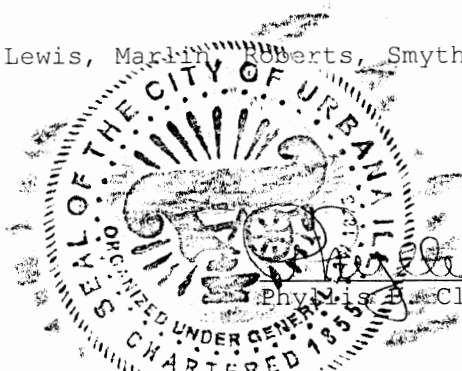
Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the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

PASSED by the City Council this 19th day of July,
2010.

AYES: Gehrig, Lewis, Marlin, Roberts, Smyth, Stevenson

NAYS:

ABSTAINS:



Phyllis E. Clark
Phyllis E. Clark, City Clerk

APPROVED by the Mayor this 26th day of July,
2010.

Laurel Lunt Prussing
Laurel Lunt Prussing, Mayor

CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT

AGREEMENT

SUBRECIPIENT NAME: Mental Health Center of Champaign County
PROJECT NAME: Roundhouse Youth Shelter
PROJECT NO. 1011-CSSP-02
PROJECT ADDRESS 1801 Fox Drive, Champaign IL 61820
CFDA No. 14.218

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

WITNESSETH

WHEREAS, the City has been designated as an entitlement community by the U. S. Department of Housing and Urban Development (hereinafter "HUD") under provisions of the Housing and Community Development Act of 1974, as amended, and, as an entitlement community, the City will receive an entitlement of Community Development Block Grant (hereinafter "CDBG") funds for the period beginning July 1, 2010 and ending June 30, 2011, pursuant to the CDBG Program; and,

WHEREAS, the Urbana City Council has adopted an Annual Action Plan for the year beginning July 1, 2010 and ending June 30, 2011 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 2010-2011 CDBG program funds to: Unify youth with their families if reunification is in the best interest of the youth. If reunification is not appropriate, staff work to find a safe and stable alternative living arrangement.
3. The City agrees to grant to the Subgrantee the sum of **Three Thousand Eight Hundred Eighty and 00/100 Dollars (\$3,880.00)** and the Subgrantee agrees to abide by the CDBG Program and to use said funds for the purpose of carrying out Subgrantee Project No. 1011-CSSP-02 (hereinafter the "Project").

Agreement # 1011-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, 2010 and shall terminate on June 30, 2011, 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.

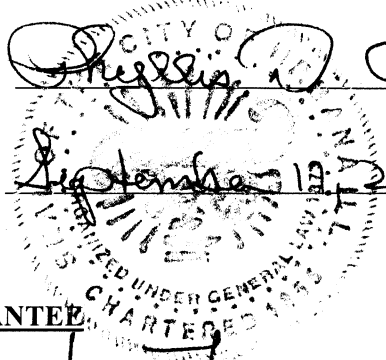
CITY

BY: Juan P. Ruiz

DATE: 9/17/10

ATTEST: Shelley D. Clark

DATE: September 19, 2010



SUBGRANTEE

BY: Shelley Clark

DATE: Sept 9, 2010

ATTEST: Marilyn E. Pano

DATE: 9/9/10

**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, creed, class, national origin, religion, sex, age, marital status, physical and mental disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest or conviction record or source of income, or any other discrimination based upon categorizing or classifying a person rather than evaluating a person's unique qualifications relevant to opportunities in 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: Sept 9, 2010

**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.

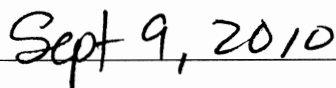
These assurances are signed with regard to Subgrantee Project No. 1011-CSSP-02 of the Urbana CDBG Program.



Subgrantee: Chief Executive Officer



Attest



Date

**ATTACHMENT C
STATEMENT OF SPECIAL CONDITIONS**

Subgrantee understands and agrees that it is a subrecipient of Urbana CDBG Program and is eligible to receive funds for Subgrantee Project No. 1011-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. 1011-CSSP-02.

1. This Agreement is contingent upon Subgrantee operating the Scope of Service herein outlined during the period July 1, 2010 - June 30, 2011.

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>\$22,750</u>	5	<u>\$35,050</u>
2	<u>\$26,000</u>	6	<u>\$37,650</u>
3	<u>\$29,250</u>	7	<u>\$40,250</u>
4	<u>\$32,450</u>	8	<u>\$42,850</u>

Agreement # 1011-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:
 - 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 \$3,880. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified below. The City shall make payments to the Subgrantee as reimbursement of expenses related to the administration and expenses of the program activities as stated in Article 2. The City shall make payment to Subgrantee within 21 calendar days of receipt of an acceptable billing from Subgrantee. Acceptable billing shall include such documentation as outlined herein.

LINE ITEMS AND DOCUMENTATION NEEDED:

K09-1-5300-3900

- A. **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.**
 - B. **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.**
 - 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.**
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.

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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 County

Address: 1801 Fox Drive, Champaign IL 61820

Signed by: Shirley Ferguson

Title: CEO

Date: Sept 9, 2010

**ATTACHMENT D
SUBRECIPIENT APPLICATION**



**APPLICATION FOR FUNDING
CITY OF URBANA/CUNNINGHAM TOWNSHIP
CONSOLIDATED SOCIAL SERVICE PROGRAM
FY 2010 - 2011**

①

A. AGENCY INFORMATION

1.	Applicant Organization/Legal Name:	Mental Health Center of Champaign County, Inc.
2.	Program to be Funded:	Roundhouse
3.	Amount Requested:	\$ 13,018
4.	Contact Person & Title:	Lisa Benson, Director of Residential Services
5.	Address:	1801 Fox Drive, Champaign, IL 61820
6.	Telephone No:	217-693-4627
7.	FAX No:	217-398-8568
8.	E-mail Address:	lbenson@mhcenter.org
9.	Year Established / Incorporated:	1956- MHC incorporated 2003- MHC began operating the Roundhouse
10.	Fiscal Year of Agency:	July 1 – June 30
11.	Funding Received from Urbana:	<input checked="" type="checkbox"/> Funded in Year: <u>FY04/05</u> <input checked="" type="checkbox"/> Funded FY0910 <input type="checkbox"/> Not Funded FY0910 <input type="checkbox"/> Never Applied for Funding <input checked="" type="checkbox"/> No. of Years Funded: <u>The Roundhouse program has been funded 3 years (FY05, FY09, FY10). In FY06, FY07, FY08, the Homeless Youth program received CDBG funding.</u>

PLEASE ATTACH THE FOLLOWING REQUIRED INFORMATION

<input checked="" type="checkbox"/>	Agency Mission Statement / Purpose	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="font-size: 1.2em; margin: 0;">RECEIVED</p> <p style="margin: 0;">APR - 7 2010</p> <p style="margin: 0;">By _____</p> </div>
<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"/>	Actual Agency and/or Program Budget for current fiscal year (FY0910)	
<input checked="" type="checkbox"/>	A Preliminary Agency and/or Program Budget for next fiscal year (FY1011)	
<input checked="" type="checkbox"/>	All Agency and/or 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	

B. PROGRAM INFORMATION

B1. 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.

B2. Explain how the funding awarded to your Agency will be use, if funded:

Funding is requested to assist with the staffing/operating costs for Roundhouse. The funding will provide continued support for a Recovery Advocate- RHY 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, FY09, and FY10. The previous years the Roundhouse was operating with a substantial funding deficit. With stablized funding, the Roundhouse will be able to ensure 24 hour, 7 days a week services throughout the year to youth in need.

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.

Over the course of the last year, the Roundhouse has experienced almost a 300% increase in the days of care that have been provided to runaway and homeless youth. Additionally, the number of pregnant youth provided shelter at Roundhouse has increased 250%. The decline in the national and local economy is likely a contributing factor. We anticipated that the increased level of need will continue in the upcoming year.

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

- o Identify the actual total number of persons you are currently serving: At the end of the third quarter, March 2010, the Roundhouse has had 55 shelter admissions and provided service to approximately 229 youth / families.
- o Of the total number served, identify the number of persons from Urbana currently being served: The Roundhouse primarily serves runaway youth from Champaign, Ford, and Iroquois counties and homeless youth from Champaign County. However, Roundhouse can also 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 the first 3 quarters of FY2010, approximately 60% indicated prior residence in Urbana, Champaign, or Champaign County. Of the 55 admissions, 7 admissions were persons who identified their last permanent address as in Urbana.

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. Primary population served: (Please check all that apply):

- Early Childhood (pre-kindergarten) Adults
- K-12 Families with children under 18
- Young adults (18-25) Senior Citizens (ages 65+)

B8. Which of the following services will this funding support? (Please check all that apply)

- Education Employment/Job Training Health & Medical/Mental Health
- Housing/Shelter Food and Nutrition Other (please specify): _____

B9. Using the table below, answer the following questions:

FAMILY SIZE	EXTREMELY LOW INCOME 30% MFI	LOW INCOME 50% MFI	MOD INCOME 80% MFI
1	\$13,700	\$22,800	\$36,500
2	\$15,650	\$26,100	\$41,700
3	\$17,600	\$29,350	\$46,950
4	\$19,550	\$32,600	\$52,150
5	\$21,100	\$35,200	\$56,300
6	\$22,700	\$37,800	\$60,500
7	\$24,250	\$40,400	\$64,650
8	\$25,800	\$43,050	\$68,850

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

Extremely Low 96% (53)

Live in Urbana 7

Low Income 0%

Live in Urbana 0

Moderate Income 4% (2)

Live in Urbana 0

B10a. From **CONSOLIDATED PLAN FOR PROGRAM YEARS 2010-2014: 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 as noted above:

- 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. On weeks opposite to Life Skills group instruction, the Roundhouse offers "Game Night"; all youth in MHC Runaway and Homeless Youth programming regardless of their current placement are invited to the Roundhouse for a night of recreation and socialization. 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 Roundhouse also sporadically receives free passes to University of Illinois sporting events and events such as Cirque De Soleil at the Assembly Hall. The Refinery gym provides a limited number of gym memberships to our runaway and homeless youth programs allowing youth to exercise with the support and guidance of staff. This provides youth opportunities for physical activity and also 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 staff 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. An ongoing Life Skills group is provided every other week at Roundhouse to all youth in MHC Runaway and Homeless Youth programming regardless of their current placement. 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. In April 2009, the Roundhouse received approval to extend Roundhouse emergency shelter services to females up to age 20 who were participating in MHC's Homeless Youth program . These homeless young women and their children can be provided shelter up to 120 days. Since receiving DCFS approval, Roundhouse has sheltered 10x more children under age 3 who were dependents of the runaway and homeless youth admitted to the shelter.

B11. 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.

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

*Roundhouse will have at least 70 admissions to the shelter. 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

B12. Will this funding help build capacity in your organization and promote a long-term benefit in the organization or to the individuals that it serves, (i.e can it be leveraged to get other grant funds, does it help build self-sufficiency in your clients?) Please explain:

The primary funding for the Roundhouse is a federal grant that requires matching funds provided by local sources. City of Urbana funds provide local match or leverage for federal funding.

With increasing expenses such as rising utility costs and employee insurance, funds supporting daily operations are maximized. The Roundhouse program relies on a variety funding sources to cover the costs to maintain basic needs provided to clients and provide programming. City of Urbana funding would provide match/leverage and, in turn support an existing staff position. As described above, Roundhouse staff work with the youth and their families to increase their self-sufficiency.

C. BUDGETARY INFORMATION

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

- Your actual agency budget for the current fiscal year (FY0910)
- A preliminary agency budget for the fiscal year for which you are applying for funds (FY1011).

C2. Categories which should be addressed in each budget include the following:

Administration		Programming		
Personnel Services:	Materials & Supplies:	Contractual Services:	Capital Outlay:	Case Management:
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	Staff time for services to clients; case management services provided

C3. What percentage of your organization's budget is allocated to Administration compared to Programming? (See above)

Administration: _____ 10 % Programming _____ 90 %

C4. What percentage of your program is part of the overall agency budget? _____ 2 %

C5. 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 to present, we have been able to stabilize Roundhouse funding. 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.

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	
	FY0809	FY0910
City of Urbana/Cunningham Township	9,800	10,000
DHHS Basic Shelter	150,000	150,000
United Way	27,500	19,466
FEMA	8,949	8,395
Contract Services	7,720	3,600
Contributions/Misc. Grants	3,621	3,245
United Way Designated Funds	3,026	4,900
Total Revenue Sources	210,616	199,606

D2. List the name of the funding source and the requested amount for next fiscal year (FY 1011). 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 (FY1011)	Type	Commitment Status
Requested from City of Urbana/Cunningham Township	13,018	G	
DHHS Basic Center	150,000	G	AFA
United Way	17,667	G	AFA
FEMA	7,918	G	FS
Contract Services	3,600	C	SU
Contributions/Misc. Grants	4,500	C/G	SU
United Way Designated Funds	5,000	C	SU
Total Agency/Program Anticipated Budget for FY0910	201,703		

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 General/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, and assure that the funds will be administered 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 2010-2011 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, 2010, 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

April 6, 2010
Date

CHAIRPERSON / BOARD MEMBER OF BOARD:

Jerry Ramshaw, Jr.
Name (Print)

Jerry Ramshaw
Signature

President
Title

April 6, 2010
Date



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.

Years in Operation:

The Roundhouse Youth Shelter has been in operation for 32 years.

Experience with Federal / State / Local Grants:

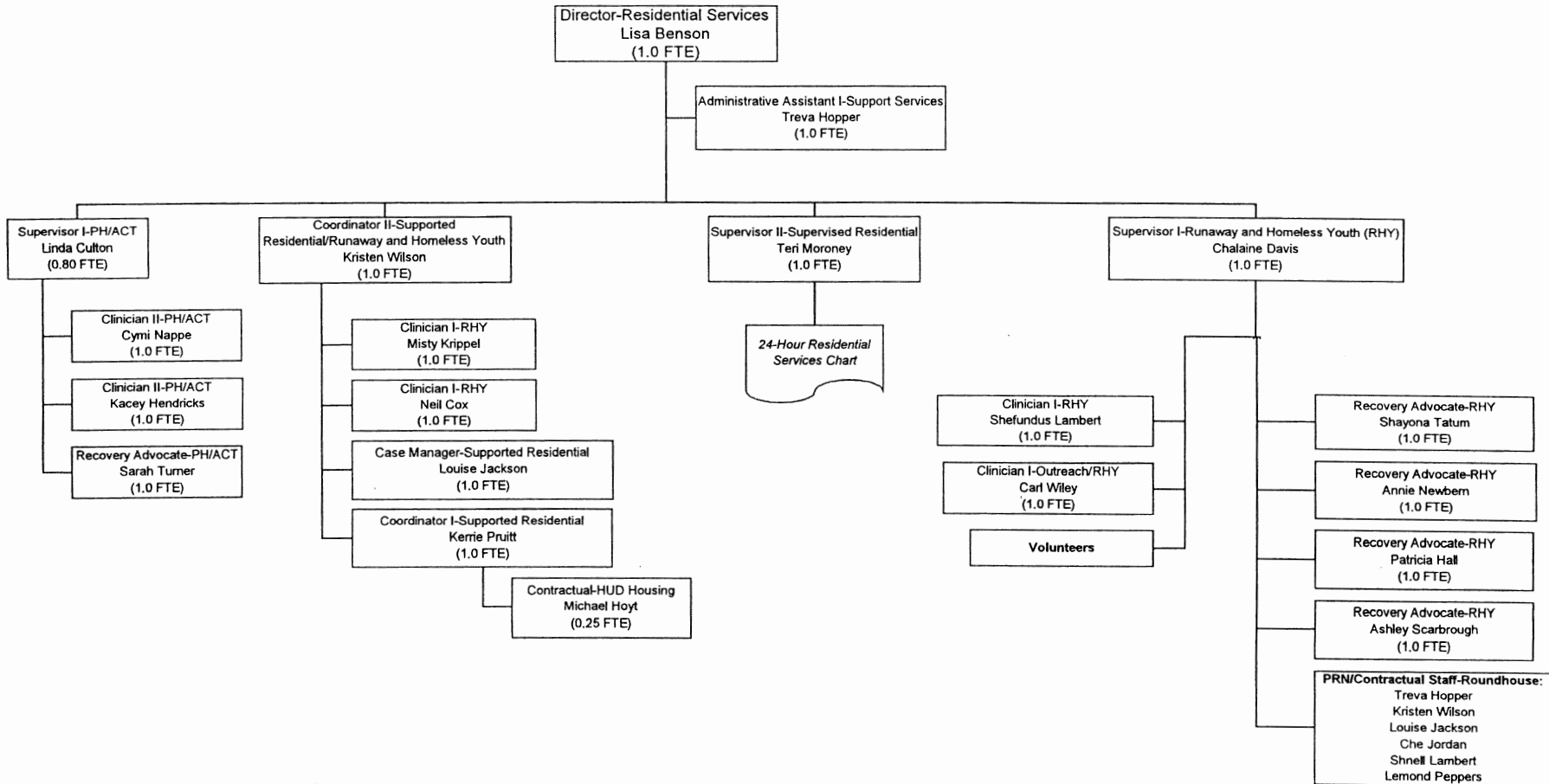
As an agency, the MHC has successfully maintained many federal, state, and local grants since the establishment of the MHC. The Roundhouse program is supported by federal and local grants. Roundhouse has successfully maintained the Basic Center federal grant since 2003 when MHC assumed responsibility 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 Recovery Advocate-RHY positions and a .50FTE Supervisor I-RHY position. There are currently 4 full-time and 6 PRN Recovery Advocate-RHY. There is one Supervisor. A House Counselor salary range is \$17,123-25,685 and a Supervisor I range is \$33,994-\$50,991.

Mental Health Center of Champaign County, Inc.

Residential Services

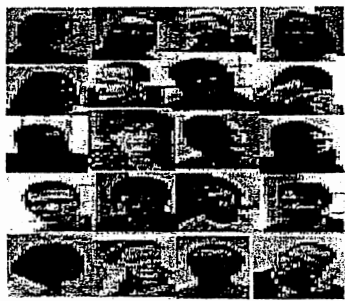




Mental Health Center
OF CHAMPAIGN COUNTY

INFORMATIONAL PACKET

**Providing Mental Health and Wellness
Services and Programs in our Community
Since 1956**



**202 W. Park Street
Champaign, IL 61820**

**1801 Fox Drive
Champaign, IL 61820**

**Phone: (217) 398-8080
24-Hour Crisis Line: (217) 359-4141**

www.mhcenter.org



Mental Health Center OF CHAMPAIGN COUNTY

WELCOME



This brochure contains information about the Mental Health Center, the services it provides, and how to obtain or access them.

While the Mental Health Center was incorporated in 1956 as a Community Mental Health Center working primarily with psychiatric disabilities, it has expanded to include a variety of mental health and wellness services to all ages.

When people are asked to list the features that have made the Mental Health Center unique, many name our mission of encouraging self-sufficiency through behavioral health care that is grounded in the community. Some cite our facilities, such as our group homes, the TIMES Center, or the Roundhouse Shelter. Several mention our programs that provide service to individuals like our psychiatric services, crisis line, crisis services, counseling, case management, psychosocial rehabilitation, and healthy families. Well, they are only half right. For in truth, it is people that have made the Mental Health Center of Champaign so distinctive and admired: people who believe that mental health services can make a difference and improve lives.

At the Mental Health Center, we believe that strengthening the lives of individuals and families strengthens our society. We also believe that as seeds of HOPE are planted ... stories of RECOVERY grow.

Sheila Ferguson, MSW, LCSW
Chief Executive Officer

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.

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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.

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HOPE

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

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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.

Approved by the Board of Directors: May 2005

Because Minds Matter

Early Childhood Mental Health & Development Services

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

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

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

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



HOUSING & SUPPORTIVE SERVICES

Transitional/Homeless Services

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

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

STEP (Supportive Transition and Empowerment Program) – Transitional Living Program for runaway or homeless youth ages 16-21; provides counseling and case management services; limited availability for supportive housing for STEP clients.

Shelter Plus Care Vouchers and Rental Assistance Programs – A small number of Section 8 and Rental Assistance programs funded by the Department of Housing and Urban Development are available for individuals who are homeless and in need of housing and supportive services. These programs maximize positive outcomes and reduce chronic homelessness for individuals with psychiatric disabilities.

PH-ACT (Permanent Housing and Assertive Community Treatment) – Intensive community based program available to individuals with psychiatric disabilities or individuals with dual diagnosis including psychiatric, developmental or HIV Aids related disabilities who are homeless and in need of supportive services. These programs maximize positive outcomes and reduce chronic homelessness for these Individuals. A limited number of housing vouchers funded by the Department of Housing and Urban Development are available for PH-ACT clients.

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

Residential Services - For adults over the age of 18

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

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

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

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

Board of Directors
MENTAL HEALTH CENTER OF CHAMPAIGN COUNTY
Fiscal Year 2010

OFFICERS:

President
Vice President
Treasurer
Secretary

Jerry Ramshaw
Karen Glick
Joel Oschwald
George Ordal

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Board of Directors FY 10 (Continued)
Mental Health Center of Champaign County

6. **Sandra Houston** (2003)
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Board of Directors FY 10 (Continued)
Mental Health Center of Champaign County

12. **Jerald E. Ramshaw, Jr.** (2002)
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****Preferred Mailing Address***

CONFIDENTIAL FOR BOARD MEMBERS ONLY

**Mental Health Center of Champaign County
Program Quality Review (PQR)
Executive Session
March 9, 2010
12:00 pm to 1:00 pm**

Presiding: Barry Ackerson

Recorder: Sandy Fox

Present: Barry Ackerson, Bruce Barnard, Lisa Benson, Dale Brashers, Sheila Ferguson, Juli Kartel, George Ordal, Micky Will, Sue Wittman and Sandy Fox as recorder.

Excused: Robin Orr, Peggy Prichard

I. CALL TO ORDER

Dr. Ackerson called the Executive Session of the PQR meeting to order at 1:05 pm. A quorum was present.

II. INTRODUCTION AND WELCOME

III. MISSION MOMENTS

Ms. Ferguson reported that we ended up receiving a score of 100 percent on our Value Options audit. The auditors complimented MHC stating we did excellent work on our documentation and MHC currently has the highest score in the state this year.

IV. APPROVAL OF MINUTES

The Executive and Regular Session minutes from the November 10, 2009 meeting and the minutes from the Executive Session January 12, 2010 meeting were reviewed with a the revision to the attendance of the January 12, 2010 minutes and motion to approve.

RESOLVED: Dr. Ordal made a motion to approve the November 10, 2009 Executive and Regular Session minutes and the January 12, 2010 Executive Session minutes with a revision to the attendance; Dr. Brashers seconded the motion. Motion unanimously passed.

V. ACCEPTANCE OF AGENDA

The agenda was accepted by consensus.

VI. STANDARD AGENDA

A. Reports

1. Quality

a. CRT

Ms. Benson reported that we have seen several deaths of clients of clients again this year. This committee has reviewed this negative trend over the years and more recently reviewed a longitudinal research article that continues to demonstrate that mental health consumers die on average 25 years younger than the general population. There are no other trends of any concern. Medical errors have been quite low.

b. QA/UR

Ms. Percy distributed her reports and stated that the scores are running very closely to the same from one month to the next. She noted that the things the auditors look at are in less detail than what our agency monthly audit addresses. At this time, we are looking at how to devise the audit tool to make it smaller, audit more charts monthly and as we identify systems issues, we are looking at addressing particular team or staff issues in more detail. We were in the process of implementing a new individual treatment plan pilot, but we have run into a few snags and are now back to drawing board. Ms. Percy noted that even through we had a strong audit, the ASO is now auditing a couple of additional elements that were not part of the process before. In the coming month, the SDT will be implementing some changes that will be addressing the new requirements.

c. Ombudsman

Ms. Percy reviewed the report on page 6 of the packet. February we had nine new complaints and an additional carry over of three from the month before. This took the ombudsman approximately 12 hours. There are no system issues causing this. The complaints varied from "the doctor spends only 5 minutes with me, to the doctor will not change my medications". Sometimes the clients complain because they want to determine what medications they want, which may not be clinically appropriate. After reviewing the complaints, there were no alarming trends or concerns.

2. Credentialing / Privileges / Recruitment

Mr. Will reported there was no update for the committee today.

VII. OLD BUSINESS

A. Board Goals

Mr. Barnard distributed a status update including all Board goals for this term. He noted that Essential Learning (E-Learning) will be discussed later in the general meeting. This new learning platform is a huge component of the quality of work life goal. Parallel to using this learning platform, we are going to work with supervisors

on understanding staff competencies. Supervisors can then integrate staff competencies into the performance reviews and individual training needs/requirements.

The PDSA about research includes projects underway with the business school. These research goals tie into our technology goal. Mr. Barnard made the following points:

1. The Technical Advisory Committee meets on a regular basis and is looking at areas we can make system improvements that will help efficiency, productivity and quality of services without huge expenditures of capital.
2. Ms. Ferguson is participating in Health Inform Exchanges (HIE) for the region. In terms of the MHC goals, there is a lot of work to do outlining what our requirements are for electronic medical records. The HIE is moving quickly and may lead us in a particular direction. Illinois landed a large grant for the Office of Technology Information that is working with the Governor, and they are moving fast now. Ms. Ferguson saw the first commercial about it showing people the advantage of sharing information, labs, tests, appointments, etc. It was noted that some of the smaller states already share medical information across their systems. The committee noted that once an HIE is developed our hospitals will probably buy into this instead of managing their own system.

The other two goals are communication, branding and imaging. It was noted that Appreciative Inquiry (AI) ties these altogether. Budget cuts hit and then the process slowed down. We are in the destiny stage of AI that ties in to the rest of our goals. With the budget situation again, we could have another set back in moving forward with our goals. There was a discussion about how downsizing at different agencies made them become stagnant and that it was better to try to retain good employees.

Mr. Barnard stated that it is important to keep in mind and focus on taking concrete actions that staff will identify as coming out of this process so they know that there are things happening and taken seriously. Mr. Barnard's recommendation to the Board is that we keep this structure in place through fiscal year 2011. In the summer of fiscal year 2011 think about another Board Retreat to revisit where we are, add more goals, and by then we should have a clearer understanding of where we are with regard to the State economic situation.

VIII. NEW BUSINESS

A. State Update

Ms. Ferguson reported that Governor Quinn will be giving his budget cut proposals to the public tomorrow at noon. We are not sure if we will be held harmless for the rest

of the year or if we will have cuts that affect FY10. The Department of Mental Health staff will be at the regional meeting on Thursday and they will have input as to what happens there. Everyone expects a repeat of the doomsday scenario again.

Ms. Ferguson reported that the 708 Champaign County Mental Health Board grants requests were complete and submitted as she reported to the Board. We will not hear any results until the middle of May. MHC is completing a Title XX Request for Proposal (RFP) at the beginning of April. The application is for piloting an integrated health system for a limited number of consumers. There is also an RFP from DRS centering on employment for clients with mental health conditions. While this grant will be highly competitive, MHC staff will submit a proposal for this one as well.

Ms. Ferguson stated that Ms. Benson just returned from a meeting at the City of Urbana regarding the Community Development Block Grant funding for next year. Ms. Ferguson requested permission to submit two applications, one for Roundhouse and one for TIMES Center.

After this discussion, there was a request that a motion be made to direct the staff to proceed with an application for the City of Urbana CDBG dollars for both the Roundhouse shelter and TIMES Center.

RESOLVED: Dr. Ordal made a motion to approve submission of applications for CDBG funds from the City of Urbana for both Roundhouse Shelter and TIMES Center; Dr. Brashers seconded the motion. Motion unanimously passed.

IX. SUMMARY/FOLLOW-UP/COMMUNICATIONS

Ms. Ferguson reported that she will send an electronic update to the Board regarding the work that Surface 51 and Mr. Ramshaw's office has completed.

X. PLAN NEXT MEETING

- The next meeting will take place as follows:
May 11, 2010:
 - 12:00 pm to 1:00 pm
 - 1:00 pm to 2:00 pm

XI. CRITIQUE OF MEETING

XII. ADJOURNMENT

The Executive Session of the PQR meeting was adjourned at 12:55 p.m.

Respectfully submitted, Sandy Fox, Recorder

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

Support and Revenue

City of Urbana/Cunningham Township	\$10,000
DHHS	\$150,000
FEMA	\$8,395
United Way	\$19,466
Contract Services	\$3,600
Contributions/Misc Grants	\$3,245
United Way-Desg Funds	\$4,900

Total Support & Revenue **\$199,606**

Expenses

Personnel Services	\$150,733
Consultant Services	\$3,035
Consumables	\$3,924
Occupancy	\$4,367
Transportation & Travel	\$540
Leases & Rents	\$125
Interest & Finance Expense	\$119
Communication	\$4,035
Specific Assistance	\$1,281
General Liability Insurance	\$1,785
Expensible Equipment	\$2,747
Other Operating Expenses	\$861
Depreciation Expense	\$5,162

Total Direct Expenses **\$178,714**

Management & General **\$20,892**

Total Expenses **\$199,606**

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

**Mental Health Center of Champaign County
ROUNDHOUSE
BUDGET FY 10-11**

Support and Revenue

City of Urbana/Cunningham Township	\$13,018
DHHS	\$150,000
FEMA	\$7,918
United Way	\$17,667
Contract Services	\$3,600
Contributions/Misc Grants	\$4,500
United Way-Desg Funds	<u>\$5,000</u>
Total Support & Revenue	\$201,703

Expenses

Personnel Services	\$155,254
Consultant Services	\$2,900
Consumables	\$3,980
Occupancy	\$4,500
Transportation & Travel	\$540
Interest & Finance Expense	\$120
Communication	\$4,200
Specific Assistance	\$1,275
General Liability Insurance	\$1,800
Other Operating Expenses	\$861
Depreciation Expense	<u>\$5,162</u>
Total Direct Expenses	\$180,592
Management & General	<u>\$21,111</u>
Total Expenses	<u>\$201,703</u>
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.

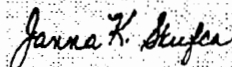
In October 1971 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

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



Illinois Department of Revenue

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

September 15, 2006

MENTAL HEALTH CENTER OF CHAMPAIGN CO
1801 FOX DR

CHAMPAIGN IL 61820

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

MENTAL HEALTH CENTER OF CHAMPAIGN CO
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: E9984-4621-05. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

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

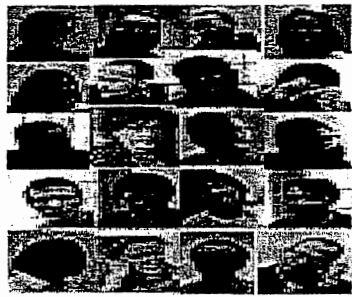
Office of Local Government Services
Illinois Department of Revenue



Mental Health Center
OF CHAMPAIGN COUNTY

INFORMATIONAL PACKET

**Providing Mental Health and Wellness
Services and Programs in our Community
Since 1956**



**202 W. Park Street
Champaign, IL 61820**

**1801 Fox Drive
Champaign, IL 61820**

**Phone: (217) 398-8080
24-Hour Crisis Line: (217) 359-4141**

www.mhcenter.org

OUR SERVICES

Information, Appointments and Referrals – Contact the Access Department at (217) 398-8080. Access staff members assist individuals in providing general information regarding our behavioral health services and by helping callers select the resources that are most appropriate for their needs. In most cases, a brief intake screening form is completed over the phone and the appropriate appointments and referrals are provided to the caller.

Psychiatric Services For Adults and Children/Adolescents – Psychiatric evaluations and ongoing medication management services are available.

ADULT RECOVERY SERVICES

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

Community Based Case Management – Case Managers partner with consumers in assessing needs, obtaining services, treatment and supports. The focus is on recovery and self-management. The individual and the Case Manager plan, coordinate, monitor and advocate for services and supports directed toward the achievement of the individual's goals for community living. Case Management Services are available to adults 18 years and older assessed with serious mental illnesses and with significant/medical need. Within the Community Support Program, there are several levels of case management services provided, from intensive (weekly or more often contact) to general support (monthly or as needed contact).

Case Management is a service that is provided to consumers in the community as well as in a number of the agency operated residential programs, including Roundhouse, Homeless Youth, Supportive Transition Empowerment Program (STEP), TIMES Center Level II Transitional Living Program, Homestead Apartments, the Permanent Housing Assertive Community Treatment Program (PH-ACT), Elm Street Apartments, Carroll Avenue Apartments in Urbana, Village Apartments in Rantoul and the three 24-hour group homes.

Consumers of the Mental Health Center who participate in the Drug Court Program in our community receive specialized case management services, including consultation and collaboration with Prairie Center Health Systems, Inc. and the full Drug Court team. The purpose is to simultaneously address mental health and substance abuse issues in an efficient and comprehensive manner, enhancing the probability of success in the Drug Court Program and resolution of recovery issues related to mental health.

Psychosocial Rehabilitation – These services are recovery oriented for people with psychiatric disorders who need support, education and skill building to increase their wellness and quality of life. Dynamic services are provided through group therapy and education as well as differentiated individual counseling.

Early Childhood Mental Health & Development Services

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

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

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

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



HOUSING & SUPPORTIVE SERVICES

Transitional/Homeless Services

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

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

STEP (Supportive Transition and Empowerment Program) – Transitional Living Program for runaway or homeless youth ages 16-21; provides counseling and case management services; limited availability for supportive housing for STEP clients.

Shelter Plus Care Vouchers and Rental Assistance Programs – A small number of Section 8 and Rental Assistance programs funded by the Department of Housing and Urban Development are available for individuals who are homeless and in need of housing and supportive services. These programs maximize positive outcomes and reduce chronic homelessness for individuals with psychiatric disabilities.

PH-ACT (Permanent Housing and Assertive Community Treatment) – Intensive community based program available to individuals with psychiatric disabilities or individuals with dual diagnosis including psychiatric, developmental or HIV Aids related disabilities who are homeless and in need of supportive services. These programs maximize positive outcomes and reduce chronic homelessness for these Individuals. A limited number of housing vouchers funded by the Department of Housing and Urban Development are available for PH-ACT clients.