



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

### **m e m o r a n d u m**

**TO:** Elizabeth H. Tyler, FAICP, Community Development Director

**FROM:** John A. Schneider, Manager, Grants Management Division

**DATE:** January 22, 2010

**SUBJECT: REVIEW OF CDBG GRANT APPLICATIONS FOR FY 2010-2011**

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### **Description**

On the agenda of the January 26, 2010 meeting of the Urbana Community Development Commission is a review of four Community Development Block Grant (CDBG) Public Facilities applications and presentations by agencies of applications submitted.

### **Issues**

The issue before the Community Development Commission (CDC) is to evaluate the CDBG applications for FY 2010-2011 CDBG Public Facility project funding. The recommendations for funding would then be placed in the Draft Annual Action Plan (AAP) for FY 2010-2011. After the thirty-day public review period for the draft AAP, CDC would review the Draft AAP and forward a recommendation regarding the Plan to the Urbana City Council for final action.

### **Background**

Applications for CDBG grants became available on December 7, 2009 and were due to the City of Urbana by 4:00 P.M. on January 8, 2010. Applications requesting CDBG funding for FY 2010-2011 for public facility and improvement projects were submitted by the following three agencies: A Woman's Fund, Prairie Homes, Inc. (DSC), and Mental Health Center of Champaign County (2 applications).

The applications for CDBG public facilities projects are summarized below. The summaries include the grant applicant, the amount of funding requested, percentage of persons served from Urbana, and a score for each request based on the following criteria, which includes: (1) leveraging, (2) project beneficiaries, and (3) readiness to proceed. See attached score sheet with each application for details regarding full criteria used for scoring. A brief overview of each request is also provided.

## **CDBG PUBLIC FACILITIES GRANT APPLICATIONS**

### **1. A Woman's Place, Urbana**

**Requested amount: \$99,520**

***Staff recommendation: \$31,846***

**Percentage of Urbana residents served: 32%**

**83 points**

The requested funding will be used for the repair of the foundation at 1304 East Main Street, Urbana. Other repairs include installation of proper drainage and grading, and all areas thoroughly sealed, along with all service lines, the coal chute, and the ash chute. The site would be re-graded, reseeded, and repaved, as needed. A new ground swale would be installed, and appropriate gutters and downspouts would be added. Two sump pumps and pits in the crawl space area would be installed, along with a dehumidifier and electrical service to the pumps. The HVAC system would also be upgraded in the building. According to the application, this project is set up in four parts, so partial repairs/renovations could be completed if the full amount is not received.

Over the last two fiscal years, A Woman's Place (AWP) has received two grant allocations. In FY 2008-2009, they received \$4,108 for chimney repair, site grading, and dining room floor refinishing. This grant award was extended to 12/31/09 due to staff changes. Although the project was recently completed, the City has not yet received a request for reimbursement.

In FY 2009-2010, AWP received \$19,012 for the renovation of two client bathrooms. This grant award may be carried over into next fiscal year (FY 2010-2011), as the project will need to be re-bid due to an error in the bidding process.

### **2. Prairie Homes, Inc.**

**Hartle Group Home, Urbana**

**Requested amount: \$15,411**

***Staff recommendation: \$15,411***

**Percentage of Urbana residents served: 100%**

**90 points**

The requested funding will be used at the supported living group home for individuals with developmental disabilities, located at 106 South Hartle, Urbana. The proposed work includes the installation of a new kitchen sink and countertops, cabinets, and vinyl flooring, as well as four power flush toilets. Prairie Homes, Inc. facilitates the work of Developmental Services Center by managing the group home on Hartle in Urbana, and is a separate corporation with a separate and distinct Board of Directors.

In FY 2009-2010, DSC received \$32,821 for renovations to their Scovill Group Home in Urbana, of which they are now in the process of bidding.

### **3. Mental Health Center of Champaign County**

**Lincolnshire Adult Group Home, Champaign**

**Requested amount: \$29,594**

***Staff recommendation: \$17,756***

**Percentage of Urbana residents served: 60%\***

**94 points**

The requested funding will be used to repair the foundation and replace the roof. The roof replacement will involve the removal and replacement of three layers of old shingles, installation of new plywood sheeting, felt underlayment sheeting, and the labor required to make the repairs. In addition to the roof, a foundation wall on the front of the house would be repaired in an effort to stop it from sinking and causing additional damage to the roof and home in the future. The group home is located at 1112 Lincolnshire Drive, Champaign.

**\*Based on current residents' address prior to group home placement.**

**4. Mental Health Center of Champaign County**

**Elm Street Supported Apartments, Urbana**

**Requested amount: \$27,205**

**Staff recommendation: \$27,205**

**Percentage of Urbana residents served: 100%**

**105 points**

The requested funding will be used for the installation of new windows and exterior doors in each unit. The windows and doors have not been replaced or upgraded since the apartment building was built 25 years ago. The windows in each apartment serve as a secondary exit in case of emergencies. Even though the windows are checked regularly for operability, they can be difficult to open due to normal wear. The apartments' exterior doors are rusting and deteriorating; a number of the doors have had to be repaired as the outer mold of the door has pulled apart from the wood frame of the door. The supported apartments are located at 405 East Elm Street, Urbana.

The total requested for all applications is \$171,730. The projected CDBG Budget for FY 2010-2011, based on HUD direction, is summarized below:

Anticipated Federal Grant	<b>\$467,262</b>
Administrative cap (20% cap)	\$ 93,452
Public Service (15% cap)	\$ 70,089
 Programs/Delivery	
Lot Acquisition	\$ 42,500
EG/AG	\$ 80,000
Senior Repair	\$ 20,000
Program Delivery	<u>\$ 68,920</u>
	\$374,961
 Projected Available	<b>\$ 92,301</b>

Above is a funding breakdown that shows the anticipated Federal Grant amount of \$467,262. Also included above are anticipated expenditures, based on previous program allocations and expenditures. For the current program year, funding is budgeted for housing repair programs, which includes Emergency Access Grants at \$80,000 and Urbana Senior Repair Service at \$20,000.

Administrative costs are costs associated with the general management, oversight and coordination of the CDBG program, such as staff salaries, preparing budgets and schedules, preparing reports and other HUD-required documents, and monitoring program activities. Per HUD regulations, the Administrative Cap is 20%.

Under Public Services, CDBG funds may be used to provide public services (including labor, supplies, materials, and other costs), provided the public service is either a new service, or there is a quantifiable increase in the level of a service. Per HUD regulations, the Public Service cap is 15% (which includes Transitional Housing Program and Neighborhood Clean-up).

There are funds committed in previous years' Annual Action Plans that will be listed as Carryover projects and included in this year's budget. These projects include Kerr Avenue infrastructure, neighborhood sidewalks and streetlight construction, and slum blight abatement.

## **Options**

Staff is requesting that the Community Development Commission provide input regarding the grant applications to be included in the City of Urbana Draft Annual Action Plan for FY 2010-2011.

The CDC may:

1. Select the grant applications and funding amounts, as recommended by staff.
2. Select the grant applications to be funded and indicate a recommended amount of funding (whether full or partial) for each project.
3. Do not approve any application for funding.

## **Fiscal Impacts**

Over the past five years, the CDBG grant for the City of Urbana has been reduced a total amount of \$131,000. The total amount of CDBG funds for FY 2009-2010 was \$467,252 (a slight increase from the previous year's allocation of \$460,655.) The recommendations and decisions made by the CDC and the Urbana City Council will determine the budget allocations for the CDBG grants.

## **Recommendations**

The total amount of CDBG funds available to be allocated to the above projects is **\$92,301**. Staff recommends the Hartle Group Home be fully funded at **\$15,411**, Elm Street Supported Apartments be fully funded at **\$27,205**, Lincolnshire Adult Group Home be partially funded at **\$17,756**, which is **60%** of their request, and A Woman's Place be partially funded at **\$31,846** which is **32%** of their request, for a total of **\$92,218**.

Funding in this manner would allocate the total CDBG funding available to four projects that assist Urbana residents.

**Memorandum Prepared By:**

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**Kelly Hartford**  
**Grants Coordinator**  
**Grants Management Division**

**Attachments:**

A Woman's Place (AWF) FY 2010-2011 CDBG Grant Application

Hartle Group Home (Prairie Home/DSC) FY 2010-2011 CDBG Grant Application

Lincolnshire Adult Group Home (MHC) FY 2010-2011 CDBG Grant Application

Elm Street Supported Apartments (MHC) FY 2010-2011 CDBG Grant Application