



DEPT. OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

M E M O R A N D U M

TO: Laurel Lunt Prussing, Mayor, City of Urbana
FROM: Elizabeth H. Tyler, FAICP, Director of Community Development Services
DATE: February 14, 2013
SUBJECT: FY 2013-2014 Consolidated Social Service Funding discussion

To assist in City Council discussion on Consolidated Social Service Funding, attached is information obtained from several other local funders in the community regarding how they determine funding of agencies. The information was obtained from the United Way of Champaign County (United Way), the Champaign County Mental Health Board (CCMHB), and the Champaign County Developmental Disabilities Board (CCDDB). Also attached is the FY 2011-2012 Community Development Block Grant (CDBG) Public Facilities Application, and the FY 2012-2013 Consolidated Social Service Funding Priorities spreadsheet.

The United Way sent an email explaining how applications for funding are reviewed and funding is determined, along with the Program Review and Logic Model forms. The Champaign County Mental Health Board and the Champaign County Developmental Disabilities Board both sent Decision Memorandums which explain their FY 13 Allocation Decision Support Criteria for both the CCMHB funding and the CCDDB funding.

Also attached is the FY 2011-2012 Community Development Block Grant (CDBG) Public Facilities Application, which contains information that may be helpful to the discussion regarding Performance Measures.

The last item attached is a spreadsheet, requested by the Local Funder's Group to determine the next steps for collaboration within the group, which places all the social service agencies funded through the FY 2012-2013 Consolidated Social Service Funding pool into five different priorities: Basic Needs (food, shelter/housing), Children & Youth, Health/Mental Health/Counseling/Substance Abuse, Seniors, and Family Support/Emergency Assistance, along with the total dollar amounts in each priority, totaling \$313,400.

Respectfully Submitted,

Kelly H. Mierkowski, Manager
Grants Management Division

From: Beverley Baker [beverley@uwayhelps.org]
Sent: Tuesday, February 12, 2013 11:50 AM
To: Mierkowski, Kelly
Subject: RE: Funding determination
Attachments: REVIEW 2012.doc; Logic Model 2.docx

Hi Kelly,

In a nutshell:

Our team of 75 volunteers & staff review the applications. We focus on the logic model (attached) and how well they convey their work and anticipated outcomes. We conduct a face to face interview with the program representatives as well. The volunteers complete the attached review. The logic model, combined with the review and discussion of how well the program aligns with our community goals (pages 24-25 of 2011 Community Report) is the foundation we have used in the past. We plan to re-work the review for the upcoming funding cycle but it will be similar.

Hope this helps...:)

Bev

From: Mierkowski, Kelly [mailto:khmierkowski@urbanaininois.us]
Sent: Tuesday, February 12, 2013 11:36 AM
To: Beverley Baker
Subject: Funding determination

Good morning, Bev:

Would you be willing to share how you determine funding of an agency, i.e. what criteria you use? We have a study session next Monday night with Council and they have asked how other funders determine their funding.

If I could get that information by the end of the day today, that would be great!
I need to include it in our Council packet, which goes out tomorrow morning.

Thanks,
Kelly Hartford Mierkowski
Manager, Grants Management Division
Dept. of Community Development Services
City of Urbana
217.384.2441 (ph)
217.384.2367 (fax)
khmierkowski@urbanaininois.us



PROGRAM REVIEW
FY2013-2015 COMMUNITY IMPACT GRANT

SECTION A-PROGRAM REVIEW INFORMATION

Program title: _____

Agency: _____

Date of visit: _____ UWCC Staff Liaison: _____

Volunteers reviewing program and application:

SECTION B - ALIGNMENT OF PROGRAM WITH UWCC GOAL(S), and TARGET ISSUES

Please give a numerical score 1(strongly disagree) – 5(strongly agree) for each listed item. In addition, observations and concerns should be listed for each item.

1. The program contributes significantly to the identified UWCC Target Issues
 - a. The program clearly identifies the target population 1-----5
Comments:

 - b. The program clearly identifies what issues/barriers will be addressed for the target population 1-----5
Comments:

 - c. The program’s planned activities will contribute directly and significantly to solving the issues/barriers identified for the target population 1-----5
Comments:

Please give a numerical score 1 (strongly disagree) – 5 (strongly agree) for each listed item.

- | | |
|---|---------|
| 2. The program identifies well-defined, measurable inputs
<u>Comments:</u> | 1-----5 |
| 3. The program identifies well-defined, measurable outputs
<u>Comments:</u> | 1-----5 |
| 4. The program identifies well-defined, measurable <i>short term</i> outcomes,
including at least one required metric
<u>Comments:</u> | 1-----5 |
| 5. The program has identified well-defined, measurable <i>longer term</i> outcomes,
including at least one required metric
<u>Comments:</u> | 1-----5 |
| 6. The program makes an important, measurable contribution to the
identified Community Goal(s).
<u>Comments:</u> | 1-----5 |

SECTION C – AGENCY COMMITMENT AND COLLABORATION

Please give a numerical score 1 (strongly disagree) – 5 (strongly agree) for each listed item.

- | | |
|--|---------|
| 1. There are sufficient agency inputs to support the program
<u>Comments:</u> | 1-----5 |
|--|---------|

2. The agency has the organizational capacity to carry out the program 1-----5
Comments:
3. The agency has the capacity and determination to collect the appropriate data to measure program inputs, outputs, and outcomes 1-----5
Comments:
4. The agency has made a strong effort to collaborate with others in this Program 1----- 5
Comments:
5. The agency has a history of successful collaboration
 a. In the community
 b. If a new program, has plans for collaboration 1-----5
Comments:

SECTION D – FUNDING AND BUDGET

1. What non-UWCC potential resources (financial and in-kind) have been explored and/or committed to the project?
2. Is UWCC funding contingent on the successful acquisition of other additional funding?
 YES NO If yes, explain:
3. Is the acquisition of other funding contingent on the availability of UWCC funding?
 YES NO If yes, explain:

4. The budget for this program is well thought-out in relation to the following:
- a. The budget is adequate in size, and properly identifies the needed expenditures to successfully execute the program 1-----5

Comments:

- b. All requested funds will be used only to execute the program. "Overhead" charges are appropriate 1-----5

Comments:

5. What will happen to the program if UWCC does not approve the grant, or approves only partial funding of the grant?

Comments:

SECTION E- CONCLUSION

1. Given the overall score you have provided for this program, how did you come to the conclusions that you did? What information regarding the program prompted you to score the application as you did?
2. Based on the information provided in question E-1, does this program align with UWCC goals and should this program have highest priority for funding? 1-----5

FOR DIAGNOSTICS ONLY:

SECTION - B /40
SECTION - C /25
SECTION - D /10
SECTION - E /5

TOTAL /80

Logic Model

Inputs	Activities	Outputs	Outcomes-Short Term	Outcomes-Long Term	Metrics used

DECISION MEMORANDUM

DATE: November 16, 2011
TO: Members, Champaign County Mental Health Board (CCMHB)
FROM: Peter Tracy, Executive Director
SUBJECT: FY13 Allocation Decision Support Criteria for CCMHB Funding and the Quarter Cent for Public Safety Juvenile Justice Funding

Overview:

This decision memorandum presents the allocation criteria for the 2013 allocation cycle for your consideration. As you are aware, the CCMHB invited input from stakeholders and the public concerning what they perceive as community needs in the areas of mental health, substance use disorders, and developmental disabilities. What follows are the priorities and funding criteria identified last year with some minor adjustment. We have also deleted some of the secondary criteria which have been found not to be particularly helpful to our process.

I get tired of reporting to you how bad the State of Illinois funding situation is – but bad just seems to continue to become worse! For State FY12 our local providers have received four (4) month contracts (i.e., July – August – September – and October) with no clear commitment concerning how the rest of the year will play out. Can you imagine trying to serve clients and run an agency with this level of uncertainty?

Statutory Authority

Funding policies of the Champaign County Mental Health Board (CCMHB) are predicated on the requirements of the Illinois Community Mental Health Act (405 ILCS 20 / Section 0.1 et.seq.). All funds shall be allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The purpose of this memorandum is to recommend and confirm service and program priorities for the FY13 (July 1, 2012 through June 30, 2013) funding cycle. CCMHB Funding Guidelines require annual review and update of decision support criteria and priorities in advance of the funding cycle application process.

Expectations for Minimal Responsiveness

Applications that do not meet these thresholds are “non-responsive” and will be returned to the applicant. All agencies must be registered using the on-line system. The application(s) must be completed using the on-line system.

1. Eligible applicant – based on the Organization Eligibility Questionnaire.
2. Compliance with the application deadline. Late applications will not be accepted.

3. Application must relate directly to mental health, substance abuse or developmental disabilities programs and services.
4. Application must be appropriate to this funding source and shall provide evidence that other funding sources are not available to support this program/service.

FY13 Decision Support and Priorities

Mental Health and Substance Abuse Services for Youth with Serious Emotional Disturbance (SED) Involved in Juvenile Justice and other child serving systems – Alignment between Quarter Cent for Public Safety funding, CCMHB funding, and other federal, state and/or local funding streams to accomplish the following objectives:

- (a) **Parenting with Love and Limits (PLL)** - Continued implementation and expansion of Parenting with Love and Limits (PLL) as a means of assuring clinical efficacy and attainment of desired outcomes for ACCESS Initiative youth and families.
- (b) **ACCESS Initiative** - In partnership with the Illinois Department of Human Services (IDHS), implementation of the Substance Abuse and Mental Health Services Administration (SAMHSA) Children's Initiative (by subcontract from the IDHS) which includes foci on youth with serious emotional disturbance in the juvenile justice system and implementation of evidence based practice (e.g., Parenting with Love and Limits).
- (c) **Quarter Cent for Public Safety** – Full compliance with the MOU and integrated planning with PLL and ACCESS Initiative.

Developmental Disabilities Programs and Services - Full compliance with the terms and conditions of the Memorandum of Understanding between the CCMHB and the Champaign County Developmental Disabilities Board (CCDDB). This agreement defines the FY13 allocation for developmental disabilities programs and services, as well as the expectation for integrated planning by the Boards.

Specialty Courts – Full compliance with the terms and conditions of the Memorandum of Understanding between the CCMHB and the Champaign County Board pertaining to the Champaign County Drug Court. Access to substance abuse programs, services, supports and incentives for Champaign County Drug Court clients as well as meeting match requirements of the DoJ Bureau of Justice Assistance award to CCMHB shall be prioritized as an area of emphasis. Planning and implementation of Champaign County Mental Health Court and access to appropriate programs and services for participants is also included under this section.

Integration of Physical and Behavioral Health Programs and Services – Alignment with programs and services focusing on the integration of physical and behavioral health, as well as collaborations between the CCMHB, CCDDB, the Champaign County Public Health Department, and the Champaign Urbana Public Health District.

Gaps in Core Services Related to State of Illinois Budget Cuts: Applications which specifically address state-funded core services which have sustained major funding reductions

shall continue to be considered as high priority of CCMHB FY12 funding. As mentioned in the overview section of this memorandum, the full extent of IDHS budget cuts may not be known until after the application deadline. This means all applications will likely be subject to significant contract negotiation (e.g., budget and program plan).

Overarching Decision Support Considerations

The FY13 CCMHB allocation process will require all applications to address the overarching criteria listed below. Assessment of all FY13 applications will focus on alignment with these overarching criteria.

1. **Underserved Populations** - Programs and services that promote access for underserved populations identified in the Surgeon General's Report on Mental Health: Culture, Race, and Ethnicity and the consultation with Carl Bell, M.D.
2. **Countywide Access** - Programs and services that promote county-wide access for all people in Champaign County. Zip code data is mandated.
3. **Medicaid Reimbursement** - Programs and services eligible for participation in the Medicaid Community Mental Health Services Program (i.e., Part 132) and Medicaid services for people with substance abuse treatment needs and developmental disabilities.
4. **Budget and Program Connectedness** - Applications that clearly explain the relationship between budgeted costs and program components receive additional consideration. "What is the Board buying?" is the salient question that must be answered in the proposal, and clarity is required.

Secondary Decision Support and Priority Criteria

The process items included in this section will be used as important discriminating factors which influence final allocation decision recommendations. The CCMHB uses an on-line system for agencies interested in applying for funding. An agency must complete the one-time registration process including the Organization Eligibility Questionnaire before receiving access to the on-line application forms.

Approach/Methods/Innovation: Applications proposing evidence based or research based approaches, and in addition address fidelity to the specific model cited. Applications demonstrating creative and/or innovative approaches to meet defined community need will receive additional consideration.

Staff Credentials: Applications that address and highlight staff credentials and specialized training will receive additional consideration.

Process Considerations

The criteria described in this memorandum are to be used as guidance by the Board in assessing applications for CCMHB funding, however, it is not the sole consideration taken into account in finalizing funding decisions. Other considerations would include the judgment of the Board and its staff, opinion about the provider's ability to implement the program and services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the

agency. Further, to be eligible to receive CCMHB funds, applications must reflect the goals and objectives stated in the Three Year Plan as well as the operating principles and public policy positions taken by the Board. The final funding decisions rest with the CCMHB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, equitable distribution across disability areas, and decision-support match up.

The CCMHB allocation of funding is a complex task predicated on multiple variables. It is important to remember that this allocation process is not a request for proposals (RFP). Applicants for funding are not responding to a common set of specifications, but rather are applying for funding to address a wide variety of mental health, developmental disability and substance abuse treatment needs in our community. In many respects our job is significantly more difficult than simply conducting an RFP. Based on past experience we can anticipate the nature and scope of applications will vary significantly and will include treatment, early intervention and prevention models. For these reasons, a numerical rating/selection methodology is not applicable and relevant to our particular circumstances. Our focus is on what constitutes a best value to our community based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCMHB.

Caveats and Application Process Requirements:

- Submission of an application does not commit the CCMHB to award a contract or to pay any costs incurred in the preparation of an application or to pay for any other costs incurred prior to the execution of a formal contract.
- Technical assistance available to applicants will be limited to process questions concerning the use of the on-line registration and application system, application forms, budget forms, application instructions and CCMHB Funding Guidelines.
- Applications which include excessive information beyond the scope of the application format will not be reviewed and at the discretion of staff may be disqualified from consideration. Letters of support for applications are discouraged and if submitted will not be considered as part of the allocation and selection process.
- The CCMHB and CCDDDB retains the right to accept or reject any or all applications, and reserves the right to refrain from making an award when it is deemed to be in the best interests of the county.
- The CCMHB reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where the CCMHB deems such variances to be in the best interest of Champaign County.
- Applications and submissions become the property of the CCMHB and as such, are public documents that may be copied and made available upon request after allocation decisions have been made. Materials submitted will not be returned or deleted from the on-line system.
- The CCMHB reserves the right, but is under no obligation, to negotiate an extension of any contract funded under this allocation process for up to a period not to exceed two years with or without additional procurement.

- If selected for contract negotiations, the applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information may result in cancellation of the award of a contract.
- The execution of financial contracts resultant of this application process is dependent upon the availability of adequate funds and the needs of Champaign County.
- The CCMHB reserves the right to further define and add additional application components as needed. Applicants selected as responsive to the intent of this on-line application process will be given equal opportunity to update proposals for the newly identified components.
- All proposals considered must be received on time and must be responsive to the application instructions. The CCMHB is not responsible for lateness or non-delivery of mail or messenger. Late applications shall be rejected.
- The contents of a successful application will be developed into a formal contract, if selected for funding. Failure of the applicant to accept these obligations can result in cancellation of the award for contract. The CCMHB reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the applicant's ability to perform as stated in the application.
- The CCMHB reserves the right to negotiate the final terms (i.e., best and final offer) of any or all contracts with the applicant selected and any such terms negotiated as a result of this application process may be renegotiated and/or amended in order to meet the needs of Champaign County. The CCMHB also reserves the right to require the submission of any revision to the application, which results from negotiations conducted.
- The CCMHB reserves the right to contact any individual, agency or employer listed in the application or to contact others who may have experience and/or knowledge of the applicant's relevant performance and/or qualifications.
- Final Decision Authority – The CCMHB will make the final decision concerning all applications for funding, taking into consideration staff recommendations, defined decision support criteria, best value, availability of funds, and equitable distribution of funds between disability areas.

Decision Section:

Motion: Move to approve the FY13 Allocation Decision Support Criteria as described in this memorandum.

_____ Approved

_____ Denied

_____ Modified

_____ Additional Information Needed

DECISION MEMORANDUM

DATE: November 16, 2011

TO: Members, Champaign County Developmental Disabilities Board (CCDDB)

FROM: Peter Tracy, Executive Director

SUBJECT: FY13 Allocation Decision Support Criteria for CCDDB Funding

Overview:

The CCDDB invited input from stakeholders and the public concerning what they perceive as community needs in the area of developmental disabilities. What follows begins with priorities and funding criteria identified last year with some adjustments and additional items which have come to the attention of staff through formal written feedback and conversations with service providers and other key informants. We have also deleted some of the secondary criteria which seem not to be particularly helpful to our process. Through the National Association of County Behavioral Health and Developmental Disabilities Directors (NACBHDD) and online searches, we have also been seeking information about legislation at a national level and various planning efforts by other states.

I get tired of reporting to you how bad the State of Illinois funding situation is – but bad just seems to continue to become worse! For State FY12 our local providers have received four (4) month contracts (i.e., July – August – September – and October) with no clear commitment concerning how the rest of the year will play out. Can you imagine trying to serve clients and run an agency with this level of uncertainty?

Statutory Authority

Funding policies of the Champaign County Developmental Disabilities Board (CCDDB) are predicated on the requirements of the County Care for Persons with Developmental Disabilities Act (55 ILCS 105/ Section 0.01 et. seq.). All funds shall be allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The purpose of this memorandum is to recommend and confirm service and program priorities for the FY13 (July 1, 2012 through June 30, 2013) funding cycle. CCDDB Funding Guidelines require annual review and update of decision support criteria and priorities in advance of the funding cycle application process.

Upon approval by the Board, this memorandum shall become an addendum to the CCDDDB funding guidelines incorporated in standard operating procedures.

Expectations for Minimal Responsiveness

Applications that do not meet these thresholds are “non-responsive” and will be returned to the applicant. All agencies must be registered using the online system. The application(s) must be completed using the online system.

1. Eligible applicant – based on the Organization Eligibility Questionnaire.
2. Compliance with the application deadline. Late applications will not be accepted.
3. Application must relate directly to developmental disabilities programs and services.
4. Application must be appropriate to this funding source and provide evidence that other funding sources are not available to support this program/service.

FY13 Decision Support and Priorities

Upon approval by the CCDDDB, the items included in this section will be heavily weighted in the decision of which applications should receive funding during the FY13 contract year (July 1, 2012 through June 30, 2013). These items are closely aligned with CCDDDB planning and needs assessment processes, intergovernmental agreements, memoranda of understanding, and the recommendations of consultants hired by the board.

1. The following **six categories of services and populations** of persons with developmental disabilities represent the current priorities of the developmental disabilities system of care. Person-centered planning efforts, promoting self-directed and culturally appropriate individualized service plans, may be undertaken within any of the five categories.
 - (a) **Vocational** services and supports for individuals with developmental disabilities. Activities include assessment, exploration and enhancement of interests and abilities, instruction in job tasks and problem-solving, assistance in establishing a vocational direction and objective consistent with interests and preferences, support for supported and customized employment opportunities, and the promotion of competitive employment outcomes.
 - (b) Individualized **residential service options** for people with developmental disabilities for those most in danger of being removed from their home community or of becoming homeless. This may include emergency residential support for families, assisted living for medically fragile individuals, in-home supports and/or respite services, live-in staff, emergency crisis response system, and a range of supports and services for individuals living in the most integrated settings. Integrated settings may include home ownership and transitional housing options.

(c) **Flexible family support** for people with developmental disabilities and their families to enhance their ability to live together. The intent is to allow consumer families to determine the process of providing care and support for a family member; diverse services may include family respite, assistive technology, transportation, home modifications or accessibility supports, recreational activities, mutual support options, and information and education.

(d) **Comprehensive services for young children** with developmental delays. Comprehensive means an array of Early Intervention services to address all areas of development that is coordinated, home-based, and considers the needs of the entire family. Early identification of children with developmental delays can be achieved through consultation with child care providers and pre-school educators.

(e) **Adult day programs** for people with severe cognitive impairments with behavioral challenges who may also have significant physical limitations. Services provided may include: functional academic skills training, communications skills development, occupational therapy, fitness training, vocational training, personal care instruction/support, community integration opportunities, independent living skills training, and social skills training.

(f) Supports for full **social and community integration** aim to strengthen personal networks by facilitating social, friendship, and volunteering opportunities, by increasing access to community education programs, fitness and health promotion activities, mentoring opportunities, and by other creative means.

2. Applications that support the continued enhancement of awareness and understanding of Developmental Disabilities to include support of sustainable **consumer advocacy and family support organizations**, especially those comprising parents of and persons with the most prevalent Developmental Disabilities of mild intellectual disability, moderate to profound intellectual disability, and autism.
3. Applications that support efforts to **reduce stigma** and challenge discrimination associated with Developmental Disabilities may describe a variety of activities which share the goal of increasing community awareness and changing negative attitudes.
4. **Gaps in Core Services Related to State of Illinois Budget Cuts:** Applications which specifically address state-funded core services which have sustained major funding reductions will be considered as high priority of CCDDDB FY13 funding. As mentioned in the overview section of this memorandum, the full extent of IDHS budget cuts may not be known until after the application deadline. This means all applications will likely be subject to significant contract negotiation (e.g., budget and program plan).

Overarching Decision Support Considerations

The FY13 CCDDDB allocation process will require all applications to address the overarching criteria listed below. Assessment of all FY13 applications will focus on alignment with these overarching criteria.

1. **Underserved Populations** - Programs and services that promote access for underserved populations identified in the Surgeon General's Report on Mental Health: Culture, Race, and Ethnicity and the consultation with Carl Bell, M.D.
2. **Countywide Access** - Programs and services that promote county-wide access for all people in Champaign County. Zip code data is mandated.
3. **Medicaid Reimbursement** - Programs and services eligible for participation in Medicaid reimbursement for people with developmental disabilities. We are still pursuing an agreement with the State Medicaid Agency (Healthcare and Family Services) to allow for billing, claiming and reimbursement under Title XIX.
4. **Budget and Program Connectedness** - Applications that clearly explain the relationship between budgeted costs and program components receive additional consideration. "What is the Board buying?" is the salient question that must be answered in the proposal, and clarity is required.

Secondary Decision Support and Priority Criteria

The process items included in this section will be used as important discriminating factors which influence final allocation decision recommendations.

Approach/Methods/Innovation: Applications proposing evidence based or research based approaches, and in addition address fidelity to the specific model cited. Applications demonstrating creative and/or innovative approaches to meet defined community need will receive additional consideration.

Staff Credentials: Applications that address and highlight staff credentials and specialized training will receive additional consideration.

Process Considerations

The criteria described in this memorandum are to be used as guidance by the Board in assessing applications for CCDDDB funding. However, it is not the sole consideration taken into account in finalizing funding decisions. Other considerations would include the judgment of the Board and its staff, opinion about the provider's ability to implement the program and services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the agency. Further, to be eligible to receive CCDDDB funds, applications must reflect the Board's stated goals and objectives as well as the operating principles and public policy positions taken by the Board. The final funding decisions rest with the CCDDDB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, equitable distribution across disability areas, and decision-support match up.

The CCDDDB allocation of funding is a complex task predicated on multiple variables. It is important to remember that this allocation process is not a request for proposals (RFP). Applicants for funding are not responding to a common set of specifications, but rather are applying for funding to address a wide variety of developmental disability service needs in our community. In many respects our job is significantly more difficult than simply conducting an RFP. Based on past experience, we can anticipate the nature and scope of applications will vary significantly and will include treatment, early intervention, and prevention models. For these reasons, a numerical rating/selection methodology is not applicable and relevant to our particular circumstances. Our focus is on what constitutes a best value to our community, based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDDB.

Caveats and Application Process Requirements:

- Submission of an application does not commit the CCDDDB to award a contract or to pay any costs incurred in the preparation of an application or to pay for any other costs incurred prior to the execution of a formal contract.
- Technical assistance available to applicants will be limited to process questions concerning the use of the online registration and application system, application forms, budget forms, application instructions, and CCDDDB Funding Guidelines.
- Applications which include excessive information beyond the scope of the application format will not be reviewed and, at the discretion of staff, may be disqualified from consideration. Letters of support for applications are discouraged and if submitted will not be considered as part of the allocation and selection process.
- The CCDDDB retains the right to accept or reject any or all applications, and reserves the right to refrain from making an award when it is deemed to be in the best interest of the county.
- The CCDDDB reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where the CCDDDB deems such variances to be in the best interest of Champaign County.
- Applications and submissions become the property of the CCDDDB and as such, are public documents that may be copied and made available upon request after allocation decisions have been made. Materials submitted will not be returned or deleted from the online system.
- The CCDDDB reserves the right, but is under no obligation, to negotiate an extension of any contract funded under this allocation process for up to a period not to exceed two years with or without additional procurement.
- If selected for contract negotiations, the applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information may result in cancellation of the award of a contract.
- The execution of financial contracts resultant of this application process is dependent upon the availability of adequate funds and the needs of Champaign County.
- The CCDDDB reserves the right to further define and add application components as needed. Applicants selected as responsive to the intent of this online application process will be given equal opportunity to update proposals for the newly identified components.

- All proposals considered must be received on time and must be responsive to the application instructions. The CCDDDB is not responsible for lateness or non-delivery of mail or messenger. Late applications shall be rejected.
- The contents of a successful application will be developed into a formal contract, if selected for funding. Failure of the applicant to accept these obligations can result in cancellation of the award for contract. The CCDDDB reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the applicant's ability to perform as stated in the application.
- The CCDDDB reserves the right to negotiate the final terms (i.e., best and final offer) of any or all contracts with the applicant selected, and any such terms negotiated as a result of this application process may be renegotiated and/or amended in order to meet the needs of Champaign County. The CCDDDB also reserves the right to require the submission of any revision to the application, which results from negotiations conducted.
- The CCDDDB reserves the right to contact any individual, agency or employer listed in the application or to contact others who may have experience and/or knowledge of the applicant's relevant performance and/or qualifications.
- Final Decision Authority – The CCDDDB will make the final decision concerning all applications for funding, taking into consideration staff recommendations, defined decision support criteria, best value, and availability of funds.

Approved November 16, 2011



CITY OF URBANA
Dept of Community Development Services
Grants Management Division
400 South Vine Street * Urbana * IL 61801
(217) 384-2447

MEMORANDUM

TO: Community Development Block Grant (CDBG) Applicants

FROM: Kelly Hartford, Grants Coordinator

SUBJECT: FY 2011-2012 CDBG PUBLIC FACILITIES Grant Application

This application is to be used by agencies requesting funds to carry out Public Facility projects only. Funding awarded through this application process is intended for use between July 1, 2011 and June 30, 2012. The amount of available funds for the Community Development Block Grant (CDBG) program will depend upon HUD allocations to the City of Urbana for FY 2011-2012. Please complete all information as completely and concisely as possible in the space provided.

***NOTE - Operational (day-to-day) expenses are not eligible CDBG activities under this application. For Operational funding, please request an application for the City's Consolidated Social Service Funding Pool available March 2011.**

Questions regarding the application should be directed to Kelly Hartford, Grants Coordinator at (217) 328-8263, or John Schneider, Grants Management Division Manager at (217) 384-2447. Completed applications should be returned to:

City of Urbana
Dept. of Community Development Services
Grants Management Division
400 South Vine Street
Urbana, IL 61801

DEADLINE FOR SUBMISSION OF THE APPLICATION IS 4:00PM, FRIDAY, JANUARY 7, 2011
NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED

A. BASIC INFORMATION FOR APPLICANTS

1. INTRODUCTION

The Community Development Block Grant (CDBG) Program was established by the Federal Housing and Community Development Act of 1974 (Act). Administered nationally by the U.S. Department of Housing and Urban Development (HUD), the Act combined eight categorical programs into a single block grant program. Through this program, funds are available to help the City of Urbana meet their greatest economic and community development needs, with an emphasis upon helping persons of extremely low- to low-income.

In order to ensure that the program meets the intent of the Federal Housing and Community Development Act of 1974, as amended and re-authorized by the National Affordable Housing Act of 1990, Congress has required that entitlement programs meet at least one of the following three (3) national objectives:

- Benefit low- and moderate-income persons
- Aid in the prevention or elimination of slums and blight
- Meet other community development needs that pose a serious and immediate threat to the health & welfare of the community

Within the statutory requirements of the Act, the City of Urbana has the flexibility to design its own program objectives and procedures for program administration and to develop criteria for selection of grant subrecipients. The City has decided to focus its activities on those that principally **benefit extremely low- and low-income persons**. The City's CDBG program is intended to supplement the efforts of organizations in initiating and/or engaging in a community development purpose.

Beyond the broad national objective of benefiting low- and moderate-income persons, the City has established the following specific objectives for its CDBG program:

- Improve public infrastructure and elimination of conditions detrimental to health, safety, & public welfare
- Conservation of the City's housing stock to provide a decent home and/or suitable living environment for persons of extremely low- and low-income

2. LOCAL FUNDING PRIORITIES

Applications that do not address one of the priorities listed below will not be considered for funding. In concurrence with and in the support of the City of Urbana Consolidated Plan For Program Years 2010-2014, the following priorities have been set for the 2011-2012 Program Year CDBG funding decisions:

- A. To provide decent housing
- B. To provide a suitable living environment which includes:
 - Improving the safety and livability of neighborhoods;
 - Increasing access to quality public and private facilities and services;
 - Reducing the isolation of income groups within the City through spatial de-concentration of housing opportunities for lower income persons;
 - Revitalizing deteriorating neighborhoods; restoring and preserving properties of special historic, architectural, or aesthetic value; and conservation of energy resources

3. REVIEW PROCESS

All completed applications submitted before the deadline will be reviewed and evaluated by Grants Management Division staff. The screening and review process is designed to ensure the City's limited amount of CDBG funding is allocated to proposals that demonstrate: (1) the need for financial assistance, (2) an ability to carry out a well-designed project, (3) a method for measuring program effectiveness, and (4) a benefit to Urbana residents (documentation required.)

In its recommendations to the Community Development Commission and City Council, GMD staff will also take into account past performance of the applicant. Proposal awards are subject to available funding. The Urbana City Council makes the final determination of grant awards and the amount of funding awarded.

B. INSTRUCTIONS FOR APPLICATION

Applicants are required to submit one (1) original application with attachments. Applications must be complete when submitted; incomplete applications will be returned to the applicant and not reviewed for funding in this program year. No changes of information or additional information will be accepted after the designated deadline date, unless requested by the Grants Management Division staff for clarification purposes. Applicants are encouraged to contact Grants Management Division staff prior to submission of their application with any questions or concerns.

Units of general local government and special purpose non-profits (CHDOs) may apply for funding for **infrastructure improvement** projects. (Other community non-profits will be considered on a case-by-case basis.) Departments within the City of Urbana shall be considered individual units of government for application purposes and are eligible for CDBG funding on their own behalf. Units of general government, special purpose non-profits, and other community non-profits may apply for funding for **public facilities**. Agencies providing public services may apply for public facilities funding for improvements to their physical facilities.

The applicant shall provide information regarding person responsible for preparation of application, person responsible for proposed activity, and person responsible for financial information. Also, provide information if other agencies are involved in project. Please indicate if your project can be funded over multiple years or if needed for one year.

The applicant shall fully describe the activity for which it is requesting funding and shall describe the need for the project. You must explain why CDBG funds should be utilized in implementing the proposed activity. Present complete information describing proposed length of time for completion of the activity, steps or phases necessary to complete activity, quantify your anticipated accomplishments, estimate the number of persons or households that will benefit from this project, the percentage served who will be Urbana residents, and indicate other significant characteristics of the population, (i.e. elderly, disabled, homeless, etc.)

All projects must comply with the National Objective of benefiting low- and moderate-income persons. Provide an explanation of how the proposed project meets the National Objective.

Low-Mod Area Benefit (LMA):

The LMA category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area, where at least 51% of the residents area LMI persons.

Low-Mod Limited Clientele (LMC):

The LMC category is a second way to qualify specific activities under the LMI benefit national objective. Under this category, 51% of the beneficiaries of an activity have to be LMI persons. The actual number of LMI persons that benefit from the activity determines whether the activity will qualify or not. Documentation is required on family size and income in order to show that at least 51% of the clientele are LMI.

Explain which of the priorities identified in the Five-Year Strategic Plan is addressed by the proposed activity, and how you will measure the project's effectiveness at meeting this objective. Explain how you will measure the long-term impact of the activity on clients, participants, and/or community. Identify the desired impact of your activity and what outcomes you hope to achieve. Identify the indicators you will use to measure the impact on the community or on lives of persons assisted.

Applicants are required to leverage **at least 25% of the total project cost**. For purposes of the CDBG program, leveraging is defined as any funds or resources, other than CDBG, HOME or ESG funds, offered by the applicant toward the successful completion of the proposed project. CDBG funds, including previously awarded CDBG funds, may not be included in an applicant's promised leveraging. Costs incurred in the preparation of applications are not reimbursable under this program, nor may they be counted as project leveraging.

Applicants are required to report on any leveraging associated with any previous CDBG project funded by the City of Urbana. Information related to the most recent project should be submitted. Agency funds should be reported separately, as well as CDBG monies received. Any other funds received for the reported project should be listed by source and amount.

The applicant shall provide a detailed budget describing how the CDBG funds will be spent in connection with the proposed activity. The information in this section will provide a quantitative basis for performance-based monitoring of the sub-recipient's expenditures and progress. The applicant will also complete the tables listed on page 9 – sources of funds and use of funds. Also, describe the effect on the proposed activity if the City of Urbana does not award a grant.

All applicants must have the submitted application signed by the Chief Executive Officer / Executive Director of the agency/organization. Please print the person's name below the signature and include the title of that person, as well as the name of the agency/organization. Have the signee date the application.

NOTE – All projects that are awarded CDBG funds for public facilities improvements through this application process must be completed in accordance with Federal Labor Standards and in compliance with Federal Davis-Bacon Act. A complete project bid packet **MUST BE** submitted to the City of Urbana for review and approval **prior to** advertising bid; a sample bid packet will be provided upon request. Upon bid opening, the City of Urbana must be notified of the selected bidder, who must be approved by City staff before bid award. The City of Urbana must receive a copy of the completed executed contract document prior to beginning of work. A Pre-Construction Conference is also required before construction can begin. Once the project is underway, a copy of the wage decision and a copy of a DOL "Notice to Employees" at the job site must be posted in a place easily accessible to construction workers employed at the project. The following information **MUST ALL** be included in a bid packet and the contract:

- Current Wage Determination: (<http://www.access.gpo.gov/davisbacon/>)
- Project Wage Rate Sheet (HUD 4720)
- Labor Standard Clause (HUD 4010)
- Notice to all Employees – 2 pages (HUD Publication WH 1321)

One (1) Original Application, with the following attachments:

- Project Budget
- Project Schedule
- Fiscal Audit
- Listing of names of all members of Board of Directors
- Organization Chart
- Mission Statement/Purpose, Years in Operation, Types of Services/Programs Provided, and Experience with Federal, State, & Local Grants/Programs
- Documentation re Non-profit Status, including DUNS number, and FEIN/EIN number

Completed application should be returned to:

City of Urbana
Dept. of Community Development Services
Grants Management Division
400 South Vine Street
Urbana, IL 61801

***DEADLINE FOR SUBMISSION OF THE APPLICATION IS 4:00P.M., FRIDAY, JANUARY 7, 2010 ***
NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED

City of Urbana CDBG PF Applications

A. ORGANIZATION INFORMATION	
Project Title:	
Total Project Cost: \$	
Amount Requested (Total project cost minus 25% match)*: \$	
Applicant Organization:	
Address:	
City/State/Zip:	
Applicant's Fiscal Year:	
Person Responsible for Preparation of Application	
Name	
Title	
Street	
City, State, Zip	
Phone Number	
Fax Number	
E-Mail	
Person Responsible for Proposed Activity (if different than person above)	
Name	
Title	
Street	
City, State, Zip	
Phone Number	
Fax Number	
E-Mail	
Person Responsible for Financial Information (if different than person above)	
Name	
Title	
Street	
City, State, Zip	
Phone Number	
Fax Number	
E-Mail	

*Amount Requested should be same amount as listed on Page 9.

B. ACTIVITY TO BE FUNDED: Attach additional sheets if necessary; please print or type.

B1. Fully describe the activity for which you are requesting funds:

B2. Why are CDBG funds needed for this activity? _____

B3. Maximum time anticipated to complete activity: Beginning Date: / /
Ending Date: / /

B4. Steps necessary to complete the project/activity (engineering/design, advertising, bidding, contract award, construction, etc.: bar charts, graphs, or narratives may be used and attached to this application).

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

Step 6: _____

Step 7: _____

Step 8: _____

Step 9: _____

Step 10: _____

B5. Quantify your anticipated accomplishments (e.g. 2,000 feet of storm sewer): _____

B6. Estimate the number of **total** persons or households that will benefit from implementation of this project:

_____ Persons **OR** _____ Households

B7. Percentage of persons or households served who are City of Urbana residents: _____ %;

Actual number of Urbana residents served: _____

B8. Indicate other significant characteristics of the population to be served (i.e., elderly, disabled, homeless):

Interagency Collaboration: Identify other agencies involved in project; briefly describe extent of involvement.				
Agency Name	Address	Phone	Contact Person	Involvement

Please indicate if your project can be funded over multiple years, or if the entire grant is needed in the first year: Multi-year: _____ (# of years) One year

C. NATIONAL OBJECTIVE COMPLIANCE

C1. In order to ensure that the program meets the intent of the Federal Housing and Community Development Act of 1974, as amended and re-authorized by the National Affordable Housing Act of 1990, Congress has required that entitlement programs meet at least one of three national objectives, of which the City has decided to focus its activities on those that principally **benefit extremely low- and low-income persons**.

C2. Using the table below, please answer the following question: estimate the number of persons or households (please check one) served who will be extremely low, low, & moderate-income.

_____ Extremely low (<30% MFI) _____ Low (31-50%) _____ Moderate (51-80%)

FAMILY SIZE	EXTREMELY LOW INCOME 30% MFI	LOW INCOME 50% MFI	MODERATE INCOME 80% MFI
1	\$13,650	\$22,750	\$36,400
2	\$15,600	\$26,000	\$41,600
3	\$17,550	\$29,250	\$46,800
4	\$19,450	\$32,450	\$51,900
5	\$21,050	\$35,050	\$56,100
6	\$22,600	\$37,650	\$60,250
7	\$24,150	\$40,250	\$64,400
8	\$25,700	\$42,850	\$68,550

C3. Explain fully how you will document that you are providing services to persons/households who are extremely low-, low-, & moderate-income:

D. PERFORMANCE MEASUREMENT - See Appendix A for description

D1. Federal regulations require all CDBG grantees to report annually on specific outcome indicators as mandated by the United States Dept. of Housing and Urban Development (HUD). HUD has developed a Community Planning and Development (CPD) Performance Measurement System to measure the impact of their federally funded programs.

- a. Based on the intent of the activity, the applicant must determine which of the three objectives listed below best describes the purpose of the activity. **(Please select only one):**

___ **Suitable Living Environment** – In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

___ **Decent Housing** – This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs.

___ **Creating Economic Opportunities** – This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

- b. Which of the following outcome categories describes your program/project/activity's purpose? Outcomes are defined as observable changes in people, places, or things as a result of a project's outputs. **(Please select only one):**

___ **Availability/Accessibility** - This outcome applies to making basic services, infrastructure, housing, shelter, or other basic needs accessible or available to low or moderate income people (to make where they live more suitable).

___ **Affordability** - This outcome applies to activities which provide affordability in a variety of ways in the lives of low and moderate income people.

___ **Sustainability: To Promote Livable or Viable Communities** - This outcome applies to projects where the activity or activities are aimed at improving a neighborhood by helping to make it livable or viable for principally low and moderate income people through multiple activities, or by providing services that sustain communities or sections of communities.

D2. Which local funding priority does this project meet, as identified in the Five-Year Strategic Plan of the City of Urbana Consolidated Plan for Program Years 2010-2014? (See Page 2 for local funding priorities.)

- _____.
- _____.
- _____.
- _____.
- _____.

D3. Explain how the proposed project addresses the local funding priority listed above:

E. LEVERAGE / MATCH

E1. The applicant leveraging/match may be provided in the form of materials and/or labor, cash and/or other non-federal funding and must offer a minimum of 25% of the estimated project cost. The minimum percent of leveraging which is pledged for the project must be maintained, regardless of the amount of CDBG/HOME funds awarded.

E2. Source of applicant's leveraging: _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 TOTAL \$ _____

E3. Calculate leveraging ratio as leverage offered divided by total project cost.

a. _____ Divided by _____ Equals _____ % Match.
 (Leverage Offered) (Total Project Cost) (Minimum of 25%)

b. _____ Minus _____ Equals _____
 (Total Project Cost) (Match amount) (Amount Requested)*

- Notes: 1. CDBG funds, including previously awarded CDBG monies cannot be counted as leverage.
 2. Applicant's leverage funds must be spent prior to drawing on CDBG funds,
 3. Documentation is to be submitted with request for reimbursement.
 3. *Amount requested should be same amount as listed on Page 5.

F. PAST LEVERAGING / MATCH PERFORMANCE

F1. All applicants are required to state the amount of funds or in-kind contributions provided by the applicant toward implementation of the last CDBG project funded and/or completed under the City of Urbana's program. Explain at the bottom of this page how your funds were expended (i.e. staff administration, engineering, construction, etc.)

F2. Provide your agency budget for the last project that received funding through the City of Urbana CDBG Public Facilities grant program:

Your funds: \$ _____
 Total of Other funds \$ _____ (list sources below)
 CDBG funds \$ _____
Total \$ _____

F3. List Sources: _____

F4. What year did your agency receive the funds? _____

G. Project Budget:

G1. Please complete the following table:

Line Item/Type	Amount	Justification
Real Property Acquisition		
Demolition		
Relocation		
Lead-Based Paint Assessment/Abatement		
Construction Management		
Construction / Renovation		
Consultant / Professional Services		
Project Management Services (not to exceed 10% of the total amount requested)		
Fees & Permits		
Other:		
Other:		
Other:		

G2. Please describe the effect on the proposed project if the City of Urbana grant is not awarded (i.e. unable to complete due to lack of funding; construction delayed; other resources utilized, etc.)

H. ASSURANCES AUTHORIZATION, AND SIGNATURE SHEET

H1. ASSURANCES

As the Applicant, the undersigned assures the commitment to compliance with the following Regulations, as required by the Dept. of Housing and Urban Development (HUD):

- A. **NATIONAL ENVIRONMENTAL POLICY ACT COMPLIANCE**: Where necessary, in order to comply with the National Environmental Policy Act (NEPA) directives, applicants shall provide complete and accurate information about environmental issues relating to their proposed activity or project. Such information must be analyzed and demonstrate a thorough investigation of possible or actual implications as a result of the proposed project. Those agencies involved in housing production, rehabilitation and/or development shall document their files demonstrating compliance with NEPA and other environmental laws. Such files shall be complete and in accord with environmental regulations.
- B. **LEAD-BASED PAINT / ASBESTOS**: HUD requires proper removal and disposal of lead-based paint as a part of CDBG-assisted renovation/rehabilitation of public facilities built prior to 1978, as well as the proper removal and disposal of certain materials, including asbestos. If the proposed project is seeking CDBG Public Facilities funds from the City of Urbana for renovation of an existing building or other public facility - please provide photographs, aerial photographs, design specifications, plans/blueprints, elevation drawings, and/or site surveys to detail information about the proposed renovation.
- C. **DAVIS BACON AND RELATED ACTS (DBRA)**: Whenever the contract/project involves construction work that is valued in excess of **\$2,000**, Davis-Bacon (including Federal Prevailing Wages) will be applicable. Even if CDBG funds finance only a portion of a construction work, DBRA is still applicable to the *entire* construction work. City staff will work with the applicant to ensure that DBRA is adhered to.
- D. **SECTION 3**: Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. City staff will review this application to determine if Section 3 applies to this project, and will notify the agency of such.
- E. **FEDERAL LABOR STANDARDS**: To ensure Federal Labor Standards are being met, all bid documents will be reviewed by City staff: (1) The agency will submit to City staff a bid packet/request for proposal to ensure compliance with Davis-Bacon and/or Section 3; (2) Prior to signing a contract, each selected Contractor's eligibility to work on Federal projects must be determined by City staff to make sure they are not on the "debarred contractors' list" – (see www.epls.gov.); and (3) The selected general contractor and agency must meet with City staff for a Pre-Construction Conference to review required documentation needed, i.e. certified payroll, pay request, and employee interviews.
- A. **UNIFORM RELOCATION ACT**: Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) 49 CFR Part 24, protects all persons who are displaced by a federally-assisted project regardless of their income. URA requires relocation assistance be provided to any family, individual, or business that must move as a direct result of rehabilitation, demolition, or acquisition for a project in which federal funds are used. Where possible, projects must be designed to prevent or minimize displacement of tenants. Because federal funds administered by the City are made available through this application, any temporary or permanent displacement of tenants must be handled in accordance with all applicable provisions that cover relocation and acquisition of HUD programs.

H2. If a grant is awarded on the basis of this application, all project information detailed in this application will be implemented accordingly, becoming a part of the Agreement, and the project shall commence within ninety (90) days of the new grant period, which will begin on July 1, 2011.

H3. We, the undersigned, duly-authorized agents of _____ :
(Name of Organization)

- A. Do hereby state, to the best of our knowledge, the information contained in this application for the Community Development Block Grant (CDBG) Public Facilities (PF) grant is true and correct.
- B. Understand the CDBG PF funds are disbursed on a reimbursement basis and assure the funds will be administered by the Applicant.
- C. Understand that the laws and regulations of the US Dept. of Housing & Urban Development, as stated on previous page under "Assurances", and the City of Urbana will govern any CDBG PF funding resulting from this application.
- D. Agree to enter into an Agreement with the City of Urbana for its FY 2010-2011 PF grant and will adhere to all Program requirements.

CHIEF AGENCY OFFICIAL:

Name (Print)

Title

Signature

Date

BOARD OF DIRECTORS: CHAIRPERSON / BOARD MEMBER:

Name (Print)

Title

Signature

Date

I. APPLICATION RATING SYSTEM

INFRASTRUCTURE AND PUBLIC FACILITIES PROJECTS

All applications shall be ranked in terms of how well the proposed project addresses a community development need in the City of Urbana and the degree to which the proposed project furthers that particular strategy/goal as identified in the *City of Urbana Consolidated Plan For Program Years 2010-2014*:

	Points Awarded	Total
<p><u>Benefit to Low- and Moderate-Income Persons</u> Five (5) points will be given to activities that benefit at least 51% low- and moderate-income persons. Zero (0) points will be given to activities that meet either of the other two National Objectives.</p>	Five (5) points	
<p><u>Benefit to Target Areas</u> Activities located within a Target Area will receive the maximum ten (10) points. Activities adjacent to a Target Area will receive seven (7) points. All other activities will receive four (4) points.</p>	Maximum of Ten (10) points	
<p><u>Activity Need and Justification:</u> (a) <u>Need:</u> Maximum of 15 Points The activity will be evaluated in terms of the documentation and justification of the need for the activity. Activities with excellent documentation and justification will be awarded the maximum of fifteen (15) points: good - ten (10) points; average - five (5) points; and poor - zero (0) points. (b) <u>Consolidated Plan Priority:</u> Maximum of five (5) Additional Points Activities addressing high priorities, as identified in the Consolidated Plan will be awarded five (5) points.</p>	Maximum of Twenty (20) Combined points	
<p><u>Cost Reasonableness and Effectiveness</u> The activity will be evaluated in terms of: 1) its impact on the identified need; and 2) its implementation costs and funding request relative to its financial and human resources. Evaluation will include the cost incurred per person per unit and the justification for a particular level of funding.</p>	Maximum of Ten (10) points	
<p><u>Activity Management and Implementation</u> (a) <u>Management:</u> Maximum of fifteen (15) points Points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. In addition, for applicants that have received CDBG funds in the past, their record of maintenance for the funded activity will be evaluated. (b) <u>Implementation:</u> Maximum of fifteen (15) Points Points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, etc., needed to implement the proposed activity are available and ready. Maximum points will be given to activities that are ready to move forward quickly. These criteria take into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner.</p>	Maximum of Thirty (30) points	
<p><u>Experience and Past Performance</u> The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity, as the one for which funds are being requested, will be evaluated. In addition, the applicant will be evaluated in terms of its past performance in relation to any local, state, or Federal funding program. The past performance will refer to attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with contract. Compliance with contract will include, but not limited to, submission of reports and adherence to the scope of services. For those applicants that have not received CDBG funding in the past, allocation of points up to the maximum of 10 points will be awarded, dependent upon thorough documentation of similar past performances submitted with the applicant.</p>	Maximum of Ten (10) points	
<p><u>Matching Contributions</u> (Matching contributions must be eligible) (a) <u>Efforts to Secure Other Funding:</u> Maximum of five (5) points. Points will be awarded based on the applicant's efforts to secure other funding for the activity. (b) <u>Matching:</u> Maximum of fifteen (15) points. Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of CDBG funds requested: [1.1 or more: 15 pts]; [.75-1: 10 pts]; [.50-1: 7 pts]; [.25-1: 5 pts]; [less than .25: 0 pts]</p>	Maximum of Twenty (20) points	
<p><u>Environmental Justice</u> Applications will receive five (5) points if the activity promotes environmental justice. Any activity that has a potential adverse impact on the environment or that is adversely affected by the surrounding environment will not be considered</p>	Maximum of Five (5) points	
<p><u>Application Completeness</u> Applications will receive up to five (5) bonus points, based on completeness. Applications that have not been signed will not be considered.</p>	Maximum of Five (5) points	

APPENDIX A: PERFORMANCE MEASURES

(For agencies receiving Community Development Block Grant (CDBG) funds, the following information will apply)

Performance measurement is an organized process for gathering information to determine how well programs and activities are meeting established needs and goals. At the Federal level, performance measurement is not longer a choice. By law, all Federal agencies are required to measure the outcomes of their programs.

Additionally, program results are directly linked to funding decisions and public support for programs. Performance measurement is important for state and local jurisdictions receiving community development funds from HUD for several reasons: (a) HUD needs performance information to meet its responsibilities and highlight program accomplishments, and (b) performance measurements will help grantees enhance program capacity and performance.

OBJECTIVES & OUTCOMES

A. Objectives: The Outcome Performance Measurement System offers three possible objectives for each activity:

1. **Create Suitable Living Environment** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues facing low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.
2. **Providing Decent Housing** focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
3. **Creating Economic Opportunities** applies to activities related to economic development, commercial revitalization, or job creation.

B. Outcomes:

1. **Availability/accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.
2. **Affordability** applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.
3. **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

	Outcome #1: Availability/Accessibility	Outcome #2: Affordability	Outcome #3: Sustainability
Objective #1: Suitable Living Environment	Accessibility for the purpose of creating Suitable Living Environments	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
Objective #2: Decent Housing	Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
Objective #3: Economic Opportunity	Accessibility for the purpose of creating Economic Opportunity	Affordability for the purpose of creating Economic Opportunity	Sustainability for the purpose of creating Economic Opportunity

C. Indicators

Once the grantee has established the program purpose (*objective*) and intended result (*outcome*), the next step is to identify how to measure progress toward achieving the intended results. The IDIS (Integrated Disbursement Information System) system simplifies this job by identifying the indicators the grantee must report on. Grantees will be required to report on the indicators that are applicable to the individual activities that they fund. Sub-grantees will be required to report on the indicators that are applicable to their individual activities which receive funding.

Four (4) Common Indicators:

- Amount of money leveraged from other Federal, state, local, and private sources
- Number of persons, households, businesses, units or beds assisted, as appropriate.
- Income levels of persons or households by 30%, 50%, 60%, or 80% of area median income,
- Race, ethnicity, and disability data for activities that currently report these data elements.

Specific Indicator:

- *Public Service:* This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.

FY 2012-2013 CSSF Funding Priorities

Basic Needs (food, shelter/housing)	Children/Youth	Health/Mental Health/Counseling/Substance Abuse	Seniors	Family Support/Emergency Assistance
CWT DV Services	Big Brothers Big Sisters	CC Health Care Consumers	CCRPC Senior Services	ECIRMAC
CWT Homeless Services	CC CASA	FS Counseling	Peace Meal Senior Nutrition	FS First Call for Help
CE Roundhouse	CCRPC Court Diversion Services	FNHC Urbana School- Based Health Center	FS Homecare	GCAP
CE TIMES Center	Don Moyer's Boys & Girls Club	Prairie Center Health Systems	FS RSVP	PACE Personal Assistant
Crisis Nursery	The Conservatory of Central Illinois	Rape Advocacy, Counseling, and Education Services	FS Senior Counseling & Advocacy	
Daily Bread Soup Kitchen	UNCC		FS Senior Transportation	
Eastern Illinois Foodbank	Urbana Park District		FS Meals on Wheels	
Homestead Corporation	YMCA @ the University of Illinois			
PACE Housing Education & Advocacy	Lead 4 Life			
Salvation Army Stepping Stone Shelter				
\$124,100	\$69,300	\$58,500	\$37,950	\$23,550
\$124,100				
\$69,300				
\$58,500				
\$37,950				
\$23,550				
\$313,400				