



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**TO:** Mayor Diane Wolfe Marlin and Urbana City Council Members

**FROM:** John A. Schneider, MPA, Director, Community Development Services Department  
Sheila E. Dodd, Manager, Grants Management Division  
Alyssa Jaje, Community Development Specialist

**DATE:** May 13, 2019

**SUBJECT:** Recommendations for Consolidated Social Service Funding Pool (FY 2019-2020)

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### **Description**

This memorandum is to provide information and funding recommendations to the Urbana City Council and Cunningham Township Board for social services agencies who have applied for Consolidated Social Service Funding (CSSF) funds. Attached is a spreadsheet that provides recommended allocations that are in keeping with the guidelines established by the Urbana City Council and Cunningham Town Board.

The Consolidated Social Service Funding (CSSF) Pool is intended to provide grants to non-profit organizations that sponsor social services for Urbana residents. The consolidated fund combines funds from the following sources: City of Urbana general funds, Cunningham Township funds, and City of Urbana CDBG funds. The total combined pool allocation available for FY 2019-2020 is \$225,000.

The issue is for City Council and Town Board to review the recommended funding allocations to agencies through the City of Urbana and Cunningham Township's Consolidated Social Service Funding Pool for FY 2019-2020 and make a final determination at its June 3, 2019 meeting regarding funding for the applicant agencies.

### **Background**

In September 1996, the City of Urbana and Cunningham Township established a Consolidated Social Service Fund (CSSF) to provide grants to non-profit organizations that sponsor social services for Urbana Residents. The consolidated fund combines City of Urbana general funds, Cunningham Township general funds, and City of Urbana CDBG funds. Through this process, funds are granted to organizations by a joint decision of the Urbana City Council and Cunningham Township Board.

This year, the CSSF committee was broadened to include the following members: Danielle Chynoweth, Cunningham Township Supervisor, and two other representatives from Cunningham Township, City of Urbana staff members Sheila Dodd, Grants Division Manager, and Alyssa Jaje, Community Development Specialist, and Town Board/City Council member Maryalice Wu. The

increase in the number of committee members allowed for the review process to be handled objectively and bring in a diverse set of voices.

Notice of the open grant period was shared widely across the community to encourage more organizations to apply compared to previous years. The outreach plan was crafted by the committee and reviewed by City Council/Town Board. One major goal of the outreach plan was to encourage new and upcoming organizations to apply and to utilize CSSF money to grow capacity in their organization. Additionally, any agency interested in applying was required to attend one of the two application workshops so they would be aware of the changes in this year's application. Those changes included:

- Organizations were to prepare a single application for grant funding. The application format was adjusted to allow for details for multiple programs, and was edited for clarity and focus.
- Applications were sent only to workshop attendees.
- The minimum ask amount for CSSF grants was \$4,000, with a minimum award being \$3,000.
- Applications were required to be submitted electronically to Alyssa Jaje, on or before the deadline. No late submissions would be considered.

Moreover, the Township Supervisor and City of Urbana Grants Management staff provided technical assistance, answered questions about the program and process, and offered to review applications in advance of the due date for completeness. Technical Assistance (TA) was available for five weeks beginning on March 1, 2019 through April 5, 2019, with final submissions required by 4:00 p.m. April 8, 2019. Incomplete applications would not be considered.

Between the two application workshops, 46 agencies attended, and of those agencies, 34 submitted applications. Since agencies could request funding for multiple programs, the committee received requests to sponsor 45 programs with the sum total requested of \$820,043. After thorough review of the applications, the CSSF committee is proposing to fund 17 agencies and 18 programs. The proposed funding amounts range between \$5,000 and \$21,000. Additionally, funding these 18 programs at the proposed levels will be under the \$225,000 budget previously set by Township and City staff.

## **Methodology**

Competitive grant evaluation criteria was used to decide how to distribute funds from the Consolidated Social Service Fund (CSSF). An evaluation tool (copy attached) was utilized to analyze agencies through the same metrics. The narratives provided in the applications guided the selection committee in determining an agency's fitness to use the funds and serve an unmet need for extremely-low to very-low income Urbana Residents.

Only complete applications submitted by the deadline were considered for funding. However, the CSSF committee is seeking Council's input on one incomplete application (it lacked a specific program budget). Considering the Urbana Neighborhood Connections Center serves only Urbana youth, the committee felt it necessary to support the Urbana Youth Development Program. This program provides a needed resource for Urbana youth as they prepare for the transition to college or the workforce after high school. Due to its need in the community, the CSSF committee recommends

funding the program even though its application did not include a specific program budget.

Funding amounts are proposed based on how closely the applicant's project meets at least one of the applicable Council Goals and Priorities and/or key service areas as expressed in the CSSF Guiding Principles. Consideration of a program's ability to fill existing gaps in services to extremely-low and low-income persons was prioritized when determining funding allocations. Agencies not fulfilling the most prominent community needs were not considered for funding.

The capacity of an agency to execute the grant project also informed funding allocation decisions. Agencies seeking to fund an entire program with only CSSF money were not considered because the committee wanted to see longevity of a program beyond this coming fiscal year. Organizations with poor performance in the past using CSSF funds or limited experience managing grants were also not considered. Because the overall objective of CSSF is to provide long-term support to extremely low- and low-income residents, capacity was analyzed by considering the following:

- Sound financial health as determined through agency audit/financial statements;
- Ability to support the program with other resources and revenues outside of CSSF money;
- Capability to increase service to Urbana residents with additional funding.

This year, government or quasi-governmental organizations with their own revenue sources and agencies with their own taxing bodies were not considered for funding. However, the committee does recommend funding Champaign County Regional Plan Commission's Centralized Intake for the Homeless (CIH) program. CIH is a program mandated by HUD and funded solely by grant money. To better serve the growing homeless population and meet HUD regulations, additional funds are needed to increase staff support for CIH.

Consolidated Social Service Funding is to be used for programming costs and staff support. Agencies requesting money to pay for bricks and mortar costs, the purchase of a vehicle, or furniture costs, were not considered for CSSF money.

## **Options**

1. Forward the proposed funding allocations for 18 programs with a recommendation for approval.
2. Forward the proposed funding allocations, with changes with a recommendation for approval.
3. Do not recommend approval of the proposed funding allocations.

## **Recommendations**

The CSSF Committee recommends the Urbana City Council and Cunningham Township Board approve the proposed Consolidated Social Service Funding allocations to support 17 agencies and 18 programs in the amounts provided in the attached Consolidated Social Service Funding FY 19-20 Recommendations Table.

**Attachments:**

1. Consolidated Social Service Funding FY 19-20 Recommendations
2. FY1920 CSSF Workshop Attendees and Applicants
3. Evaluation Tool

**City of Urbana and Cunningham Township Consolidated Social Service Funding FY 19-20 Recommendations**

<b>Agency</b>	<b>Program</b>	<b>Requested</b>	<b>75% Ask</b>	<b>Last Year</b>	<b>Suggested FY1920</b>	<b>Council Suggested Amount \$</b>
CC Health Care Consumers	Client Services	\$28,000.00	\$21,000.00	\$21,000.00	\$21,000.00	
CCRPC	Centralized Intake for the Homeless <sup>1</sup>	\$21,347.00	\$16,010.25	\$18,000.00	\$18,000.00	
CRIS	Senior Information Services <sup>2</sup>	\$30,000.00	\$22,500.00		\$15,000.00	
Crisis Nursery	Safe Children	\$20,000.00	\$15,000.00	\$11,000.00	\$15,000.00	
CU Fair Volunteer	Administrative/Volunteer Coordinator	\$28,000.00	\$21,000.00		\$15,000.00	
DMBGC	Transportation for Urbana Youth <sup>3</sup>	\$25,132.00	\$18,849.00	\$4,500.00	\$8,000.00	
Eastern IL Food Bank	Urbana Food Distribution	\$15,000.00	\$11,250.00	\$10,000.00	\$10,000.00	
ECIRMAC	Family Support and Strengthening	\$8,000.00	\$6,000.00	\$5,000.00	\$5,000.00	
Family Service	Home Care <sup>4</sup>	\$8,000.00	\$6,000.00	\$6,000.00	\$8,000.00	
	Meals on Wheels <sup>5</sup>	\$8,000.00	\$6,000.00	\$8,000.00	\$8,000.00	
First Followers	Director of Services and Programs <sup>6</sup>	\$20,000.00	\$15,000.00	\$15,600.00	\$20,000.00	
Habitat	Housing Counseling <sup>7</sup>	\$10,000.00	\$7,500.00		\$5,000.00	
PACE	Urbana Housing, Education, & Advocacy	\$8,000.00	\$6,000.00	\$4,000.00	\$8,000.00	
RACES	Prevention Education	\$6,400.00	\$4,800.00	\$6,400.00	\$6,400.00	
Salvation Army	Stepping Stone <sup>8</sup>	\$39,650.00	\$29,737.50		\$11,000.00	
Sola Gratia	Sola Gratia Farm	\$6,000.00	\$4,500.00	\$4,000.00	\$6,100.00	
UNCC	Youth Development	\$17,000.00	\$12,750.00	\$12,200.00	\$17,000.00	
University YMCA	New American Welcome Center	\$20,500.00	\$15,375.00	\$9,000.00	\$15,500.00	
<b>Total:</b>		<b>\$319,029.00</b>	<b>\$239,271.75</b>	<b>\$134,700.00</b>	<b>\$212,000.00</b>	*

**Budget**

City of Urbana CDBG	\$5,000.00
City of Urbana General Fund	\$70,000.00
Cunningham Township	\$150,000.00
<b>Total:</b>	<b>\$225,000.00</b>

## City of Urbana and Cunningham Township Consolidated Social Service Funding FY 19-20 Recommendations

1. Suggested funding at full request based on HUD requirements
2. Per client fee based on options counseling provided to Urbana residents; not to exceed a program total of \$15,000
3. Per client fee based on travel provided to Urbana residents; not to exceed a program total of \$8,000
4. Per client fee not to exceed \$23 per hour - 22%
5. Per client fee--\$3.00 discount on meals to Urbana residents
6. Use \$5,000 CDBG for part of total funding
7. Suggested funding at 50%
8. Suggested contributing no more than Salvation Army is investing in program

***\*Remaining \$13,000 to be used for unplanned/emergency community need***

### FY1920 CSSF Workshop Attendees and Applicants

Organization	Program	Funded Last Year	Requested \$	Total Program Budget	% Program Budget Requested	% Urbana Served
Big Brothers Big Sisters	Community-Based Mentoring		\$35,000.00	\$274,000.00	13%	19%
Boy Scouts	Scoutreach		\$25,000.00	unknown		31%
Canaan Church*						
CASA	Guardian ad Litem Program	\$2,500.00	\$4,000.00	\$316,236.00	1%	17%
CCRPC	Youth Assessment Center	\$4,000.00	\$10,000.00	\$395,885.00	3%	30%
	Centralized Intake for the Homeless	\$18,000.00	\$21,347.00	\$79,458.00	27%	48%
Champaign County Children Advocacy Center	Children's Advocacy Center		\$10,000.00	\$323,252.91	3%	18%
Champaign County Christian Health Center	Mental and Dental Health Services	\$5,000.00	\$15,000.00	unknown		25%
Champaign County Health Care Consumers	Client Services Program	\$21,000.00	\$28,000.00	\$252,108.91	11%	41%
Champaign Urbana Area Project	STEP		\$5,290.00	\$5,290.00	100%	82%
	TRUCE		\$10,000.00	\$75,244.00	13%	unknown
Community Choices*						
Courage Connection	Domestic Violence Services	\$23,000.00	\$29,821.00	\$43,893.00	68%	25%
CRIS	Senior Information Services		\$30,000.00	\$2,330,653.00	1%	38%
Crisis Nursery	Safe Children Program	\$11,000.00	\$20,000.00	\$1,017,855.00	2%	34%
CU Fair	Administrative/Volunteer Coordinator		\$28,000.00	\$28,000.00	100%	unknown
	Resource Guide		\$7,400.00	\$7,400.00	100%	unknown
	Transportation		\$5,740.00	\$5,740.00	100%	unknown
C-U Jewish Federation*						
C-U Public Health District*						
Cunningham Children's Home	Runaway Homeless Youth Program		\$40,000.00	\$40,000.00	100%	unknown
Daily Bread Soup Kitchen	Referral and Assistance Program	\$35,000.00	\$10,000.00	\$35,000.00	29%	49%
Developmental Services Center	Community Day Services		\$47,040.00	unknown		30%
Don Moyer Boys and Girls Club	Transportation for Urbana Youth	\$45,000.00	\$25,132.00	\$25,132.00	100%	16%
ECIRMAC	Family Support and Strengthening	\$5,000.00	\$8,000.00	\$309,645.00	3%	33%
Eastern IL Food Bank	Urbana Food Distribution	\$10,000.00	\$15,000.00	\$15,000.00	100%	49%
Education for Employment #330	Summer Construction Education		\$4,400.00	\$19,600.00	22%	0%
Family Service	Family Counseling	\$1,700.00	\$3,000.00	\$63,740.00	5%	28%
	Senior Counseling	\$1,000.00	\$5,000.00	\$436,570.00	1%	26%

	Homecare	\$6,000.00	\$8,000.00	\$508,120.00	2%	38%
	Meals on Wheels	\$8,000.00	\$8,000.00	\$127,200.00	6%	31%
	Senior Transportation	\$6,000.00	\$6,000.00	\$63,872.00	9%	39%
First Followers	Director of Services and Programs	\$15,600.00	\$20,000.00	\$263,168.00	8%	45%
Ft.Sooy Foundation	No Limit Sports Club		\$15,000.00	\$14,600.00	103%	44%
Girl Scouts of Central IL*						
GIRLS	Genuine Intelligent Respectful Ladies Soaring		\$67,692.00	\$67,692.00	100%	32%
GROW Illinois*						
Habitat for Humanity	Housing Counseling		\$10,000.00	\$81,485.00	12%	55%
Healthy Champaign County*						
Lierman Neighborhood Action Committee*						
PACE, Inc.	Urbana Housing, Education, and Advocacy	\$4,000.00	\$8,000.00	\$10,190.40	79%	53%
	Youth Transition Program		\$5,000.00	\$45,840.00	11%	100%
Parkland College Adult Education	Adult Ed		\$19,626.00	\$35,626.00	55%	100%
	Project READ		\$4,200.00	\$104,045.00	4%	46%
RACES	Prevention Education	\$6,400.00	\$6,400.00	\$854,035.00	1%	10%
Rattle the Stars*						
Salvation Army	Stepping Stone Program		\$39,650.00	\$39,650.00	100%	61%
Sola Gratia Farm	Sola Gratia Farm	\$4,000.00	\$6,000.00	\$19,873.00	30%	50%
Three Spinners						
United Cerebral Palsy	Vocational Readiness		\$45,000.00	\$45,381.00	99%	26%
University YMCA	New American Welcome Center	\$9,000.00	\$20,500.00	\$285,738.00	7%	35%
Urbana First United Methodist Church*						
Urbana Neighborhood Connections	Community Study Center	\$12,200.00	\$17,000.00	\$253,214.00	7%	97%
	Youth Development Program	\$16,000.00	\$17,000.00	unknown		100%
Urbana Park District	Youth Summer Employment	\$1,500.00	\$5,000.00	unknown		100%
Women in Need Recovery	Recovery & Reentry		\$49,805.00	unknown		unknown
YWCA of University of Illinois*						

**Total Agencies Applied: 34**

**Total Programs: 45**

**Total Ask: \$820,043.00**

*\*Attended workshop, did not apply for funding*



## CSSF FY 19-20 Application Evaluation Criteria

**Agency Name:**

Criteria	Score	Scoring Benchmark
Complete application		<b>Yes or no</b>
<ul style="list-style-type: none"> <li>• Promotes affordable and safe housing opportunities</li> <li>• Supports the homeless and housing insecure</li> <li>• Promotes paths to employment</li> <li>• Reduces violence, harm, and discrimination against vulnerable populations</li> <li>• Supports residents re-entering from jail or prison</li> <li>• Supports children and youth safety and well-being</li> <li>• Provides tangible benefits to low-income residents, enhancing their material well-being (i.e. healthcare, food insecurity, transportation, etc.)</li> <li>• Fills gaps in existing services for low-income Urbana residents</li> </ul>		<b>Yes or no</b>
a) Is an emerging organization and/or programs; or builds capacity and leverages support for an existing organization and/or program		<b>0 or 1 based on narrative</b>
b) Percent of Urbana Residents Served		<b>31%+ (2); 30% (1); under 30% (0)</b>
c) Prioritizes services needed by extremely low-income residents*		<b>Meets 2 or more (2); meets 1 priority (1); meets none (0)</b>
d) Program has proposed long-term impact on community		<b>0 or 1 based on narrative</b>
e) Program's capacity to serve beyond this year's funding		<b>0 or 1 based on narrative</b>
f) Program operates at 85% capacity or more		<b>0-50% (0); 51-84% (1); 85%+ (2)</b>
g) Balance of program expenses vs. administrative costs		<b>0-10%- Good (2); 11-20%- Average (1); over 21%- Low (0)</b>
h) CSSF grant increases services in Urbana rather than replacing or supplanting funding for services		<b>0 or 1 based on narrative</b>
i) Agency has clearly defined success measures to demonstrate program impact		<b>0 or 1 based on narrative</b>
j) Collaboration with other agencies to operate program		<b>0 or 1 based on narrative</b>
k) Diversity of Board and Staff		<b>Diverse (2); Some (1); No diversity (0)</b>

**Score Range: 0, 1, 2**

*Agencies with higher scores are not guaranteed to be funded. Numeric scores are only to be used as a guideline for the selection committee to ensure a fair and objective process. The narratives provided in the application will help guide the selection committee in determining an agency's fitness to use the funds and serve an unmet need for extremely-low to very-low income Urbana Residents.*

**\*Services needed by extremely low-income residents:**

- Accessing homeless support and shelters
- Accessing DHS services (LINK/TANF/Medicaid)
- Applying for SSI/SSDI (SOAR)
- Accessing health care services/specialists/dentists/eye care
- Mental health evaluations/therapy
- Substance abuse support
- Overcoming barriers based on criminal convictions
- Accessing personal assistants
- Bus passes/transportation support
- Youth programs
- Employment programs, workforce development, job readiness

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