



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

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

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

DATE: January 21, 2011

**SUBJECT: REVIEW OF CDBG GRANT APPLICATIONS FOR FY 2011-2012
ANNUAL ACTION PLAN**

Description

On the agenda of the January 25, 2011 meeting of the Urbana Community Development Commission is a review of six Community Development Block Grant (CDBG) Public Facilities applications and presentations by agencies of applications submitted.

Issues

The issue before the Community Development Commission (CDC) is to evaluate the CDBG applications for FY 2011-2012 CDBG Public Facility project funding. The recommendations for funding would then be placed in the Draft Annual Action Plan (AAP) for FY 2011-2012. After the thirty-day public review period for the Draft AAP, CDC would review the Draft AAP and forward a recommendation regarding the Plan to the Urbana City Council for final action.

Background

Applications for CDBG grants became available on December 6, 2010 and were due to the City of Urbana by 4:00 P.M. on January 7, 2011. Applications requesting CDBG funding for FY 2011-2012 for Public Facility and Improvement projects were submitted by the following five agencies: Center for Women in Transition (2 applications), C-U Independence (Developmental Services Center [DSC]), Mental Health Center of Champaign County Housing Corporation, University YMCA, and the Urbana Neighborhood Connections Center.

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

CDBG PUBLIC FACILITIES GRANT APPLICATIONS

1. C-U Independence, Urbana

Requested amount: \$60,000

Staff recommendation: \$60,000

Percentage of Urbana residents served: 100%

94 points

The requested funding would be used for the installation of new flooring throughout the individual apartments, hallways, stairwells, and common areas, and to paint an exposed sprinkler system at their supported-living apartment building for individuals with development disabilities.

Over the last three fiscal years, C-U Independence has received one grant allocation. In FY 2008-2009, C-U Independence received \$50,000 towards the installation of a new fire sprinkler system.

2. Center for Women in Transition

A Woman's Place/Domestic Violence Program, Urbana

Requested amount: \$18,231.75

Staff recommendation: \$11,851.00

Percentage of Urbana residents served: 65%

115 points

The requested funding would be used for the installation of additional sprinklers to provide fire suppression within the facility. The sprinklers need to be placed in the community rooms, hallways and offices providing services to their clients. This requires piping to be installed through solid "firewalls" and connected to the existing pressurized system, and then attaching sprinkler heads.

Over the last three fiscal years, A Woman's Place (AWP) has received three grant allocations. In FY 2008-2009, they received \$4,108 for chimney repair, site grading, and dining room floor refinishing. In FY 2009-2010, AWP received \$19,012 for the renovation of two client bathrooms. In FY 2010-2011, AWP received \$31,846 for foundation repair, installation of proper drainage and grading, and installation of a new HVAC system.

3. Center for Women in Transition

Forbes House, Champaign

Requested amount: \$15,000

Staff recommendation: \$8,250

Percentage of Urbana residents served: 55%

99 points

The requested funding would be used to remove the old kitchen and install new flooring, electrical outlets, cabinetry, plumbing, counter tops, and painting the room.

Over the last three fiscal years, Center for Women in Transition (CWT) has received one grant allocation. In FY 2008-2009, CWT received \$26,500 for the installation of a new HVAC system at their facility located on 506 East Church Street, Champaign.

4. University YMCA at the University of Illinois, Urbana

Requested amount: \$13,100

Staff recommendation: \$5,240

Percentage of Urbana residents served: 40%

104 points

The requested funding will be used to increase the accessibility of the YMCA building, specifically to renovate the men's and women's bathrooms on the lower level.

The University YMCA has not requested nor received any Community Development Block Grant Public Facility grant funding over the last three fiscal years.

5. Mental Health Center of Champaign County Housing Corporation

Carroll Avenue Supported Apartments, Urbana

Requested Amount: \$3,275

Staff Recommendation: \$3,275

Percentage of Urbana residents served: 100%

94 Points

The Carroll Avenue Supported Apartment Program, a 16-unit affordable housing complex with psychiatric disabilities, is in need of lighting upgrades in the kitchen and bathroom of each unit. The current lighting is standard T-12 cool white florescent lamps. The T-12 lamps are being discontinued to drive use of more energy efficient lights. Funds would support replacement of T-12 lamps with T-8 lamps.

Over the last three fiscal years, Community Elements (formerly Mental Health Center) has received two grant allocations for two projects. In FY 2009-2010, Community Elements received \$20,404 for replacement of windows and exterior doors at the Elm Street Supported Apartment complex in Urbana, and \$13,318 for the repair and replacement of the roof at the Lincolnshire Group Home in Champaign.

6. Urbana Neighborhood Connections Center, Urbana

Requested Amount: \$2,000

Staff Recommendation: \$2,000

Percentage of Urbana residents served: 100%

102 Points

The requested funds will be used to renovate flooring in the Urbana Neighborhood Connections Center. The two areas include the central assembly area and the computer lab floors. Prior to January 2010, the building had been vacant for approximately five-six years; portions of the carpet are severely damaged and portions of the tile are broken or missing.

The Urbana Neighborhood Connections Center has not requested nor received any Community Development Block Grant Public Facility grant funding over the last three fiscal years.

The total requested for all applications is \$111,606. The projected CDBG Budget for FY 2011-2012, based on HUD direction, is summarized below:

Anticipated Federal Grant	\$505,007
Program Income (current year)	<u>\$ 7,400</u>
Total Available	\$512,407
Administrative cap (20% cap)	\$101,001
Public Service (15% cap)	\$ 76,861
Program Delivery/Emergency Access Grant/Senior Repair	\$171,500
City Infrastructure projects	<u>\$ 60,000</u>
Total Project Expenditures	\$409,362
Projected Available Balance	\$103,045
Total Recommended by Staff	<u>\$ 90,616</u>
Balance to be allocated to Property Acquisition	\$ 12,429

Above is a funding breakdown that shows the anticipated Federal Grant amount of \$505,007, plus Program Income of \$7,400. Also included above are anticipated expenditures, based on previous program allocations and expenditures. Administrative costs are costs associated with the general management, oversight and coordination of the CDBG program, such as staff salaries, preparing budgets and schedules, preparing reports and other HUD-required documents, and monitoring program activities. Per HUD regulations, the Administrative Cap is 20%.

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

For the current program year, funding is budgeted for housing repair programs, which includes Program Delivery, Emergency/Access Grants and Senior Repair Service at \$171,500. City infrastructure projects, which include CT53 streetlights for neighborhood safety, are budgeted at \$60,000. The remaining balance would be allocated to Property Acquisition, and used to acquire property that would eventually be utilized for affordable housing development projects in Urbana.

Options

Staff is requesting the Community Development Commission provide input regarding the grant applications to be included in the City of Urbana Draft Annual Action Plan for FY 2011-2012.

The CDC may:

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

Fiscal Impacts

The total amount of CDBG funds for FY 2010-2011 was **\$505,007** (an increase from the previous year's allocation of **\$467,252**). Staff is using the previous year's allocation to formulate the draft budget for FY 2011-2012. It is possible that the grant allocation could increase or decrease, depending on the Federal budget decision. The recommendations made by CDC and decisions made by the Urbana City Council will determine the budget allocations for the CDBG grants.

Recommendations

Staff recommends C-U Independence be funded at **\$60,000**; Carroll Supported Apartments be funded at **\$3,275**; Urbana Neighborhood Connections Center be funded at **\$2,000**; CWT/AWP Sprinkler be funded at **\$11,851**, which is **65%** of their request; CWT/Forbes Kitchen be funded at **\$8,250**, which is **55%** of their request; and University YMCA be funded at **\$5,240**, which is **40%** of their request.

The total amount of CDBG funds available to be allocated to the above projects is **\$95,645**, total staff recommendations for funding is **\$90,616**. The staff recommended funding amounts are based on the percentage of Urbana residents served by each facility, as indicated on their grant application.

Memorandum Prepared By:

Kelly Hartford
Grants Coordinator
Grants Management Division

Attachments:

C-U Independence FY 2011-2012 CDBG Grant Application
AWP Sprinkler System (CWT) FY 2011-2012 CDBG Grant Application
Forbes Kitchen (CWT) FY 2011-2012 CDBG Grant Application
University YMCA FY 2011-2012 CDBG Grant Application
Carroll Ave. Supported Apartments (MHC Corp.) FY 2011-2012 CDBG Grant Application
Urbana Neighborhood Connections Center FY 2011-2012 CDBG Application

City of Urbana CDBG PF Applications

A. ORGANIZATION INFORMATION	
Project Title: CU Independence Upgrades and Improvements	
Total Project Cost: \$80,000.00	
Amount Requested (Total project cost minus 25% match)*: \$60,000.00	
Applicant Organization: CU Independence, Inc.	
Address: 1304 W Bradley Ave	
City/State/Zip: Champaign, IL 61821	
Applicant's Fiscal Year: 07/01/11 – 06/30/12	
Person Responsible for Preparation of Application	
Name	Nikki Kopmann
Title	Development Specialist
Street	1304 W Bradley Ave
City, State, Zip	Champaign, IL 61821
Phone Number	217-356-9176
Fax Number	217-356-9851
E-Mail	nkopmann@dsc-illinois.org
Person Responsible for Proposed Activity (if different than person above)	
Name	Tom Everette
Title	Maintenance Director
Street	1304 W Bradley Ave
City, State, Zip	Champaign, IL 61821
Phone Number	217-356-9176
Fax Number	217-356-9851
E-Mail	teverette@dsc-illinois.org
Person Responsible for Financial Information (if different than person above)	
Name	Danielle Matthews
Title	Chief Financial Officer
Street	1304 W Bradley Ave
City, State, Zip	Champaign, IL 61821
Phone Number	217-356-9176
Fax Number	217-356-9851
E-Mail	dmatthews@dsc-illinois.org

*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:

CU Independence, Inc. is requesting \$60,000 to install new flooring throughout the individual apartments, hallways, stairwells and common areas, and to paint an exposed sprinkler system at our supported-living apartment building for individuals with developmental disabilities. These new updates will increase the accessibility and livability of the apartment building, provide a decent and suitable living environment for extremely low – and low-income individuals, and increase the quality of services in the city of Urbana.

CU Independence, Inc. facilitates the work of Developmental Services Center (DSC) by providing residential alternatives to persons with developmental disabilities at our supported living apartment building, located at 610 E. Kerr in Urbana. Although DSC and CU Independence, Inc. are separate corporations with a separate and distinct Board of Directors, they work collectively towards the same overall mission: **to enhance the lives in individuals with disabilities by providing services and supports which enable them to live, work, learn and participate in their communities.**

B2. Why are CDBG funds needed for this activity? The existing flooring in the CU Independence apartment building is in great need of replacement. The flooring is old and worn in many places, and it is now time for necessary upgrades. This will include carpeting, vinyl and stair tread. The current sprinkler system was installed as a safety upgrade in 2008. The piping is exposed and is a bright orange color that makes the apartment building look less like home for the residents, and more like a hospital or institution. Without the support of CDBG funding, these types of upgrades are very difficult to implement.

B3. Maximum time anticipated to complete activity: Beginning Date: **10/01/2011**
Ending Date: 11/01/2011*

*The work to complete the activity is dependent on contractors' schedules. This is an approximation of when the work will be completed.

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: Get measurements for flooring and obtain estimate; get measurements and obtain estimate for sprinkler system (coordinated by DSC's Maintenance Director)

Step 2: Complete Urbana CDBG application

Step 3: Advertise RFP's

Step 4: Award contract

Step 5: Coordinate time with contractors and Director of Residential Services

Step 6: Complete Renovations

Step 7: _____

B5. Quantify your anticipated accomplishments (e.g. 2,000 feet of storm sewer): The CU Independence apartments serve 24 adult consumers (preferred term for individuals receiving services), one full-time staff that lives on-site, as well as 10 support staff that assist the residents with daily living skills, such as cooking, medical appointments, budgets, transportation, etc. This project will provide new paint for approximately 2,000 linear feet of piping in a sprinkler system, as well as 5,600 square feet of carpeting, 900 square feet of vinyl and 360 square feet of stair tread and riser material.

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

24 Persons OR _____ Households

B7. Percentage of persons or households served who will be/are City of Urbana residents: 100 %;

Actual number of Urbana residents served: 24

B8. Indicate other significant characteristics of the population to be served (i.e., elderly, disabled, homeless): All residents of CU Independence apartment building have a developmental disability, such as epilepsy, cerebral palsy, Down syndrome, autism, intellectual disabilities or other disabling conditions. Additionally, these individuals each fall within the extremely-low to low income levels and need residential support.

Interagency Collaboration: Identify other agencies involved in project; briefly describe extent of involvement.				
Agency Name	Address	Phone	Contact Person	Involvement
Developmental Services Center (DSC)	1304 W Bradley Ave Champaign, IL 61821	356-9176	Jennifer Carlson	Director of Residential Services which oversees CU Independence apartment building.
CU Independence	1304 W Bradley Ave Champaign, IL 61821	356-9176	Dale Morrissey	25% Matching Contribution

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.

18 Extremely low (<30% MFI) 6 Low (31-50%) 0 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:

The residents of CU Independence apartments are served by Developmental Services Center (DSC). DSC obtains income information for these residents. These records are maintained and kept in DSC's Finance Department and Business Office.

D. PERFORMANCE MEASUREMENT

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):**

 x **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):**

 x **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.)

- A. Provide Decent Housing
- B. Provide a suitable living environment

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

By replacing and painting the exposed sprinkler system, we are providing decent housing to individuals with developmental disabilities by offering an living environment that is accessible and comfortable. The flooring will make the living and common areas more accessible and safe. The painted sprinkler system will make the apartment building a more suitable living environment. Through providing these upgrades we are ensuring decent housing and suitable living environments for each resident who calls CU Independence their home.

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:	<u>CU Independence</u>	<u>\$20,000</u>
	_____	\$ _____
		TOTAL <u>\$20,000</u>

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

- a. $\frac{\$20,000}{\text{(Leverage Offered)}}$ Divided by $\frac{\$80,000}{\text{(Total Project Cost)}}$ Equals $\frac{25}{\text{(Minimum of 25\%)}}$ % Match.
- b. $\frac{\$80,000}{\text{(Total Project Cost)}}$ Minus $\frac{\$20,000}{\text{(Match amount)}}$ Equals $\frac{\$60,000}{\text{(Amount Requested)*}}$

- 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:	\$ 15,937.75
Total of Other funds	\$ _____ (list sources below)
CDBG funds	\$ 47,813.25
Total	\$ 63,751.00

F3. List Sources: N/A

F4. What year did your agency receive the funds? FY08/09

G. Project Budget:

G1. Please complete the following table:

Line Item/Type	Amount	Justification
Real Property Acquisition		
Demolition	\$5,750 (flooring)	Removal of existing glue-down carpeting and vinyl
Relocation		
Lead-Based Paint Assessment/Abatement		
Construction Management	\$1,000 (flooring) + 500 (sprinkler) \$1,500	
Construction / Renovation	\$62,250 (flooring) + 9,000 (sprinkler) \$71,250	
Consultant / Professional Services	\$1,000 (flooring) + 500 (sprinkler) \$1,500	
Project Management Services (not to exceed 10% of the total amount requested)		
Fees & Permits		
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.)

At this time due to the status of Illinois state funding and extremely delayed payments, if the City of Urbana does not fund our request, the necessary upgrades will not be completed. While this project will remain a top priority for this home, we will be forced to continue to look for other funding sources while planning for minor upgrades as the current fixtures become unusable.

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-

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.

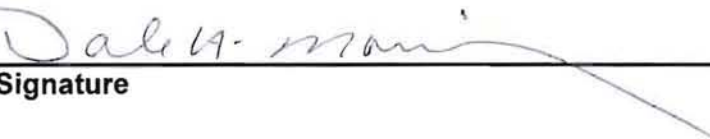
H3. We, the undersigned, duly-authorized agents of CU Independence, Inc. :
(Name of Organization)

- 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:

Dale A. Morrissey
Name (Print)

Chief Executive Officer/Prof. Associate
Title

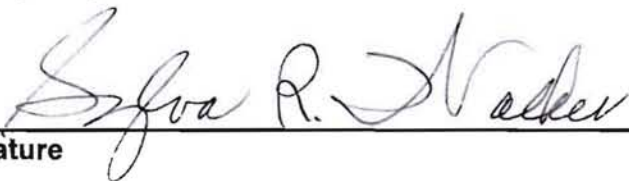

Signature

01/05/11
Date

BOARD OF DIRECTORS: CHAIRPERSON / BOARD MEMBER:

Sylva Walker
Name (Print)

Chairperson
Title


Signature

01/05/11
Date

I. APPLICATION RATING SYSTEM

I. APPLICATION RATING SYSTEM

INFRASTRUCTURE AND PUBLIC FACILITIES PROJECTS

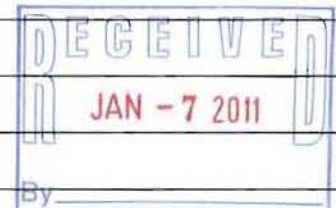
All applications shall be ranked in terms of how well the proposed project addresses a community development need in the City of Urbana and the degree to which the proposed project furthers that particular strategy/goal as identified in the *City of Urbana Consolidated Plan For Program Years 2010-2014*:

	Points Awarded	Total
Benefit to Low- and Moderate-Income Persons 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.	Five (5) points	5
Benefit to Target Areas 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.	Maximum of Ten (10) points	4
Activity Need and Justification: (a) Need: 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) Consolidated Plan Priority: Maximum of five (5) Additional Points Activities addressing high priorities, as identified in the Consolidated Plan will be awarded five (5) points.	Maximum of Twenty (20) Combined points	20
Cost Reasonableness and Effectiveness 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.	Maximum of Ten (10) points	10
Activity Management and Implementation (a) Management: 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) Implementation: 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.	Maximum of Thirty (30) points	30
Experience and Past Performance 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.	Maximum of Ten (10) points	10
Matching Contributions (Matching contributions must be eligible) (a) Efforts to Secure Other Funding: Maximum of five (5) points. Points will be awarded based on the applicant's efforts to secure other funding for the activity. (b) Matching: 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]	Maximum of Twenty (20) points	5
Environmental Justice 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	Maximum of Five (5) points	5
Application Completeness Applications will receive up to five (5) bonus points, based on completeness. Applications that have not been signed will not be considered.	Maximum of Five (5) points	5

Total: 94 pts.

City of Urbana CDBG PF Applications

A. ORGANIZATION INFORMATION	
Project Title: AWP Sprinkler System	
Total Project Cost: \$24,309.00	
Amount Requested (Total project cost minus 25% match)*: \$18,231.75	
Applicant Organization: The Center for Women in Transition	
Address: 508 E. Church Street	
City/State/Zip: Champaign, IL 61820	
Applicant's Fiscal Year: FY12	
Person Responsible for Preparation of Application	
Name	John Sullivan
Title	Executive Director
Street	508 E. Church Street
City, State, Zip	Champaign, IL 61820
Phone Number	217-819-4611
Fax Number	217-352-1035
E-Mail	jsullivan@cwt-cu.org
Person Responsible for Proposed Activity (if different than person above)	
Name	Andy Harmon
Title	Facilities Manager
Street	508 E. Church Street
City, State, Zip	Champaign, IL 61820
Phone Number	859-351-5843
Fax Number	217-352-1035
E-Mail	aharmon@cwt-cu.org
Person Responsible for Financial Information (if different than person above)	
Name	Irina Dikanova
Title	Fiscal Manager
Street	508 E. Church Street
City, State, Zip	Champaign, IL 61820
Phone Number	217-819-4619
Fax Number	217-352-1035
E-Mail	idikanova@cwt-cu.org



*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:

The facilities at A Woman's Place are in need of additional sprinklers to provide adequate fire suppression within the facility. The sprinklers need to be placed in community rooms, hallways and offices providing services to our clients. This requires piping to be installed through solid 'firewalls', and connected to the existing pressurized system and then attaching sprinkler heads.

B2. Why are CDBG funds needed for this activity? The Center for Women in Transition does not have enough resources to pay for this 'life safety' installation.

B3. Maximum time anticipated to complete activity: Beginning Date: 8/1/2011
Ending Date: 9/1/2011

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: Advertise for bids (based on recently acquired sprinkler design)
- Step 2: Choose and accept the most competitive winner of the bids and sign contract.
- Step 3: Implement installation (with necessary permits).
- Step 4: Review with insurance company and fire department.
- Step 5: Retain documentation throughout for audit and review.
- Step 6: _____
- Step 7: _____
- Step 8: _____
- Step 9: _____
- Step 10: _____

B5. Quantify your anticipated accomplishments (e.g. 2,000 feet of storm sewer): 20 spaces will be serviced by sprinklers.

B6. Estimate the number of **total** persons or households that will benefit from implementation of this project:
average 500 per year Persons **OR** _____ Households

B7. Percentage of persons or households served who will be/are City of Urbana residents: 65%
Actual number of Urbana residents served: 325 (average)

B8. Indicate other significant characteristics of the population to be served (i.e., elderly, disabled, homeless):
Domestic violence victims in emergency shelter and those who are homeless.

Interagency Collaboration: Identify other agencies involved in project; briefly describe extent of involvement.				
Agency Name	Address	Phone	Contact Person	Involvement
Community Choices	1304 East Main Street Urbana	390 9152	Jennifer Knapp	Leasee

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.

100% Extremely low (<30% MFI) _____ Low (31-50%) _____ Moderate (51-80%)

FAMILY SIZE	EXTREMELY LOW INCOME	LOW INCOME	MODERATE INCOME
	30% MFI	50% MFI	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:

We collect income data for each person/household receiving services at A Woman's Place. We are able to determine income levels for any date range through our data entry system, InfoNet.

D. PERFORMANCE MEASUREMENT

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.

 X **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):**

 X **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.)

- Provide decent housing
- Improving the safety and livability of neighborhoods
- _____
- _____
- _____

D3. Explain how the proposed project addresses the local funding priority listed above:
The project provides a safe environment by the facility being adequately protected from fire. All decent housing should be a safe housing.

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: Illinois Department of Human Services \$ 6,077.25
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL \$6,077.25

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

a. \$6,077.25 Divided by \$24,309.00 Equals 25% Match.
(Leverage Offered) (Total Project Cost) (Minimum of 25%)

b. \$24,309.00 Minus \$6,077.25 Equals \$18,231.75
(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.)

This project has yet to be completed.

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

Your funds: \$ 0.00
Total of Other funds \$10,615.33 (list sources below)
CDBG funds \$31,846.00
Total \$42,461.33

F3. List Sources: Illinois Department of Human Services

F4. What year did your agency receive the funds? 2010

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	\$24,309.00	To provide a safe 'sprinkled' environment.
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.)

The area will not be adequately sprinkled, our insurance premiums will be higher due to increased risk, money is diverted away from services to pay these premiums. The lack of sprinklers has now been identified as a

significant risk and lack of funding will only continue to maintain that risk and as such lives could be put in danger.

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.

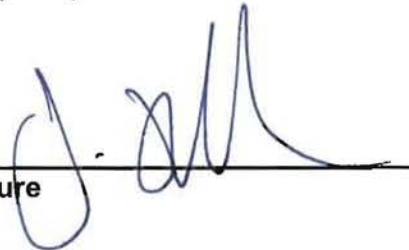
H3. We, the undersigned, duly-authorized agents of The Center for Women in Transition :
(Name of Organization)

- 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:

John Sullivan
Name (Print)

Executive Director
Title


Signature

1/7/11
Date

BOARD OF DIRECTORS: CHAIRPERSON / BOARD MEMBER:

Sandra Klitzing
Name (Print)

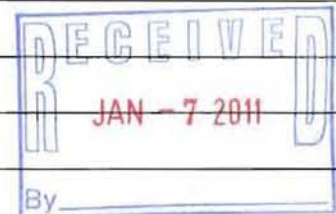
Board President
Title


Signature

1/7/11
Date

City of Urbana CDBG PF Applications

A. ORGANIZATION INFORMATION	
Project Title: Forbes Kitchen Replacement	
Total Project Cost: \$ 20,000	
Amount Requested (Total project cost minus 25% match)*: \$ 15,000	
Applicant Organization: The Center for Women in Transition	
Address: 508 E. Church Street	
City/State/Zip: Champaign, IL 61820	
Applicant's Fiscal Year: FY12	
Person Responsible for Preparation of Application	
Name	John Sullivan
Title	Executive Director
Street	508 E. Church Street
City, State, Zip	Champaign, IL 61820
Phone Number	217-819-4611
Fax Number	217-352-1035
E-Mail	jsullivan@cwt-cu.org
Person Responsible for Proposed Activity (if different than person above)	
Name	Andy Harmon
Title	Facilities Manager
Street	508 E. Church Street
City, State, Zip	Champaign, IL 61820
Phone Number	859-351-5843
Fax Number	217-352-1035
E-Mail	aharmon@cwt-cu.org
Person Responsible for Financial Information (if different than person above)	
Name	Irina Dikanova
Title	Fiscal Manager
Street	508 E. Church Street
City, State, Zip	Champaign, IL 61820
Phone Number	217-819-4619
Fax Number	217-352-1035
E-Mail	idikanova@cwt-cu.org



*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:

The kitchen at the transitional shelter for homeless women and children is very old and is falling into disrepair. The funding request is to remove the old kitchen and install, new flooring, electrical outlets, cabinetry, plumbing, counter tops and painting the room.

B2. Why are CDBG funds needed for this activity? The Center for Women in Transition does not have adequate resources to pay for this activity.

B3. Maximum time anticipated to complete activity: Beginning Date: 9/1/11
Ending Date: 10/1/11

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: Advertise for bids to replace kitchen to pre-designed format

Step 2: Award contract to most competitive bid

Step 3: Install project to CDBG and city code guidelines

Step 4: Evaluate project

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): One complete installation of a new kitchen (plumbing, cabinets, flooring, electrical).

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

_____ Persons **OR** 7 (at any one time) _____ Households

B7. Percentage of persons or households served who will be/are City of Urbana residents: 55 %;

Actual number of Urbana residents served: 3-4 households (at any one time)

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

All individuals served will be homeless women and children. In July 2010 CWT acquired the domestic violence shelter in (A Woman's Place) in Urbana. This has led to an increase in the number of individuals moving from the emergency domestic violence shelter in Urbana to the transitional housing in Champaign. We see this continuum of services only increasing as the services become more integrated.

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.

100% Extremely low (<30% MFI) _____ Low (31-50%) _____ Moderate (51-80%)

FAMILY SIZE	EXTREMELY LOW INCOME	LOW INCOME	MODERATE INCOME
	30% MFI	50% MFI	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:

We collect income data for each person/household receiving services.

D. PERFORMANCE MEASUREMENT

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.)

- Provides decent housing
- Increases the quality of facilities
- _____

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

In order to provide decent housing to homeless women and children the facilities must maintain a quality standard in order to be able to function. At present the existing kitchen at 508 East church Street, is at a 'poor' standard for decent housing and requires improvement.

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: Donations \$ 5,000

TOTAL \$ 5,000

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

- a. $\frac{\$ 5,000}{\text{(Leverage Offered)}} \div \frac{\$ 20,000}{\text{(Total Project Cost)}} = \frac{\text{Equals } 25\% \text{ Match.}}{\text{(Minimum of 25%)}}$
- b. $\frac{\$ 20,000}{\text{(Total Project Cost)}} - \frac{\$ 5,000}{\text{(Match amount)}} = \frac{\text{Equals } \$ 15,000}{\text{(Amount Requested)*}}$

- 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.)

Completed installation of a HVAC system by Mattex services at 506 East Church Street, Champaign.

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

Your funds:	\$ <u>0.00</u>
Total of Other funds	\$ <u>7,500.00</u> (list sources below)
CDBG funds	\$ <u>15,500.00</u>
Total	\$ <u>23,000.00</u>

F3. List Sources: Illinois Department of Human Services

F4. What year did your agency receive the funds? 2008

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	\$20,000	Replacement of old kitchen
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.)

The kitchen would remain in use until other funds were found for this project.

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.

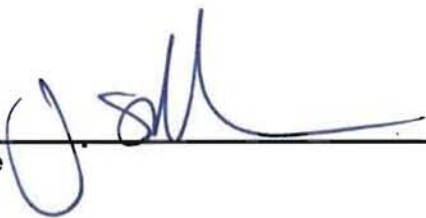
H3. We, the undersigned, duly-authorized agents of The Center for Women in Transition :
(Name of Organization)

- 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:

John Sullivan
Name (Print)

Executive Director
Title


Signature

1/7/11
Date

BOARD OF DIRECTORS: CHAIRPERSON / BOARD MEMBER:

SANDRA KLITZGW
Name (Print)

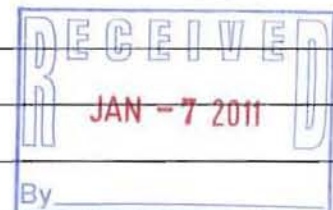
Board President
Title


Signature

1/7/11
Date

City of Urbana CDBG PF Applications

A. ORGANIZATION INFORMATION	
Project Title:	<i>Improving Accessibility</i>
Total Project Cost:	\$ 55,100
Amount Requested (Total project cost minus 25% match)*:	\$ 13,100
Applicant Organization:	YMCA at the University of Illinois
Address:	1001 South Wright Street
City/State/Zip:	Champaign, Illinois 61820
Applicant's Fiscal Year:	January 1 through December 31
Person Responsible for Preparation of Application	
Name	Mike Doyle
Title	Executive Director
Street	1001 South Wright Street
City, State, Zip	Champaign, IL 61820
Phone Number	217-337-1500
Fax Number	217-337-1533
E-Mail	mike@universityymca.org
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	Betty Earle
Title	Director of Operations
Street	1001 South Wright Street
City, State, Zip	Champaign, IL 61820
Phone Number	217-337-1500
Fax Number	217-337-1533
E-Mail	betty@universityymca.org



*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:

See Attached

B2. Why are CDBG funds needed for this activity? See Attached

B3. Maximum time anticipated to complete activity: Beginning Date: 07/01/2011
Ending Date: 06/30/2012

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: Development Design Plans with Architect – Completed
- Step 2: Finalize Construction Documents – Completed (see attached)
- Step 3: Conduct Asbestos lead paint testing/analysis - Completed (see attached)
- Step 4: Prepare Bid Packet
- Step 5: Advertise Project for Bidding
- Step 6: Select General Contractor/Award Contract
- Step 7: Preconstruction Conference
- Step 8: Construction
- Step 9: Punch List Review of project
- Step 10: Distribution of 10% Retainage when Project Completed

B5. Quantify your anticipated accomplishments (e.g. 2,000 feet of storm sewer): This project will make both Men's and Women's bathrooms on the lower level ADA compliant, more energy and water efficient. The project will install new ADA compliant fixtures (sinks, urinals, toilets and stalls, sinks), accessories (mirrors, soap dispensers, hand dryers), widen doorways and build a ramp to access the bathrooms. In addition, we will make several environmental improvements such as more efficient lighting and water efficient fixtures.

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

See Attached Persons OR _____ Households

B7. Percentage of persons or households served who will be/are City of Urbana residents: 40 %;

Actual number of Urbana residents served: See Attached

B8. Indicate other significant characteristics of the population to be served (i.e., elderly, disabled, homeless):
As noted in our earlier responses, making a public facility fully accessible has many benefits for those who use the facility and the community. However, the most direct beneficiaries are people with disabilities who face numerous challenges and according to census data from 2005, People with disabilities were two-and-a-half times as likely to live in poverty than those without.

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.**

See Attached

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.

4293 Extremely low (<30% MFI) 423 Low (31-50%) 228 Moderate (51-80%)

FAMILY SIZE	EXTREMELY LOW INCOME	LOW INCOME	MODERATE INCOME
	30% MFI	50% MFI	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:

(See Attached)

D. PERFORMANCE MEASUREMENT

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.)

- Increasing access to quality public facilities and services
- restoring and preserving properties of special historic, architectural, or aesthetic value
- and conservation of energy resources
- _____
- _____

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

As noted earlier in the application, the University YMCA is a historic facility constructed in 1937. Although it is exempt from ADA requirements, the University YMCA is determined to make the facility fully accessible to all residents of our community. When done, this project would make the public portions of the facility fully accessible, help preserve this historic facility by upgrading its ability to serve a diverse community particularly people with disabilities, and incorporate both energy saving and water conservation elements in the renovation process.

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:	<u>Other Grants</u>	\$ <u>16,000</u>
	<u>Donations</u>	\$ <u>26,000</u>
	_____	\$ _____
	_____	\$ _____
	TOTAL	\$ <u>42,000</u>

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

a. \$ 42,000 Divided by \$ 55,100 Equals 76 % Match.
 (Leverage Offered) (Total Project Cost) (Minimum of 25%)

b. \$ 55,100 Minus \$ 42,000 Equals \$ 13,100
 (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	\$ 1,100	Asbestos Abatement
Construction Management	\$ 3,000	BLDD Architects
Construction / Renovation	\$ 51,000	
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.)

This project will make the public areas of our facility fully ADA compliant. In the first phase of renovation, the University YMCA raised nearly \$2 million dollars but not enough to tackle all of the accessibility issues in our building, CDBG funds are crucial in making our facility fully accessible by providing matching funds needed to complete the final phase of this project. Without CDBG funds it is unlikely we can undertake the final phase of the project in the near future.

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 YMCA at the University of Illinois :
(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:

Michael Doyle
Name (Print)

Executive Director
Title


Signature

January 7, 2011
Date

BOARD OF DIRECTORS: CHAIRPERSON / BOARD MEMBER:

Deborah Rugg
Name (Print)

Chairperson
Title


Signature

January 7, 2011
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*:

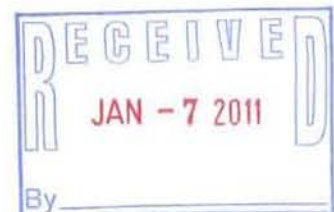
	Points Awarded	Total
<p>Benefit to Low- and Moderate-Income Persons Five (5) points will be given to activities that benefit at least 51% low- and moderate-income persons. Zero (0) points will be given to activities that meet either of the other two National Objectives.</p>	Five (5) points	5
<p>Benefit to Target Areas 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	4
<p>Activity Need and Justification: (a) Need: 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) Consolidated Plan Priority: 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	20
<p>Cost Reasonableness and Effectiveness 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	10
<p>Activity Management and Implementation (a) Management: 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) Implementation: 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	30
<p>Experience and Past Performance 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	10
<p>Matching Contributions (Matching contributions must be eligible) (a) Efforts to Secure Other Funding: Maximum of five (5) points. Points will be awarded based on the applicant's efforts to secure other funding for the activity. (b) Matching: 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	5 10
<p>Environmental Justice 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	5
<p>Application Completeness 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	5

Total: 104 pts

City of Urbana CDBG PF Applications

A. ORGANIZATION INFORMATION	
Project Title: Carroll Avenue Apartment Lighting	
Total Project Cost: \$ 4,430	
Amount Requested (Total project cost minus 25% match)*: \$ 3,275	
Applicant Organization: Mental Health Center of Champaign County Housing Corporation	
Address: 1801 Fox Drive	
City/State/Zip: Champaign, Illinois 61820	
Applicant's Fiscal Year: July - June	
Person Responsible for Preparation of Application	
Name	Sheila Ferguson
Title	Chief Executive Officer
Street	1801 Fox Drive
City, State, Zip	Champaign, Illinois 61820
Phone Number	217-398-8080
Fax Number	217-398-8568
E-Mail	sferguson@communityelements.org
Person Responsible for Proposed Activity (if different than person above)	
Name	Lisa Benson
Title	Director of Residential Services
Street	1801 Fox Drive
City, State, Zip	Champaign, Illinois 61820
Phone Number	217-693-4627
Fax Number	217-398-8568
E-Mail	lbenson@communityelements.org
Person Responsible for Financial Information (if different than person above)	
Name	Wanda Burnett
Title	Chief Financial Officer
Street	1801 Fox Drive
City, State, Zip	Champaign, Illinois 61820
Phone Number	217-693-4600
Fax Number	217-352-1421
E-Mail	wburnett@communityelements.org

*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:

The Carroll Avenue Supported Apartment Program, a 16 unit affordable housing complex for persons with psychiatric disabilities, is in need lighting upgrades in each kitchen and bathroom of each unit. The current lighting is standard T-12 cool white fluorescent lamps. The T-12 lamps are being discontinued to drive use of more energy efficient lighting.

Funds would support replacement of T-12 lamps with T-8 lamps. Compared to T-12 lamps, T-8 lamps are reported to reduce power consumption up to 40%.

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

The Mental Health Center of Champaign County Housing Corporation will be using funds to replace all the windows throughout the facility in FY10 and FY11. The window replacement project will exhaust any funding that would have been available to cover lighting replacement.

B3. Maximum time anticipated to complete activity: Beginning Date: **07/01/2011**

Ending Date: **12/01/2011**

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: Prepare project bid packet.

Step 2: Submit project bid packet to City of Urbana for review and approval

Step 3: Advertise bid in local newspaper

Step 4: Obtain bids

Step 5: Review bids, select bidder, and seek approval from City of Urbana of selected bidder

Step 6: Award contract for lighting upgrade

Step 7: Provide City of Urbana copy of completed executed contract document prior to beginning of work

Step 8: Pre-Construction Conference

Step 9: Selected bidder will complete the new lighting and disposal of old materials. Mental Health Center staff will provide clients support during the process as necessary.

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

Carroll Avenue Apartments will have new more energy lighting that will help decrease energy consumption for the units/ building. It is estimated that kilo-Watt load will reduce by 1.9 and potential \$511 energy savings per year.

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

_____ **16** _____ Persons **OR** _____ Households

B7. Percentage of persons or households served who will be/are City of Urbana residents: 100 %;

Actual number of Urbana residents served: 16

B8. Indicate other significant characteristics of the population to be served (i.e., elderly, disabled, homeless):
All clients provided services at Carroll Avenue Apartments have a mental health disability and 30% of the clients are over age 55.

Interagency Collaboration: Identify other agencies involved in project; briefly describe extent of involvement.				
Agency Name	Address	Phone	Contact Person	Involvement
None				

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.

15 Extremely low (<30% MFI) 1 Low (31-50%) _____ Moderate (51-80%)

FAMILY SIZE	EXTREMELY LOW INCOME	LOW INCOME	MODERATE INCOME
	30% MFI	50% MFI	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:

All tenants at Carroll Avenue Apartments provide income verification at least annually. The income verification documents the number of persons in a household and also the income for household members. The income verification documentation is maintained in each tenant's housing file.

D. PERFORMANCE MEASUREMENT

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.)

- A. To provide decent housing
- B. To provide suitable living environment which includes increasing access to quality public and private facilities and services.

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

By providing consumers decent, safe, and affordable housing, this project meets the 2001-2012 Program Year CDBG funding priority to provide decent housing and is compliant with the National Objective as all beneficiaries of the project are ELI persons except for one beneficiary who is a LI person. Lighting upgrades will enhance energy efficiency which will help maintain the units as affordable in the future.

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	\$4,000.00	Lighting upgrade: (estimation of costs provided by electric contractor) includes lamp fixtures, ballasts, necessary electric work, and disposal of old lamp fixtures.
Consultant / Professional Services		
Project Management Services (not to exceed 10% of the total amount requested)	\$300.00	Oversight/ administration to complete the lighting upgrade.
Fees & Permits		
Other: Supportive Social Services	\$130.00	Housing Corporation staff to provide apartment entry, security, and support to tenants.
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.)

If CDBG funds are not awarded, the project will not be completed as scheduled. The project may be cut into smaller pieces or put on hold until sufficient funds are identified or secured through other funding and match opportunities.

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
Mental Health Center of Champaign County Housing Corporation:
(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:

Sheila Ferguson
Name (Print)

CEO
Title

Sheila Ferguson
Signature

1/6/11
Date

BOARD OF DIRECTORS: CHAIRPERSON / BOARD MEMBER:

Karen Glick
Name (Print)

Board of Directors - President
Title

Karen Glick
Signature

1/6/11
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>Benefit to Low- and Moderate-Income Persons 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	5
<p>Benefit to Target Areas 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	4
<p>Activity Need and Justification: (a) Need: 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) Consolidated Plan Priority: 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	20
<p>Cost Reasonableness and Effectiveness 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	10
<p>Activity Management and Implementation (a) Management: 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) Implementation: 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	30
<p>Experience and Past Performance 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	10
<p>Matching Contributions (Matching contributions must be eligible) (a) Efforts to Secure Other Funding: Maximum of five (5) points. Points will be awarded based on the applicant's efforts to secure other funding for the activity. (b) Matching: 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	5
<p>Environmental Justice 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	5
<p>Application Completeness 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	5

Total: 94 pts

City of Urbana CDBG PF Applications

A. ORGANIZATION INFORMATION	
Project Title: Floor Renovation	
Total Project Cost: \$ 6,000	
Amount Requested (Total project cost minus 25% match)*: \$2,000	
Applicant Organization: Urbana Neighborhood Connections Center	
Address: 1401 East Main Street	
City/State/Zip: Urbana, Illinois 61801	
Applicant's Fiscal Year: July 1 – June 30	
Person Responsible for Preparation of Application	
Name	Janice Mitchell
Title	Founder/Director
Street	1401 East Main Street
City, State, Zip	Urbana, Illinois 61801
Phone Number	(217) 954-1759
Fax Number	
E-Mail	Janice@urbanaconnectionscenter.org
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	

RECEIVED

JAN 07 2011

BY: _____

*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:

The requested funds will be used to renovate flooring in the Urbana Neighborhood Connections Center. The two areas include the central assembly area and the computer lab floors. Prior to January of 2010, the currently used building had been vacant for approximately 5-6 years and portions of the carpet are severely damaged and portions of the tile are broken or missing.

B2. Why are CDBG funds needed for this activity? CDBG funds are needed and being requested primarily due to the very limited funds that our organization has. UNCC has officially been operating since January 18, 2010 and has recently obtained status needed to apply for grants and other funds to help operate our facility.

B3. Maximum time anticipated to complete activity: Beginning Date: **August/8/2011**
Ending Date: August /10/2011

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: Identify /Award Bidders

Step 2: Floor Removal & Disposal

Step 3: Prep Process

Step 4: Installation

Step 5: Finish

Step 6: _____

Step 7: _____

Step 8: _____

Step 9: _____

Step 10: _____

B5. Quantify your anticipated accomplishments (e.g. 2,000 feet of storm sewer): 3200 square feet of vinyl composition tile – 2 colors according to Urbana Neighborhood Connections Center's brand standards.

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

150-200 yearly Persons OR _____ Households

B7. Percentage of persons or households served who will be/are City of Urbana residents: 100 %;

Actual number of Urbana residents served: 150

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

Urbana Neighborhood Connections Center (UNCC) serves primarily low-income families needing assistance academically, financially, and emotionally residing in the city of Urbana and children attending the Urbana School District 116. UNCC meets the needs of underserved minority neighborhoods such as Scootswoods, King Park, Prairie Green, etc.

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.

20 Extremely low (<30% MFI) 50-60 Low (31-50%) 25 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:

Urbana Neighborhood Connections Center maintains a registration database and files that contain information that is required to participate in the program. The database includes but is not limit to does your child receive free and/or reduced lunch, does your family receive housing assistance (Section 8, Public Housing), and Household income. 90% of our current population receives free and/or reduced lunch.

D. PERFORMANCE MEASUREMENT

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):**

 X **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):**

 X **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.)

- Suitable living environment -Increasing access to quality public facilities and services.
- Suitable living environment - Revitalizing deteriorating neighborhoods; restoring and preserving properties of special historic, architectural, or aesthetic value; and conversation of energy.

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

Urbana Neighborhood Connections Center was transformed from an unused HACC warehouse. The warehouse building had been vacant for approximately 5-6 years and portions of the carpet are severely damaged and portions of the tile are broken or missing. The requested funds will be used to renovate flooring in the Urbana Neighborhood Connections Center to continue to provide programs accessible to Urbana residents. UNCC is committed to improving the quality of life in the greater Urbana area by revitalizing our Neighborhood Connections Center faculty.

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:

	<u>Floor Removal & Disposal</u>	\$ <u>2,000</u>
	<u>Labor</u>	\$ <u>2,000</u>
	_____	\$ _____
	_____	\$ _____
TOTAL \$		<u>4,000</u>

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

a. $\frac{\$2,000}{\text{(Leverage Offered)}}$ Divided by $\frac{\$6,000}{\text{(Total Project Cost)}}$ Equals $\frac{66}{\text{(Minimum of 25\%)}}$ % Match.

b. $\frac{\$6,000}{\text{(Total Project Cost)}}$ Minus $\frac{\$4,000}{\text{(Match amount)}}$ Equals $\frac{\$2,000}{\text{(Amount Requested)*}}$.

- 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: Material	\$2,000	
Other: Labor	\$2,000	
Other: Removal & Disposal	\$2,000	

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 Urbana Neighborhood Connections Center, Inc. ;
(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:

Janice Mitchell
Name (Print)

Director
Title

Janice Mitchell
Signature

1-7-11
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	5
<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	10
<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	20
<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	10
<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	30
<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	10
<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	7
<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	5
<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	5

Total: 102 pts