



## 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:** Kelly H. Mierkowski, Manager, Grants Management Division *KHM*

**DATE:** July 20, 2012

**SUBJECT:** Consolidated Social Service Funding Pool CDBG Subrecipient Agreements for FY 2012-2013

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### **Description**

Included on the agenda of the July 24, 2012 Community Development Commission meeting are agreements for activities to be undertaken by not-for-profit agencies and organizations using Community Development Block Grant (CDBG) funds for Public Service activities during the fiscal year beginning July 1, 2012 and ending June 30, 2013. The proposed agreements are with the following three agencies that were approved for funding as part of the Consolidated Social Service Funding process: Champaign County Regional Planning Commission (CCRPC) - Senior Services; Community Elements – Roundhouse Youth Shelter; and Greater Community AIDS Project (GCAP).

### **Issues**

The issue is whether the Community Development Commission should forward the ordinances approving the agreements to the Urbana City Council with a recommendation for approval.

### **Background**

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

A single application process is administered by the Grants Management Division of the City's Department of Community Development Services. CSSF applications for FY 2012-2013 were made available Monday, March 5, 2012; the deadline for submission of completed applications by social service agencies was April 5, 2012 at 4:00 p.m. Presentations were then made by new applicants on April 23, 2012 at a special joint Council/Township Board meeting. City Council/Township Board reviewed applications throughout the month of May and June, and approved the funding allocations on June 25, 2012.

The City of Urbana Grants Management Division monitors programs funded through CDBG and a portion of city funded programs. The Office of the Cunningham Township Supervisor monitors a portion of city funded programs and all township funded programs. Federal regulations require that CDBG funds allocated for public services be consistent with needs identified by the City in its Consolidated Plan and Annual Action Plan. At its March 27, 2012 meeting, the Community Development Commission selected specific priorities to be used when considering agencies for funding with CDBG Public Service funding. The priorities identified were: 1) *Youth/Seniors*, 2) *Homelessness*, and 3) *Special (Needs) Population*.

Each of the agencies that were approved for CSSF grant funds meet at least one of the priorities set by the Community Development Commission. Following is a list with the name of each agency, the applicable selected priority for the CDBG Public Service funding, and the total amount allocated:

1. CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION – SENIOR SERVICES, PROJECT NO. 1213-CSSP-01  
*Priority 1) Seniors/Youth*  
(Total allocation: **\$4,350**; \$1,350 City, \$3,000 CDBG)
2. COMMUNITY ELEMENTS – ROUNDHOUSE YOUTH SHELTER, PROJECT NO. 1213-CSSP-02  
*Priority 1) Seniors/Youth and Priority 2) Homelessness*  
(Total allocation: **\$9,000**; \$5,000 City, \$4,000 CDBG)
3. GREATER COMMUNITY AIDS PROJECT (GCAP), PROJECT NO. 1213-CSSP-03  
*Priority 3) Special (Needs) Population*  
(Total allocation: **\$5,000**; \$3,000 City, \$2,000 CDBG)

The proposed agreements include provisions required by HUD and the City of Urbana.

## Options

1. Forward the Ordinances approving the CSSF CDBG agreements with Champaign County Regional Planning Commission/Senior Services, Community Elements/Roundhouse, and Greater Community Aids Project (GCAP) to the Urbana City Council with a recommendation for approval.
2. Forward the Ordinances approving the agreements, with suggested changes, to the Urbana City Council with a recommendation for approval.
3. Do not recommend to Council for approval of the Ordinances.

## **Fiscal Impacts**

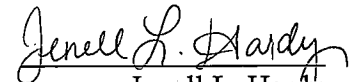
There is no impact to the City budget because the \$9,000 in CDBG funding for the Consolidated Social Service Funding is included in the City of Urbana and Urbana HOME Consortium FY 2012-2013 Annual Action Plan. The CDBG funding is to be combined with City of Urbana and Cunningham Township for Consolidated Social Service Funding grants. The total amount allocated to the Consolidated Social Service Funding pool in FY 2012-2013 was \$313,400, of which \$204,400 was allocated through the City of Urbana General Funds, \$100,000 through Cunningham Township, and \$9,000 through CDBG.

Forwarding the agreements to City Council within a reasonable period of time will allow for the timely expenditure of CDBG funds as required by HUD.

## **Recommendations**

Staff recommends the Community Development Commission forward the Ordinances approving the grant agreements to the Urbana City Council with a recommendation for approval.

### **Memorandum Prepared By:**



Jenell L. Hardy

Grants Coordinator II  
Grants Management Division

### **Attachments:**

1. AN ORDINANCE APPROVING A COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT (Champaign County Regional Planning Commission – Senior Services, Project No. 1213-CSSP-01).
2. City of Urbana Community Development Block Grant Agreement (Champaign County Regional Planning Commission – Senior Services, Project No. 1213-CSSP-01)
3. AN ORDINANCE APPROVING A COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT (Community Elements – Roundhouse Youth Shelter, Project No. 1213-CSSP-02)
4. City of Urbana Community Development Block Grant Agreement (Community Elements – Roundhouse Youth Shelter, Project No. 1213-CSSP-02)
5. AN ORDINANCE APPROVING A COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT [Greater Community AIDS Project – (GCAP), Project No. 1213-CSSP-03]
6. City of Urbana Community Development Block Grant Agreement [Greater Community AIDS Project (GCAP), Project No. 1213-CSSP-03]