



CITY OF URBANA & CUNNINGHAM TOWNSHIP

Consolidated Social Service Funding

FY2017-2018

Technical Assistance Training

BRIEF HISTORY

- In September 1996, the City of Urbana & Cunningham Township established a Consolidated Social Service Funding (CSSF) pool:
 - To provide grants to non-profit organizations in the community at-large who sponsor social services for Urbana residents.

- The CSSF pool combines three “pots” or sources of money:
 - City of Urbana General funds, City of Urbana Community Development Block Grant (CDBG) funds, & Cunningham Township funds.

- Through this process, funds are granted to organizations by joint decision of the Urbana City Council & Cunningham Township Board.
 - A single application process is administered by the Grants Management Division of the City’s Dept. of Community Development Services.
 - Two offices monitor grants after they are funded through CSSF:
 - Grants Management Division monitors for programs funded w/ CDBG.
 - The Cunningham Township Supervisor’s Office monitors for City-(general funds) & Township-funded programs.

CONSOLIDATED PLAN

- As a recipient of CDBG (and HOME) entitlement funding from the U.S. Dept. of Housing and Urban Development (HUD):
 - The City of Urbana & the Urbana HOME Consortium are required to submit a Five-Year Consolidated Plan (Con Plan).
 - HUD provides the following statement concerning the Con Plan:
 - *The overall goal of the community planning and development programs covered by this part is to develop viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities principally for low- and moderate-income persons.*
 - *The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.*

CONSOLIDATED PLAN

(CONTINUED)

- A more functional purpose of the Con Plan is to guide the utilization of the City's CDBG (and HOME) resources.
- Any project funded with CDBG (or HOME) funds must be consistent with goals, strategies, & objectives included in the Con Plan.
- Priorities for CDBG CSSF funds are determined by the City of Urbana's Community Development Commission
 - FY2016-2017: (1) Youth & Senior; (2) Homelessness; (3) Special (Needs) Populations
 - FY2017-2018: (1) Support services and training for low-income persons, and (2) Support homeless needs.

CSSF GRANT FUNDS

FY 2016-2017

Total Funds: \$250,000

FY 2017-2018

Total Funds: TBD

City of Urbana
General Funds:
\$70,000

City of Urbana
General Funds:
\$65,000

Cunningham
Township:
\$175,000

Cunningham
Township:
TBD

Community Development
Block Grant (CDBG):
\$5,000

Community Development
Block Grant (CDBG):
\$5,000

RESTRICTIONS: CDBG

➤ Public Service Funds

- Must be either a new service/quantifiable increase in level of service
 - Examples of public services include, but not limited to:
 - Childcare
 - Health care
 - Job training including training a qualified pool of candidates for unspecified jobs
 - Recreation programs
 - Education programs
 - Public safety services
 - Services for Senior citizens & Homeless persons
 - Drug abuse counseling & treatment
- The following public services are not eligible under this category:
 - Political Activities
 - Ongoing grants or non-emergency payments, defined as:
 - More than three (3) consecutive months
 - To individuals
 - For their food, clothing, rent, utilities, or other income payments.

RESTRICTIONS: CUNNINGHAM TOWNSHIP

➤ (60 ILCS 1/85-13) : Sec. 85-13. Township Services, generally.

➤ *The Township board may either expend funds directly or may enter into any cooperative agreement or contract with any other governmental entity, not-for-profit corporation, non-profit community service association, or any for-profit business entity...to provide any of the following services to the residents of the Township:*

➤ Ordinary & necessary maintenance/operating expenses for the following:

➤ Public safety

➤ (including law enforcement, fire protection, and building code enforcement)

➤ Environmental protection

➤ (including sewage disposal, sanitation, and pollution abatement)

➤ Public transportation

➤ (including transit systems, para-transit systems, and streets/roads)

➤ Health

➤ Recreation

➤ Libraries

➤ Social Services for the Poor and Aged

RESTRICTIONS: CUNNINGHAM TOWNSHIP

- Ordinary & necessary capital expenditures authorized by law.

- Development and retention of business, industrial, manufacturing, and tourist facilities within the township.

- (b) To be eligible to receive funds from the Township under this Section, a private not-for-profit corporation or community service association shall have been in existence at least one year before receiving the funds.

- The Township board may, however, for the purpose of providing day care services, contract with day care facilities licensed under the Child Care Act of 1969, regardless of whether the facilities are organized on a for-profit or not-for-profit basis.

- (c) Township governments that directly expend or contract for day care shall use the standard of need established by the Department of Children and Family Services in determining recipients of subsidized day care and shall use the rate schedule used by the Department of Children and Family Services for the purchase of subsidized day care.

- (d) Township governments that directly expend or contract for senior citizen services may contract with for-profit (or not-for-profit) and non-sectarian organizations as provided in Sections 220-15 and 220-35.

ANTICIPATED TIMELINE

- March 6, 2017 - Applications available
- April 7, 2017 by 4pm - Applications due
 - May 2017 - Presentations to Council?
 - Presenters will be notified via email, fax, and/or phone
- May/June 2017 - Council Discussion of applications (if needed)
- June 2017- Council vote on allocations (along with City budget)?
 - June/July 2017 - Determination of Funding Pool
 - (GMD & CTSO staff work together on behalf of City Council/Township Board)
 - June/July 2017
 - Contracts approved by City Council/Cunningham Township Board
- Grant Agreements (CDBG) approved by Community Development Commission & City Council
 - July/Aug 2017 - Agreements/Contracts sent out
- October 1, 2017 – Agreements/Contract due; First Qtr reporting due

ADMINISTRATION OF CONTRACTS & GRANT AGREEMENTS

- Cunningham Township Supervisor's Office administers contracts for:
 - Cunningham Township
- City of Urbana, Dept. of Community Development Services, Grants Management Division administers grant agreements/contracts for:
 - Community Development Block Grant (CDBG)
 - City of Urbana General Funds for CSSF



Application
in
Review

GUIDING PRINCIPLES FOR CONSOLIDATED SOCIAL SERVICE FUNDING
(ADOPTED MARCH 4, 2013)

APPENDIX D

Our Consolidated Social Service Funding Program should focus on documented Urbana needs, with the goal of having long- term impact. It should be consistent with goals and strategies outlined in the Consolidated Plan 2015-2019, Appendix A.

1. As a municipal entity, the City of Urbana is bound by the Constitution of the State of Illinois, specifically Articles I and X. Accordingly, agencies or programs that are religiously based, exist for the advancement of religious doctrine, or require participants to engage in religious activities or religious programs as a condition of assistance, may not be eligible to receive Consolidated Social Service Funding.
2. Agencies and programs shall not discriminate, as consistent with the provisions of the City of Urbana Human Rights Ordinance
3. We aim to provide support for multi-year efforts, subject to availability of funds.

GUIDING PRINCIPLES FOR CONSOLIDATED SOCIAL SERVICE FUNDING (CONTINUED)

5. Grants will be prioritized to encourage partnerships and cooperation among agencies. Preference will be given to previously funded agencies with a strong performing track record. We reserve the right to solicit and fund innovative new programs that meet identified needs, focus on targeted neighborhoods, or meet other city-identified priorities.
6. We will seek cooperation with the City of Champaign if agencies serve clients in both communities.
7. Applicants must have experience with federal/ state/ local grant programs and proof of 501(c)3 status
8. Agencies funded by Cunningham Township will be required to participate as a workfare site for General Assistance clients.
 9. We encourage public-private partnerships to leverage funding.
10. We expect that Consolidated Social Service Funding will supplement agencies' services in Urbana rather than replace or supplant funding for services allocated to Urbana residents to the extent possible.

PAGE ONE

IMPORTANT INFORMATION:

- As a municipal entity, the City of Urbana is bound by the Constitution of the State of Illinois, specifically Articles I and X.
- Accordingly, agencies or programs that are religiously based, exist for the advancement of religious doctrine, or require participants to engage in religious activities or religious programs as a condition of assistance, may not be eligible to receive Consolidated Social Service Funding.

PAGE TWO

- Agency Information
 - Organization/Legal Name
 - Program to be Funded
 - Specify program you are requesting funding for
- if there is more than one (1) program in your agency/organization – one (1) application per program should be submitted.
 - Amount of funding your Agency is requesting
 - Contact Person & Title
 - Address, Telephone#, Fax, & Email Address
 - Year Established/Incorporated
 - Fiscal Year of Agency
 - Funded history from Urbana– check only one:
 - Funded in FY 1617
 - Not funded in FY 1617 (applied but did not receive funding)
 - Funded in Year___ (last fiscal year funded if not FY 1617)
 - Never have applied for funding from the City of Urbana
 - No. of years funded by City (if funded in the past)

PAGE TWO (CONTINUED)

- Required Information to be Attached – make sure to check box
 - Agency Mission Statement/Purpose
 - Years in Operation
 - Brief Overview of Agency Services & Programs
 - Organization Chart – e.g. flow chart, positions vs names
 - List of Agency Board Members/Officers
- Copy of Agency Board Meeting Minutes – showing discussion of CSSF grant in some way
 - Experience with Federal/State/Local Grant Programs
 - Actual Agency and/or Program Budget for current fiscal year (FY 1617)
 - A Preliminary Agency and/or Program Budget for next fiscal year (FY 1718)
- All Agency and/or Program staff positions by title, # in each position, and current annual salary amount range
 - Agency and Program the same = Agency information.
- More than one Program in Agency you are requesting funding for = Program information only on each application.
 - IRS Tax Exemption Letter/Proof of 501(c)(3) status
 - IL Dept. of Revenue Tax Exemption Letter/FEIN Number
 - Copy of most recent annual IRS Report: 990-Series Return
 - Certificate of Good Standing
- No incomplete, faxed, or late applications will be accepted!
- Applications will be date & time stamped, upon arrival to the City

PAGE THREE

➤ Program Information

- Detailed Description of Program requesting funding
- Is Program New/Continuation of Existing Program?
 - If continuation, need start date
 - If continuation, describe anticipated quantifiable increase
- Identify # of recipients that can be served by agency/program = capacity
 - Actual total # of persons currently being served
 - Of total actual # served, state how many are from Urbana
- If funded in FY 16-17, how did the funds benefit the total # of persons served from Urbana
 - Fee for Program?
 - How much is the program fee?
 - For what purpose is the program fee to be used?
 - Waiting list?
 - If so, identify number on waiting list

PAGE FOUR

➤ Program Information (continued):

➤ Interagency Collaboration Information

➤ Use Family Size/Income Table

➤ How many persons in each income category are served by Agency/Program?

➤ How many of them live/reside in Urbana?

➤ Q. B8 Use Appendix A (Goals & Strategies)

➤ List strategy or strategies your Agency/Program addresses

➤ Describe how Program addresses each strategy

PAGE FIVE

- Q. B9 -Use Appendix B (Performance Measures)
 - Describe impact of activity/outcomes your agency hopes to achieve
- Explain how you will measure the long-term impact of the activity on clients and/or community
 - Q. B10 – Use Appendix C (Workfare Program Site)
 - Does your agency serve General Assistance Clients
 - Is your agency a workfare site, or want to be
 - Q. B11 - 5 Key Service Areas
 - Basic Needs
 - Health
 - Family Support/Special Needs (including Emergency Assistance)
 - Seniors
 - Children and Youth
 - Capacity Building
- Explain if this funding will help capacity building/promote a long-term benefit to your organization & individuals/clients and how funding will supplement what you spend in Urbana
 - Budgetary Information
 - Current Agency/Program Budget for FY 1617
 - Preliminary Agency/Program Budget for FY 1718

PAGES SIX-EIGHT

➤ Program Budget (continued)

- List the total expenses required to operate your program/project
- List the expenses that are required to operate the Urbana portion of the program/project that you are requesting funds
 - Explain in narrative how the requested funds will be used
 - Revenue Funding Sources
 - List Funding Sources from the last two fiscal years
 - List anticipated funding sources for FY 1718
 - Fundraising Activities/History

PAGE NINE

- Authorization & Signature Sheet
 - Read Statements carefully
 - Information is true and correct
 - Funds disbursed on Quarterly basis
 - Rules of HUD, City of Urbana, and/or Cunningham Township will apply – depending on funding source
 - All project information in grant application will become part of Contract/Agreement
 - Funding will be available after July 1, 2017
- Once Community Development Commission/City Council/Township Board approves contracts/agreements
 - Complete, sign, and date
 - Fill in name of organization
 - Chief Agency Official
 - Chairperson/Other Board Member (if chairperson is unavailable)

PAGE TEN-FIFTEEN

- Appendix A – FY 2015-2019 Consolidated Plan
- Goals, Strategies, & Activities to Address Local Funding Priorities and Community Need.
 - Nine (9) Goals
 - Most Agencies will fall under Goal #5 and/or Goal #6
 - Appendix B – Performance Measures
 - Objectives and Outcomes
 - Objectives: creating a suitable living environment, provide decent housing, and creating economic opportunities
 - Outcomes: availability/accessibility, affordability, and sustainability
 - Most Agencies will fall under creating suitable living environment and availability/accessibility
 - Indicators: how to measure program toward achieving results
 - Four (4) most Common Indicators:
 - Amount of money leveraged from other sources
 - Number of persons/households/businesses/unit/beds assisted
 - Income levels of persons/households by 30%, 50%, 80% MFI
 - Race/ethnicity/disability data for activities currently reporting this information.

➤ Appendix C – Workfare Program Site

➤ The General Assistance Community Work Program is designed to increase the employability of General Assistance clients through constructive work experience and by locating gainful employment. In this program clients must work 29 hours per month at their assigned worksite.

➤ Requirements of Work Site Sponsors

➤ The Sponsor agrees to verify, by email or fax, the total number of hours the client has completed on a semi-monthly & monthly basis.

➤ The worksite agrees to enter into a “Worksite Agreement”.

ADDITIONAL INFORMATION

Agencies who receive funding may be required to provide the following additional information:

- Quarterly/Semi-Annual Reporting
 - Performance Measures Reporting
 - Client and Financial Reporting
- Certificate of Income (CDBG-funded)
 - Monitoring (CDBG-funded)
 - Audits (all funding sources)
- Payment: Reimbursement vs. Upfront Request

FINALLY...

- Please remember to update your agency contact information if any changes occur, so that notices and other information can be sent to the right person or place;
- Email corrections/updates regarding change of address, new contact person, etc.
 - We won't know unless you notify us of the change!



Questions?
Comments?

CONTACT INFORMATION

➤ Matthew Rejc

City of Urbana, Community Development Coordinator

400 South Vine Street, Urbana

(217) 328-8263 (ph)

(217) 384-2367 (fax)

mwrejc@urbanaininois.us

➤ Cunningham Township Supervisor's Office

205 West Green Street, Urbana

(217) 384-4144 (ph)

(217) 367-7063 (fax)

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Thank You!