



**City of Urbana/Cunningham Township  
Application for Funding Packet  
Consolidated Social Service Funding Program  
Fiscal Year 2014-2015**

**To: Applicants**  
**Subject: FY 2014-2015 Consolidated Social Service Funding Applications**

The City of Urbana is requesting applications from non-profit organizations for activities to be funded under one or all of the following programs: the City of Urbana Social Services Grant Program, the City of Urbana Community Development Block Grant (CDBG) Program, and the Cunningham Township Social Services Grant Program, for fiscal year 2014-2015 (July 1, 2014 – June 30, 2015). If this application is funded, it will become part of your Grant Agreement/Contract with the City.

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.

**Application Instructions**

- **All** applicants are required to attend one of the following Technical Assistance Application Trainings held in the Urbana City Council Chambers, 400 South Vine Street, Urbana from **10:00 am – 11:00 am** on:
  - **Tuesday, March 11, 2014**
  - **Wednesday, March 12, 2014**
- Submit separate applications for **each** project or program requesting funds. Do not submit bound, stapled, or double-sided applications or attachments.
- Please be as accurate in your descriptions as possible. Do not skip any questions; all questions must be completed, as only completed applications received by the deadline will be reviewed and considered for funding.
- Deadline for submission of this application is **Friday, April 11, 2014 at 4:00 pm**.
- Use the checklist on the application to help ensure all required documents are attached and that your application is complete before submission.
- Funds awarded will not be available until after July 1, 2014.
- Please contact Jenell L. Hardy at (217) 328-8263 or [jlhardy@urbanailinois.us](mailto:jlhardy@urbanailinois.us) regarding any questions.
- Applicants must submit **one (1) unbound original** application plus required attachments to:

**City of Urbana  
Department of Community Development Services  
Grants Management Division  
400 South Vine Street  
Urbana, Illinois 61801**



# **APPLICATION FOR FUNDING CITY OF URBANA/CUNNINGHAM TOWNSHIP CONSOLIDATED SOCIAL SERVICE PROGRAM FY 2014 - 2015**

## **A. AGENCY INFORMATION**

1.	Applicant Organization/Legal Name:	
2.	Program to be Funded:	
3.	Amount Requested:	\$
4.	Contact Person & Title:	
5.	Address:	
6.	Telephone No:	
7.	FAX No:	
8.	E-mail Address:	
9.	Year Established / Incorporated:	
10.	Fiscal Year of Agency:	
11.	Funding History: <i>(check all that apply)</i> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Funded in Year: _____  <input type="checkbox"/> Not Funded FY 13-14  <input type="checkbox"/> No. of years funded: _____         </div> <div> <input type="checkbox"/> Funded FY 13-14  <input type="checkbox"/> Never Applied for Funding         </div> </div>	

## **AGENCIES MUST ATTACH THE FOLLOWING REQUIRED INFORMATION**

<input type="checkbox"/>	Agency Mission Statement / Purpose
<input type="checkbox"/>	Years in Operation
<input type="checkbox"/>	Brief Overview of Agency Services & Programs
<input type="checkbox"/>	Organization Chart
<input type="checkbox"/>	List of Agency Board Members/Officers
<input type="checkbox"/>	Copy of Agency Board Meeting Minutes
<input type="checkbox"/>	Experience with Federal/State/Local Grant Programs
<input type="checkbox"/>	Actual Agency and/or Program Budget for current fiscal year (FY 13-14)
<input type="checkbox"/>	A Preliminary Agency and/or Program Budget for next fiscal year (FY 14-15)
<input type="checkbox"/>	All Agency and/or Program Staff positions by job title, # in each position, & current annual salary amount range
<input type="checkbox"/>	Internal Revenue Service Department of the Treasury: Tax Exemption Letter / Proof of 501 (c)(3) status
<input type="checkbox"/>	Illinois Department of Revenue Tax Exemption Letter: FEIN Number
<input type="checkbox"/>	Copy of most recent annual IRS Report: 990-Series Return
<input type="checkbox"/>	Certificate of Good Standing

**\*DEADLINE FOR SUBMISSION OF THIS APPLICATION IS 4:00 P.M., FRIDAY, APRIL 11, 2014.\***

**\*NO INCOMPLETE APPLICATIONS, FAX APPLICATIONS, OR LATE APPLICATIONS WILL BE ACCEPTED.\***

## B. PROGRAM INFORMATION

B1. Describe **in detail** the program you are requesting to be funded: \_\_\_\_\_

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B2. Program is a: ☐ New Program ☐ Continuation of Existing Program, started: \_\_\_\_\_.

- o If continuation of existing program, describe in narrative the quantifiable increase anticipated in service level:

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B3. Identify the number of recipients your program has the capacity to serve: \_\_\_\_\_

- o Identify the actual total number of persons you are currently serving: \_\_\_\_\_
- o Of the total number served, identify the number of persons from Urbana currently being served: \_\_\_\_\_
- o Based on the funding received in FY 13-14 (if funded), how did these funds benefit the total number of persons from Urbana (listed above)? \_\_\_\_\_

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B4. Is there a fee to participate in the program? ☐ Yes ☐ No

- o If yes, indicate how much and for what purpose: \_\_\_\_\_

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B5. Does your organization have a waiting list? ☐ Yes ☐ No

- o If yes, identify the number of persons on the waiting list: \_\_\_\_\_

B6. Interagency Collaboration: List other agencies that are involved with your program; briefly describe extent of involvement.

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

B7. Using the table below, answer the following questions:

FAMILY SIZE	EXTREMELY LOW INCOME 30% MFI	LOW INCOME 50% MFI	MOD INCOME 80% MFI
1	\$14,250	\$23,800	\$38,050
2	\$16,300	\$27,200	\$43,450
3	\$18,350	\$30,600	\$48,900
4	\$20,350	\$33,950	\$54,300
5	\$22,000	\$36,700	\$58,650
6	\$23,650	\$39,400	\$63,000
7	\$25,250	\$42,100	\$67,350
8	\$26,900	\$44,850	\$71,700

- How many persons in each category does your program serve? Of those, how many live in Urbana?  
(Please provide a specific number, not a range or percentage)

Extremely Low \_\_\_\_\_

Live in Urbana \_\_\_\_\_

Low Income \_\_\_\_\_

Live in Urbana \_\_\_\_\_

Moderate Income \_\_\_\_\_

Live in Urbana \_\_\_\_\_

B8. From **CONSOLIDATED PLAN FOR PROGRAM YEARS 2010-2014: GOALS, STRATEGIES, & ACTIVITIES (Attachment A)**, list the specific strategy or strategies your program addresses.

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

- Describe briefly how your program addresses each strategy as noted above:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

B9. Use **Appendix B: Performance Measures**, as a guide for the following questions:

- Describe the impact of your activity and the outcome(s) you hope to achieve: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Explain how you will measure the long-term impact of the activity on Clients and/or the Community: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Explain the indicators you will use to measure the impact on the Community or on the lives of persons assisted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B10. Use **Appendix C: Workfare Program Site**, as a guide for the following questions:

- Do you currently assist any General Assistance Clients ☐ Yes ☐ No
- Are you currently a workfare site? ☐ Yes ☐ No  
If no, are you required by contract to work only with TANF recipients? ☐ Yes ☐ No
- Are you interested in becoming a workfare site? ☐ Yes ☐ No

B11. Does your organization meet one or more key service areas? (please check all that apply)

- ☐ Basic Needs (i.e. food, shelter/housing)
- ☐ Health (i.e. Mental Health, Counseling, Substance Abuse)
- ☐ Family Support/Special Needs (*including Emergency Assistance*)
- ☐ Seniors
- ☐ Children and Youth (Ages):  
☐ Pre-Natal ☐ Birth – Pre-K ☐ 5 – 13 ☐ 13 – 18

B12. Will this funding help build capacity in your organization and promote a long-term benefit in the organization or to the individuals that it serves, i.e can it be leveraged to get other grant funds, does it help build self-sufficiency in your clients? How will these funds supplement what you spend in Urbana? Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## C. BUDGETARY INFORMATION

C1. **ATTACH** the following to this application:

- Your actual agency budget for the current fiscal year (FY 13-14)
- A preliminary agency budget for the fiscal year for which you are applying for funds (FY 14-15).

C2 (a). **PROGRAM BUDGET.** List the total expenses that will be required to operate the program for which you are requesting funds, along with an explanation of how the expenses are related to project delivery. Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project.

LINE ITEM/TYPE OF EXPENDITURE	RANK	TOTAL BUDGET	JUSTIFICATION
Salaries & Wages			
Fringe Benefits			
<b>TOTAL PERSONNEL</b>			
Supplies			
Postage			
Publications/Printing			
Transportation			
Other (specify):			
Rent			
Equipment			
Utilities			
Telephone			
Maintenance/Repair			
Insurance			
Other (specify):			
<b>TOTAL NON-PERSONNEL</b>			
<b>TOTAL FY 14-15 PROJECT BUDGET</b>			

C2 (b). **PROGRAM BUDGET.** List the expenses that will be required to operate the Urbana portion of the program for which you are requesting funds, along with an explanation of how the expenses is related to project delivery. Since full funding is not guaranteed, please rank the priority of each budget line item for completing your project.

LINE ITEM/TYPE OF EXPENDITURE	RANK	URBANA FUNDS	JUSTIFICATION
Salaries & Wages			
Fringe Benefits			
<b>TOTAL PERSONNEL</b>			
Supplies			
Postage			
Publications/Printing			
Transportation			
Other (specify):			
Rent			
Equipment			
Utilities			
Telephone			
Maintenance/Repair			
Insurance			
Other (specify):			
<b>TOTAL NON-PERSONNEL</b>			
<b>* TOTAL FY 14-15 PROJECT BUDGET</b>			

**\* This amount must match Section A.3., on page 2 of this application.**

[illegible]

#### D. REVENUE FUNDING SOURCES

D1. List the name of all funding sources and amount received for the Agency and/or Program for each fiscal year listed; include all government funding from Federal, State, County, and other Cities.

Funding Source	Amount Received	
	FY 12-13	FY 13-14
City of Urbana/Cunningham Township		
Total Revenue Sources		

D2. List the name of the funding source and the requested amount for next fiscal year (FY 13-14). Enter the type of funding received from funding source: **Cash (C), In-kind (I), or Grant (G)**. Enter the status of the funding commitment by entering the appropriate option from the following list of choices: **Funding Secured (FS), Awaiting Final Approval (AFA), Awaiting Response (AR), or Status Unknown (SU)**.

<b>Funding Source</b>	<b>Requested Amount (FY 14-15)</b>	<b>Type</b>	<b>Commitment Status</b>
Requested from City of Urbana/Cunningham Township			
<b>Total Anticipated for FY 13-14</b>			

D3. Fundraising History - List all fundraising activities, dates of the activities, and the amount of funds raised.

<b>Fundraising Activities</b> <i>(over the past 12 months)</i>	<b>Date(s) of Activities</b>	<b>Amount Raised</b>
<b>TOTAL</b>		



## **E. AUTHORIZATION AND SIGNATURE SHEET**

- E1. We, the undersigned duly-authorized agents of (name of organization)\_\_\_\_\_.
- A. Do hereby state, to the best of our knowledge the information contained in this application for the City of Urbana/Cunningham Township Consolidated Social Service Funding (CSSF) grant is true and correct.
  - B. Understand the City of Urbana/Cunningham Township funds are disbursed on a quarterly basis and that the Community Development Block Grant (CDBG) portion of the CSSF funds are disbursed on a reimbursement basis. We assure that the funds will be administered by the applicant appropriately.
  - C. Understand the laws and regulations of the US Department of Housing & Urban Development (HUD), the City of Urbana, and/or Cunningham Township will govern any CSSF funding resulting from this application.
  - D. Agree to enter into an Agreement with the City of Urbana for its FY 2014-2015 CSSF grant and will adhere to all Program requirements, as stated in Contract/Agreement.
- E2. If a grant is awarded on the basis of this application, all project information detailed in the application will be implemented accordingly, becoming a part of the Contract/Agreement, and the project shall commence within ninety (90) days of new grant period, which begins July 1, 2014, once contracts/agreements are approved by the appropriate City Commission and the Urbana City Council/Cunningham Township Board.

### **CHIEF AGENCY OFFICIAL:**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

### **CHAIRPERSON / BOARD MEMBER OF BOARD:**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

## APPENDIX A

### Consolidated Plan 2010-2014

#### Goals, Strategies and Activities to Address Local Funding Priorities and Community Need

**Goal 1:** Provide decent affordable housing opportunities for low- and moderate-income households

**Strategy:** Increase supply of affordable housing available to low and moderate income households.

**Activity:** Provide Tenant Based Rental Assistance to households with incomes at or below 60% of the area median, targeting those at or below 125% of the poverty level.

**Activity:** Support new construction for homeownership sponsored by CHDOs and other nonprofits.

**Activity:** Support new construction of affordable rental units sponsored by CHDOs and other nonprofits.

**Activity:** Support and provide guidance for for-profit developers building new affordable renter and owner units.

**Activity:** Support construction of new affordable rental units through LIHTC, in compatible areas.

**Activity:** Encourage the development of non-profit housing development organizations eligible for CHDO status.

**Strategy:** Expand homeownership opportunities for low and moderate income households.

**Activity:** Support and encourage homeownership education programs.

**Activity:** Support the Housing Authority of Champaign County's Section 8 Homeownership program.

**Activity:** Support the development of local Lease Purchase Programs.

**Activity:** Directly encourage homeownership through downpayment assistance programs such as programs funded with Private activity bond funds.

**Activity:** Develop new downpayment assistance programs for low-income buyers.

**Goal 2:** Address barriers to obtaining affordable housing

**Strategy:** Address issues faced by certain special populations, such as seniors and individuals in need of supportive service/ substance abuse treatment.

**Strategy:** Partner with other municipalities and agencies in the Consortium area to complete a housing needs study that will identify gaps in the housing stock, including an analysis of current housing availability and a projection of future housing needs.

**Strategy:** Provide assistance for affordable permanent housing for persons with targeted disabilities.

**Strategy:** Support efforts to increase accessible and visitable housing units for persons with disabilities.

**Activity:** Encourage housing developers to include visitability/accessibility measures in new construction efforts.

**Activity:** Access Grants: Provide grants for approximately 25 low-income residents over a five-year period to increase the supply of accessible and visitable housing.

**Strategy:** The Urbana Human Relations Division will promote community awareness of the Urbana Human Rights Ordinance and will provide fair housing training for landlords and tenants.

**Activity:** Education and training opportunities, which focus on eliminating barriers to affordable housing, will be encouraged.

**Activity:** Encourage the Urbana Human Relations Division, the Building Safety Division, and Persons Assuming Control of their Environment, Inc. (PACE) to join forces in an effort to acquaint developers with local codes and fair housing laws to insure that handicapped units are produced when new housing is constructed.

**Activity:** Support tenant advocacy and educational efforts by agencies such as the C-U Tenant Union.

**Activity:** Encourage landlord and community group distribution of information in multiple languages to help overcome language and/or cultural barriers.

**Activity:** The City could consider undertaking a discrimination testing program to obtain preliminary results to determine if further programs are necessary.

**Goal 3:** Preserve and improve supply of affordable housing as a community resource.

**Strategy:** Continue and expand city's repair and rehabilitation programs.

**Activity:** Senior Repair: Provide home repair service for approximately 175 very low-income elderly households over a five-year period to help maintain those households in their homes longer thus reducing demand for higher levels of sheltered care. In addition to home repair, the service would provide referrals to other home-care programs such as Meals on Wheels.

**Activity:** Emergency Grants: Provide emergency repair service for approximately 55 low-income residents over a five-year period to help maintain those households in their homes longer thus reducing demand for higher levels of sheltered care.

**Activity:** Whole House Rehabilitation: Provide loans and grants for major home improvements for low-income homeowners to approximately 25 households over the next five years.

**Activity:** GLO (if funding is available): Provide lead hazard reduction for approximately 22 single family residences over the next five years, in coordination with the Champaign-Urbana Public Health District and the Illinois Department of Public Health.

**Activity:** Purchase Rehabilitation Resale: Purchase housing that is structurally sound but in need of major code-related renovation, and rehabilitate property for sale as affordable housing to income-qualified households.

**Activity:** Acquisition-Rehabilitation: Provide funds for downpayment and rehabilitation to low-income homebuyers to purchase and rehabilitate properties that may be in need of repair.

**Activity:** Rental Rehabilitation: Provide HOME funds for rehabilitation of rental housing units to rent to households with incomes at or below 60% of the area median.

**Strategy:** Support and encourage home maintenance programs.

**Activity:** Encourage counseling and educational opportunities and resources, which teach homeownership maintenance skills.

**Goal 4:** Work with Housing Authority of Champaign County (HACC) to improve conditions for residents of public housing.

**Strategy:** Promote substantial upgrading of the living environment for residents of Urbana public housing, particularly family units.

**Activity:** Assist in developing a plan, which partners with the private sector to use private dollars to leverage HOPE VI or other Federal funds, to redevelop units and to replace demolished units with a combination of new on-site units, scattered-site units and Section 8 rent subsidies.

**Strategy:** Encourage the Housing Authority of Champaign County to increase the number of affordable housing units available to extremely low-income households. Seek additional means of subsidizing very low-income households with rental assistance.

**Strategy:** Encourage the Housing Authority of Champaign County to increase the earning potential of extremely low-income households.

**Strategy:** Strongly encourage the Housing Authority of Champaign County to rehabilitate existing units and develop new units, which would be accessible to families, which include persons with disabilities.

**Strategy:** Encourage the Housing Authority of Champaign County to follow a similar process and design as the Burch Village and Lakeside Terrace redevelopment projects for the demolition or redevelopment of any other Public Housing units.

**Goal 5:** Support community efforts to provide services and training for low- and moderate-income residents.

**Strategy:** Encourage and support appropriate area social service agencies to provide additional economic assistance for persons who pay out-of-pocket expenses for medical and psychological services, perhaps by developing a centralized process to contact pharmaceutical companies with requests for donations of medicines.

**Strategy:** Encourage appropriate area social service agencies to expand recreational, educational, and cultural opportunities and alternatives for very low-income youth and young adults

**Strategy:** Support expansion of job-training programs for low-income individuals by area social service agencies, and encourage them to conduct a review of all available programs to determine if they meet current need.

**Strategy:** Support area providers such as the Senior Services Division of Champaign County Regional Planning Commission and Family Service of Champaign County in their efforts to provide supportive services to low-income elderly persons residing in Urbana.

**Strategy:** Support efforts by local service providers to area youth to increase supportive services available to at-risk youth.

**Strategy:** Encourage existing childcare facilities to expand services to late night/overnight and weekend hours.

**Strategy:** Support development of a program(s) by area agencies to provide transitional housing services and/or foster care to teen parents of young children.

**Strategy:** Encourage current and newly created companies to hire low-income persons by providing public incentives linked directly to hiring local residents.

**Strategy:** Support agencies that provide services to victims of domestic violence

**Goal 6:** Provide Support for existing agencies delivering services to homeless individuals and families and encourage the expansion of local services to meet community homeless needs.

**Strategy:** Support the existing network of local homeless services.

**Activity:** Continue to provide leadership and support of Continuum of Care.

**Activity:** Provide support to emergency and transitional shelters through Consolidated Social Service Pool fund allocations.

**Strategy:** Improve and expand the existing network of local homeless services.

**Activity:** Support and encourage local efforts to acquire additional grant funding.

**Activity:** Support accurate and comprehensive data management through the Homeless Management Information System (HMIS) and annual surveys.

**Activity:** Encourage and support the expansion of transitional housing for women and children.

**Activity:** Encourage development of emergency shelter services or transitional housing for homeless two-parent households with children.

**Activity:** Encourage development of transitional living facilities for adults and youth with substance abuse issues.

**Activity:** Encourage the development of a shelter facility to provide emergency services for elderly persons who are victims of domestic violence.

**Strategy:** Regularly review and evaluate the needs of the community for homeless and homeless prevention service, and encourage local agencies to match service provided to community needs.

**Activity:** Encourage and support area agencies to develop services such as Supportive Housing and Safe Havens for targeted populations such as homeless teens, teen parents, families, persons with disabilities, etc.

**Activity:** Participate in the Urbana-Champaign Continuum of Care, Council of Service Providers to the Homeless, Supportive Housing Program.

**Strategy:** Take steps to stabilize households at risk of homelessness.

**Activity:** Develop and support rental assistance programs (such as Tenant Based Rental Assistance, the No Limits Program, and Shelter Plus Care) with and without supportive services for extremely low and very low income persons.

**Activity:** Work with regional group to provide information and a support network in the case of a need for emergency relocation of residents of multifamily apartments when utilities are disconnected.

**Activity:** Support programs offering permanent housing solutions for low and extremely low income households (see Goal 1)

**Activity:** Support educational services including financial literacy, homeowner education and debt management.

**Goal 7:** Support efforts to reduce the exposure of young children to lead-based paint hazards in their homes

**Strategy:** Coordinate public and private efforts to reduce lead poisoning hazards and protect young children

**Activity:** Encourage Private Funding

**Activity:** Expand Childhood Testing

**Activity:** Prevention Education

**Strategy:** Reduce lead-based paint hazards in residential housing, particularly homes occupied by young children

**Activity:** Lead Assessment in Housing Assistance Programs

**Activity:** Preserve and Expand Funding for Lead Hazard Reduction Activities

**Activity:** Temporary Relocation of Occupants during Lead Hazard Work

**Activity:** Lead Contractor Incentives

**Activity:** Distribution of Lead Contractor List

**Goal 8:** Support infrastructure improvements in Urbana's Community Development Target Area

**Strategy:** The majority of CDBG funds will be targeted toward improvements in and services to the City's Community Development Target Area.

**Strategy:** The City shall allocate to its designated Community Development Target Area its proportionate share of City capital improvement funds for upgrading infrastructure. CDBG funds may be set aside during one fiscal year for infrastructure projects scheduled in another fiscal year in order to fulfill a commitment to a scheduled project.

**Goal 9:** Preserve and support Urbana's neighborhoods as vibrant places to live.

**Strategy:** Identify and encourage or assist in removal of blighting and deteriorated structures from neighborhoods.

**Activity:** Perform regular surveys of City to identify deteriorated housing and accessory structures that need to be addressed either through repair or removal.

**Activity:** Using CDBG funds, clear dilapidated accessory structures such as sheds and garages from income qualified owner-occupied properties

**Strategy:** Acquire and clear deteriorated housing and vacant lots for donation to non-profit home construction programs. Acquisition and clearance efforts may be implemented in the CD Target areas and will be focused on the King Park Neighborhood in accordance with the King Park Neighborhood Plan.

**Activity:** Using HOME and/or CDBG funds to acquire vacant properties and deteriorated and/or substandard structures that will be cleared as necessary, for donation to a non-profit housing developer for the purpose of new construction of affordable housing. The City will properly maintain such properties until transfer of ownership occurs.

**Strategy:** Explore the creation of a Neighborhood Revitalization Strategy for low-income Urbana neighborhoods.

**Strategy:** Clearly identify and document designated Brownfields and seek additional funding sources to alleviate same.

**Strategy:** Through its Neighborhood Organizations, the City will support resident involvement in neighborhood housing development projects.

**Activity:** Encourage the creation and development of local groups concerned with furthering the interests of their neighborhood. Specifically, encourage such groups to accomplish non-profit status by obtaining a 501(c)3 designation, thus making them eligible for grant funding.

## APPENDIX B

### PERFORMANCE MEASURES

Performance measurement is an organized process for gathering information to determine how well programs and activities are meeting established needs and goals. At the Federal level, performance measurement is no longer a choice. By law, all Federal agencies are required to measure the outcomes of their programs. Additionally, program results are directly linked to funding decisions and public support for programs. Performance measurement is important for state and local jurisdictions receiving community development funds from HUD for several reasons: (a) HUD needs performance information to meet its responsibilities and highlight program accomplishments, and (b) performance measurements will help grantees enhance program capacity and performance.

#### OBJECTIVES & OUTCOMES

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

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

**B. Outcomes:** The outcome helps further refine the sub-grantee's objective and is designed to capture the nature of the change or the expected result of the objective that a sub-grantee seeks to achieve. Outcomes correspond to the question "What is the type of change the grantee is seeking? Or, what is the expected result of the activity?"

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

#### C. Objectives & Outcomes Table:

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

**D. Indicators:** Once the sub-grantee has established the program purpose (*objective*) and intended result (*outcome*), the next step is to identify how to measure progress toward achieving the intended results. Grantees will be required to report on the indicators that are applicable to the individual activities they fund. Sub-grantees will be required to report on the indicators that are applicable to their individual activities which receive funding.

**1. Four (4) Common Indicators:** There are four common indicators that are relevant for most activities:

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

**2. Specific Indicator:** In addition to the common indicators that are used for all program activities, there are 18 major activity-specific indicator categories, examples of several are listed below. These indicators cover most activities carried out under the four Consolidated Plan programs including housing, services for homeless individuals and families, public facilities/infrastructure, public services, and economic development activities.

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

Examples:

	Availability/Accessibility	Affordability	Sustainability
Suitable Living Environment	An after-school program designed to address crime or juvenile delinquency in target neighborhoods	A housing counseling program	Community policing program
Decent Housing	Fair housing counseling program	Energy conservation training or education program focused on reducing energy costs for low- and moderate-income people	Housing counseling program for existing low- and moderate income homeowners to help them avoid predatory lending
Economic Opportunity	Operating costs for a job transportation program, job training program, literacy program	Free job training program for low- and moderate-income people	Child care programs or day care centers, health services

## 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 are must work 29 hours per month at their assigned worksite.

Work Site Sponsors are required to adhere to the following conditions:

1. Along with a written job description, the sponsor will put in writing skill requirements needed.
2. The sponsor has the right to interview any client it wishes and will have the choice of whether to take an active role in training the client.
3. The sponsor also agrees to verify either by email or fax, the total number of hours the client has completed on a semi-monthly and monthly basis. The Cunningham Township Community Work Program Coordinator will contact the sponsor to verify this information.
4. It is understood that a client who obtains a temporary job will, with the sponsor's willingness to reschedule him/her, be able to make up those hours he/she was unable to work.
5. The sponsor agrees to report to the Township Office if the individual did not report (no call, no show) any day of his/her scheduled days, did not cooperate with supervisors and coworkers, or if performance was unsatisfactory.
6. The sponsor agrees to assign a worker for full and partial 8-hour days, not to exceed eight hours a day, or 40 hours per week. Assignments will not be made for less than three days per month. The number of hours we currently require completed monthly are 29 hours total and is subject to change in the event that the dollar amount of General Assistance changes. At least ten days notice would be given to the Worksite Sponsor in the event of any General Assistance changes that would affect the number of hours a client is required to work. If a General Assistance client does work more than the assigned hours within a given month, the worksite sponsor agrees to assume payment of a minimum wage equal to \$8.25 per hour and worker's compensation insurance responsibility for those hours.



## APPENDIX D

### **Guiding Principles for Consolidated Social Service Funding**

(adopted March 4, 2013)

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 2010-2014, 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.
4. We focus on five key service areas:
  - a. Basic Needs (i.e. food, shelter/housing)
  - b. Health (including Mental Health), Counseling, and Substance Abuse
  - c. Family Support/Special Needs
  - d. Senior Citizens
  - e. Children and Youth, including Prenatal
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 501c3 status
8. Agencies funded by Cunningham Township may be required to participate as a workfare site for General Assistance clients. Requirements are attached to the application.
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.

For 2013-14, our funding priorities will be in the areas of early childhood (including prenatal) and summer youth jobs and programming. Where appropriate to the mission of the agency and the degree of training required, paid youth internships associated with the mission of the applicant agency are encouraged. Other key service areas are not excluded; however, funding to these areas may be reduced compared to previous years, based on monies available.