



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor

FROM: Elizabeth H. Tyler, FAICP, Director, Community Development Services

DATE: June 21, 2012

**SUBJECT: AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE
(Veteran's Affairs Contract, FY 2011-2012)**

Introduction

Included on the agenda of the June 25, 2012 Urbana City Council meeting is an Ordinance to revise the Annual Budget Ordinance to include a contract with the Department of Veteran's Affairs for \$127,875, under which Salvation Army will provide supportive services to homeless veterans referred by the Department of Veteran's Affairs, Illiana Health Care System. The City of Urbana will administer the contract with the Department of Veteran's Affairs, and ensure that supportive services are provided by Salvation Army through a subcontract.

Issues

The issue is whether Council should approve the Ordinance Revising the Annual Budget Ordinance.

Background

On September 22, 2011, City staff met with Jennifer Gerrib from the Department of Veteran's Affairs and Jennifer Hill-Valade from Salvation Army regarding a contract that Salvation Army and the Department of Veteran's Affairs were interested in executing to provide services to homeless veterans referred by the Department of Veteran's Affairs through the Illiana Health Care System. The City was asked to administer the contract on behalf of Salvation Army, who is unable to directly execute a contract with the Department of Veteran's Affairs due to the Federal Acquisition Regulations (FAR). The City of Urbana was suggested as an administrator for the contract, as the City also administers the Department of Housing and Urban Development (HUD), Supportive Housing Program, Homeless Families in Transition project on behalf of the Salvation Army, who provides supportive services to homeless families with children.

In response to this request, the City contacted both the Department of Veteran's Affairs and Salvation Army staff to begin the process for executing and administering the contract on behalf of Salvation Army. Salvation Army provided the Statement of Work originally given to the Department of Veteran's Affairs, and the City began working on providing information required by the Department of Veteran's Affairs for administering the contract, including a Subcontract with Salvation Army, Standard Operating Procedures for the Contract with the VA Illiana Health Care System, and Standard Operating Procedures for the Payout Approval Process – Grants Management Division Programs (including HOME, Supportive Housing, CDBG, etc.), which the City submitted to the Department of Veteran's Affairs for approval in December 2011.

On January 27, 2012, the Mayor signed the contract with the Department of Veteran's Affairs and Salvation Army submitted the signed subcontract to the City of Urbana, effective date April 17, 2012.

Options

1. Approve the ordinance revising the annual budget ordinance.
2. Approve the ordinance revising the annual budget ordinance, with changes.
3. Do not approve the ordinance revising the annual budget ordinance.

Fiscal Impact

There is no impact to the City budget because the allocation of \$127,875 from the Department of Veteran's Affairs will be passed through the City to Salvation Army, minus a portion of the contract (\$6,393) which will be used toward staff expenses for the administration of this contract with the Department of Veteran's Affairs and the oversight of the subcontract with Salvation Army.

There is no negative impact on the City's timely expenditure of funds for the current fiscal year, as the contract was extended into July 2012.

Recommendation

Staff recommends that the City Council approve the ordinance amending the City budget.

Memorandum prepared by:

Kelly H. Mierkowski,
Manager, Grants Management

Attachments:

- 1) An Ordinance Revising the Annual Budget Ordinance (Veteran's Affairs Contract, FY 2011-12)
- 2) Contract with the Dept. of Veteran's Affairs
- 3) Subcontract with Salvation Army

ORDINANCE NUMBER 2012-06-068

AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE

(Veteran's Affairs Contract, FY 2011-12)

WHEREAS, the Annual Budget Ordinance of and for the City of Urbana, Champaign County, Illinois, for the fiscal year beginning July 1, 2011, and ending June 30, 2012, (the "Annual Budget Ordinance") has been duly adopted according to sections 8-2-9.1 et seq. of the Illinois Municipal Code (the "Municipal Code") and Division 2, entitled "Budget", of Article VI, entitled "Finances and Purchases", of Chapter 2, entitled "Administration", of the Code of Ordinances, City of Urbana, Illinois (the "City Code"); and

WHEREAS, the City Council of the said City of Urbana finds it necessary to revise said Annual Budget Ordinance by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves; and

WHEREAS, funds are available to effectuate the purpose of such revision; and

WHEREAS, such revision is not one that may be made by the Budget Director under the authority so delegated to the Budget Director pursuant to section 8-2-9.6 of the Municipal Code and section 2-133 of the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Annual Budget be and the same is hereby revised to provide as follows:

FUND: Veteran's Affairs Contract

ADD REVENUE: Federal Contract \$127,875

ADD EXPENSE : Salvation Army Services \$121,482

ADD EXPENSE: Administration (Salary) \$ 6,393

Section 2. This Ordinance shall be effective immediately upon passage and approval and shall not be published.

Section 3. This Ordinance is hereby passed by the affirmative vote of two-thirds of the members of the corporate authorities then holding office, the "ayes" and "nays" being called at a regular meeting of said Council.

PASSED by the City Council this _____ day of _____, _____.

AYES:
NAYS:
ABSTAINED:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____, _____.

Laurel Lunt Prussing, Mayor

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NO. PAGE 1 OF

2. CONTRACT NO. 3. AWARD/EFFECTIVE DATE 14. ORDER NO. 5. SOLICITATION NUMBER 6. SOLICITATION ISSUE DATE
12-01-2011 VA550C26072 VA251-12-P-0359

7. FOR SOLICITATION INFORMATION CALL: a. NAME Kevin Adkins b. TELEPHONE NO. (No Collect Calls) 217-554-4544 8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY Department of Veterans Affairs VISN 11 Network Contracting Activity Illiana Health Care System 1900 E. Main St. Danville IL 61832-5100
10. THIS ACQUISITION IS UNRESTRICTED OR SET ASIDE: % FOR:
 SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 624229
 HUBZONE SMALL BUSINESS ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) SIZE STANDARD:
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 12. DISCOUNT TERMS 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING N/A 14. METHOD OF SOLICITATION RFO IFB RFP

15. DELIVER TO Department of Veterans Affairs Contract Service Center (90 CSC) Illiana Health Care System 1900 E. Main St. Danville IL 61832-5198
16. ADMINISTERED BY Department of Veterans Affairs VISN 11 Network Contracting Activity Illiana Health Care System 1900 E. Main St. Danville IL 61832-5100

17a. CONTRACTOR/OFFEROR CODE FACILITY CODE URBANA EXECUTIVE DEPARTMENT, CITY OF 400 S VINE ST URBANA IL 618013336
18a. PAYMENT WILL BE MADE BY Department of Veterans Affairs Financial Service Center PO Box 149971 Austin TX 78714-9971
TELEPHONE NO. PHONE: FAX:

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

18. ITEM NO.	20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Please see attached schedule for pricing information				
	Please use purchase order number 550C26072 for invoice and billing purposes				
	Please confirm receipt to kevin.adkins@va.gov or to 217-554-4544				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page 550-3620160-466-E22100-2580-SP30BP5A1 26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$127,875.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-8 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED 28. AWARD OF CONTRACT: REF. DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) 30c. DATE SIGNED 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) 31c. DATE SIGNED
Laurel Paussing Major 1/27/12 Kevin Adkins

COPY

**Sub-Contract
THE SALVATION ARMY**

This contract is made by and between the City of Urbana, Illinois (hereinafter the "City"), and Salvation Army Services (hereinafter the "Subcontractor") to provide for the services to homeless veterans required under Contract Number VA550C26072 between the City and the Department of Veterans Affairs, Illiana Health Care System.

On January 27, 2012, the City entered into a Contract with the Department of Veterans Affairs, Illiana Health Care System, to administer and govern expenditure of funds granted to the City to provide services to homeless veterans by the Salvation Army. This Subcontract is in furtherance of that contract.

NOW, THEREFORE, in consideration of the matters set forth above and below, the parties agree as follows.

Section 1. Definitions. Whenever used in this Contract:

- A. The term "Contract" means the agreement between the City and VA executed by the City on January 27, 2012, in connection with the Contract No. VA550C26072.
- B. The term "Subcontract" means this agreement between the City and the Salvation Army to furnish services, in connection with the Contract No. VA550C26072.

Section 2. Purpose of Subcontract. The purpose of this Subcontract is to set forth the terms and conditions under which the City shall administer funds for payment to the Subcontractor for its Homeless Veteran's Services to Homeless Beneficiaries Program. This Subcontract sets forth rights and responsibilities of both parties in connection with the Contract for Homeless Veterans Services for Veteran Beneficiaries, the Subcontractor assumes full responsibility for adherence to all applicable laws, assurances, regulations, and guidelines associated with this contract.

Section 3. Applicable Procedures and Guidelines. The Subcontract and all activities undertaken by the Subcontractor pursuant thereto shall be governed by the procedures and guidelines set forth in Attachment A, a copy of which is attached hereto and made a part hereof;

Section 4. Contract. Subject to the terms of the contract and this subcontract, the City agrees to administer this contract on behalf of the Salvation Army. The Subcontractor agrees to use funds given to it by the Dept. of Veteran's Affairs, as administered by the City pursuant to this subcontract, to undertake those activities identified as the responsibility of the Subcontractor in the manner identified.

- 1) Amount of said Contract between the City and the VA is \$127,875
- 2) Five percent (5%) of this contract will be used for the purpose of paying costs of administering this contract.

Section 7. Payouts. The Subcontractor understands that City staff responsible for the contract will monitor eligible activities and expenses on a monthly basis as payment requests are submitted by the subcontractor, as part of the procedures established for payout approval process, a copy of which is attached hereto as Attachment B and made a part hereof;

Section 8. Notices. Any notice, demand, request, or other communication that either party may desire or may be required to give to the other party hereunder shall be given in writing at the addresses set forth below by any of the following means: (a) personal service; (b) electronic communication whether by telegram, telecopier, or email, together with confirmation of transmission; or (c) first-class United States mail, postage prepaid.

TO THE CITY:

Kelly H. Mierkowski, Manager
Grants Management Division,
Dept. of Community Development Services
City of Urbana
400 South Vine Street
Urbana, Illinois 61801

TO THE SUBCONTRACTOR:

Envoy Mike Fugua, Corps Administrator
The Salvation Army
2214 North Market Street
Champaign, Illinois 61824

IN WITNESS WHEREOF, the City and the Subcontractor have respectively signed this Subcontract and have caused their seals to be affixed hereto.

CITY OF URBANA, ILLINOIS:

BY:

Laurel Lunt Prussing
Laurel Lunt Prussing, Mayor

DATE 4/17/12

ATTEST:

Phyllis Clark
Phyllis Clark, City Clerk
Robert
Deputy Clerk

DATE: 4/17/12

THE SALVATION ARMY (SUBCONTRACTOR):

BY:

Bramwell E. Higgins
Signature
Bramwell E. Higgins
Secretary

DATE: APR 4 2012

ATTEST:

E. Randall Polsley
Name & Title
E. Randall Polsley
Asst. Treasurer

DATE: APR 4 2012

ATTACHMENT A: Grants Management Division, Standard Operating Procedure (Updated), Contract with the VA Illiana Health Care System

ATTACHMENT B: Payout Approval Process - Grants Management Division Programs (including HOME, Supportive Housing, CDBG, etc.)

ATTACHMENT C: Solicitation/Contract/Order for Commercial Items, issued by the Dept. of Veterans Affairs to the Executive Dept., City of Urbana.