



**DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES
GRANTS MANAGEMENT DIVISION
MEMORANDUM**

TO: Community Development Commission

FROM: April D. Getchius, AICP, Director

DATE: April 19, 2000

RE: Neighborhood Investment Fund Allocation for FY2000-2001

The Neighborhood Investment Fund was established in 1995 pursuant to terms of a development agreement between the City and Carle Foundation. The agreement provides for annual contributions to the fund of \$10,000 by both the City and Carle Foundation for five years, or a total of \$100,000. The agreement stipulates that the fund be used for neighborhood improvements in the area bounded by University Avenue, Lincoln Avenue, Sunset Drive (extended), and Broadway Avenue.

In July 1998 City Council, at the request of neighborhood residents, allocated \$40,000 from the Neighborhood Investment Fund for a pilot housing renovation program. City Council authorized up to \$2,500 per household for renovation of owner-occupied housing. Mayor Satterthwaite appointed a five-member panel of neighborhood residents (Neighborhood Improvement Fund Committee) to develop the program and to solicit and approve grant applications. In the FY 1999-2000 budget, the Committee recommended allocating \$44,000 in Neighborhood Investment Funds for a second renovation grant program. The funds remaining in the fund after this allocation would be held for a possible third renovation program in FY 2000-2001. The committee advertised the program in October 1998 and allocated funds to 21 of 36 applicants in January 1999. In the second round, the Committee awarded 23 applicants for a total grant amount of \$42,928. Of that amount, 13 projects have been completed to date and ten projects are still pending.

The committee continued to establish health and safety as the priority for funding. Accordingly, the committee approved grants to replace windows, replace furnaces, upgrade electrical systems, and remove hazardous trees.

The Neighborhood Improvement Fund Committee recommended the following actions at its April 5 meeting.

- ~~1.~~ The committee recommends allocating the remaining balance of \$21,039.78 in Neighborhood Investment Funds in the FY2000-2001 budget (the year beginning July 1, 2000) for a third renovation grant program. The committee recommends the following actions with respect to the FY2000-2001 renovation grant program.

~~///~~ Funding criteria should be explicitly stated in the application materials. Criteria would include the following:

~~///~~ Emphasis on health and safety.

~~///~~ Funding limited to repair of principal structures except in the case of persons with disabilities.

~~///~~ Households funded in the previous renovation grant programs may apply for funds in the third program, however, preference shall be given to households not funded in the previous programs.

~~///~~ Priority shall be given to elderly persons and persons with disabilities.

~~///~~ The \$2,500 per household funding limit should change to \$2,000 in order to fund a higher number of projects with the limited resources. The committee noted that the average grant was approximately \$1800.

~~///~~ Because staff received an inquiry as to whether the grants could be transferred to a new homeowner, the Committee agreed to change the program guidelines to allow the transfer of a grant. The new homeowner must complete an application for the Committee's review and if the new application was comparable to the first, the Committee may approve the transfer.

~~///~~ An application deadline should be established and advertised at the time the program is opened for applications. The committee recommends making applications available as soon after City Council approval as possible and no later than June 5 and requiring their submittal no later than August 4.

~~///~~ Applicant names and addresses should remain anonymous; i.e., staff should not disclose applicant names and addresses before, during, or after committee deliberations.

~~///~~ The application form should continue to request information regarding nature of disability (when one exists) and age.

~~///~~ Contractor proposals should be itemized so the committee will have more information with which to partially fund applicants if the committee so desires.

Action Needed: Recommendations by the Neighborhood Improvement Fund Committee to City Council are subject to review and comment by the Community Development Commission. The Community Development Commission should forward a recommendation to the Urbana City Council for approval or amendment of the proposed program.

Recommendation: Staff recommends the CDC forward the proposed program to the City Council with a recommendation of approval.

CRYSTAL LAKE NEIGHBORHOOD
HOUSING RENOVATION PROGRAM
FY2000-2001

TITLE:

Crystal Lake Neighborhood Housing Renovation Program FY2000-2001

FUNDING SOURCE:

The Crystal Lake Neighborhood Housing Renovation Program is funded through the Crystal Lake Park Neighborhood Development Fund. The Neighborhood Development Fund was established pursuant to an agreement between the City of Urbana and Carle Foundation dated December 4, 1995. The agreement requires annual payments to the Neighborhood Development Fund of \$10,000 each by the City of Urbana and Carle Foundation for five years. The fund is to be used for affordable housing, housing rehabilitation, crime prevention, social services, job training, or neighborhood beautification programs in the area bounded by Lincoln Avenue, Broadway Avenue, University Avenue, and Sunset Drive (extended). Allocation of the Neighborhood Development Fund for specific programs and activities is subject to review by the Urbana Community Development Commission and approval by the Urbana City Council.

FUNDING AMOUNT:

\$21,039.78

MAXIMUM GRANT PER HOUSEHOLD:

\$2,000

ELIGIBLE PROPERTIES:

Owner-occupied residential properties located in the area bounded by Lincoln Avenue, Broadway Avenue, University Avenue, and Sunset Drive (extended)

HOUSEHOLD INCOME LIMIT:

None

FUNDING PROCESS:

A committee of five residents of the Crystal Lake Park Neighborhood appointed by the Mayor will solicit applications from neighborhood residents. Applications will be

available beginning June 5, 2000, and will be due August 4, 2000. The Committee will review applications and make funding decisions. Decisions of the committee are final. Committee members are ineligible for funding through the program. The committee reserves the right to fund all, part, or none of the applications submitted for their review. Grant awards may be transferred to new homeowners upon application to and consideration by the Committee.

ELIGIBLE EXPENSES:

- ~~///~~ **roof replacement**
- ~~///~~ **structural repairs**
- ~~///~~ **rewiring or other electrical work**
- ~~///~~ **tree trimming, removal, and replacement on private property**
- ~~///~~ **window/door repair or replacement**
- ~~///~~ **plumbing repairs, including sewer and water line replacement**
- ~~///~~ **furnace repairs or replacement**
- ~~///~~ **handicapped accessibility ramps or improvements**
- ~~///~~ **other expenses eligible for funding through the City of Urbana housing rehabilitation programs**

INELIGIBLE EXPENSES:

- ~~///~~ **Expenses related to rental property, including expenses related to units in multiple-unit properties not occupied by the property owner**
- ~~///~~ **Cost of labor provided by the property owner**

PRIORITIES FOR FUNDING:

- ~~///~~ **Projects that improve the health and safety of residents.**
- ~~///~~ **Improvements benefiting persons 62 years old or older**
- ~~///~~ **Improvements benefiting persons with disabilities.**
- ~~///~~ **Improvements to dwelling units. Improvements to accessory structures are ineligible except in the case of persons with disabilities.**
- ~~///~~ **Improvements to properties not funded in prior funding rounds.**

PROGRAM STAFF:

Department of Community Development Services, April D. Getchius, Director

FOR PROGRAM INFORMATION CONTACT:

Randy Burgett, Grants Management Division, 384-2447

Application No. _____
Received _____
By _____

**Crystal Lake Neighborhood
Housing Renovation Program (FY2000-2001)
Application**

Notice of Confidentiality

The information you provide in this application is for the confidential use of the City of Urbana to determine your eligibility for a housing renovation grant. Only Community Development staff will view this application form. Personal information included on this form -- including name, address, and household income -- will not be released to any other party, including members of the application review committee.

1. Name: _____

2. Address: _____

3. Social Security Number _____

4. Phone: _____

5. Description of proposed work: _____

6. Estimated cost: \$_____ Written Estimate Attached: Yes ___ No ___

7. Reason for work:

Is it needed for health/safety reasons? Yes ___ No ___ If yes please explain.

**Grants Management Division
400 South Vine Street
Urbana, Illinois 61801**

For more information regarding the program contact Randy Burgett at 384-2447.