



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Bruce K. Walden, Chief Administrative Office

FROM: Elizabeth H. Tyler, AICP, City Planner/Director

DATE: May 1, 2003

SUBJECT: **A RESOLUTION APPROVING THE CITY OF URBANA AND
CHAMPAIGN/URBANA/CHAMPAIGN COUNTY HOME CONSORTIUM FY 2003-2004
ANNUAL ACTION PLAN**
*Follow-Up Information

Description

Included on the agenda of the Urbana City Council May 5, 2003 regular meeting is the Annual Action Plan (AAP) FY 2003-2004.

In order to receive HUD entitlement funding through the Community Development Block Grant (CDBG) and Home Investment Partnership Act (HOME), the City of Urbana needs to prepare an Annual Action Plan for FY 2003-2004 and submit this plan to the U.S. Department of Housing and Urbana Development (HUD) for approval.

The Draft Annual Action Plan includes staff recommendations for the utilization of Community Development Block Grant and Home Investment Partnership Funds for FY 2003-2004.

Issues

The issue is that the Urbana City Council must approve the 2003-2004 Annual Action Plan prior to submitting the AAP to HUD.

The Annual Action Plan process amounts to determining which housing and community development activities are consistent with the Consolidated Plan and should be funded with CDBG and HOME resources for FY 2003-2004.

The schedule for preparing the Annual Action Plan necessitates that the City Council approve the AAP at the May 5, 2003 Council meeting. This will ensure the document will be submitted to HUD by the May 15, 2003 deadline.

Background

At the April 14, 2003 Committee of the Whole, Councilpersons requested that staff pursue the following activities:

1. Delete certain text indicating that units provided under the Homestead CHDO Agreement may serve as replacement units for Lakeside Terrace. The paragraph below reflects this change.

Homestead Corporation Rental Housing Development

Funds will be allocated to Homestead Corporation for the acquisition of four (4) single-family homes, 2 in the City of Champaign and 2 in the City of Urbana for rent to low-income families. ~~The Urbana units may serve as replacement units for the Lakeside Terrace Redevelopment Project, under an approved redevelopment plan. Homestead is a partner with Brinshore Development LLC, the firm selected to redevelop Lakeside Terrace.~~

2. Provide details on the specific geographic location of the houses to be acquired through the Urban League's Lease Purchase Program. Council did note that this was a Community Housing Development Organization (CHDO) Agreement and all Consortium members would have to agree with any changes.

Consortium members noted that the language in the Annual Action Plan was designed to give Urban League flexibility in meeting the challenges of finding properties that meet their financial and structural requirements and the preferences of households enrolled in the Urban League Lease Purchase Program.

Consortium members indicated that targets or preferences for the geographic locations could be included in the project description. Consortium members also noted that the written CHDO Agreement could address location specifications by providing that under special circumstances or with written permission of the Consortium, Urban League can make acquisitions that are not consistent with the target or preference noted in the AAP and subsequent agreement.

The following paragraph reflects this change.

Urban League Lease Purchase Program

Funds will be provided to the Urban League of Champaign County Development Corporation to assist with the purchase of five (5) single-family homes. The targeted location for these five (5) single-family homes is two (2) in Champaign, two (2) in Urbana and one (1) in the un-incorporated area of Champaign County. ~~These homes can be located in any combination of the Consortium's geographic service area, which includes the cities of Champaign, Urbana and Champaign County. Final location of homes will be determined in by Urban League and HOME Consortium.~~ Final locations of the homes will be identified in the CHDO

Agreement, with the possibility of an exception clause that would allow the Urban League to deviate from the target locations, with certain approvals. During the leasing period, a low-income family will undergo homebuyer counseling. Upon successful completion, the home will be sold to the low-income family.

3. Review the project application submitted by United Citizens and Neighbors (UCAN), in coordination with Councilpersons Wyman and Hayes, to determine if UCAN's rehabilitation/affordable housing project could be included in the AAP. Staff met with UCAN and Councilpersons Hayes and on April 25 to discuss the project. By including a provision to use a commercial loan to purchase and hold the house through rehabilitation and re-sale, the project's financial requirements became more equitable with other similar projects. Another factor that enhanced the project's fiscal demands is that Randy Burgett, the City's Housing Rehabilitation Coordinator, will manage a significant portion of the rehabilitation activity.

The following is a new project narrative that will be included into the AAP, specifically in the Urbana section of the HOME Program.

United Citizens and Neighbors - Property Acquisition-Renovation and Resale

Funds will be used to acquire, rehabilitate and re-sell a single-family house within city's community development target area. The house will be re-sold to a household with an income below 80% of the median family income for Champaign County. Proceeds from the sale of the house will be returned to Urbana's HOME Consortium account. \$24,500 will be used for rehabilitation and \$3,500 for project management. Should the City and UCAN both determine that the project would not be pursued; funds will revert to the City's Owner-Occupied Housing Rehabilitation budget.

\$28,000 (\$22,400 HOME; \$5,600 Match)

Specific Objective C-4

Citation Citation - [24 CFR 92.206(a)(2)]

Environmental - Categorically Excluded First Tier Review

Staff has amended the RESOLUTION APPROVING THE CITY OF URBANA AND CHAMPAIGN/URBANA/CHAMPAIGN COUNTY HOME CONSORTIUM FY 2003-2004 ANNUAL ACTION PLAN by including this project in Section 4 as a program subject to review by Council before final approval.

Funding the above project would result in funding and unit production changes to the Owner-Occupied Housing Rehabilitation line item in the Urbana HOME allocation budget. The total amount available for this project is decreased by \$28,000 to a new amount of \$112,000 and the number of units is decreased from five (5) to four (4). The following is a new project

narrative that will be included in the AAP, to reflect these budget changes.

Owner-Occupied Housing Rehabilitation

Funds will be allocated for the rehabilitation of five (5) four (4) units, including grants and deferred-payment loans in the amount of \$25,000-\$28,000 per household are intended to address code deficiencies, major renovation needs, relocation expenses and lead-based paint issues.

~~\$112,000~~ ~~\$140,000~~ (\$89,600 ~~\$112,000~~ HOME; \$22,400 ~~\$28,000~~ Match)

Specific Objective C-4

Citation - [24 CFR 92.206(a)(2)]

Environmental - CATEGORICALLY EXCLUDED

4. Council requested additional details regarding the renovation and accessibility improvements associated with the project application submitted by the Developmental Services Center. Staff forwarded a direct e-mail to Councilperson Danielle Chynoweth providing additional information on the project. This information was provided as a handout to Council at the April 21, 2003 Council meeting. The information depicted a 40,000 square foot structure that lacks any existing accessibility improvements.
5. With new developments relating to the completion of the Eads at Lincoln Project, staff is requesting a text modification to the New Housing Construction project narrative.

Recently the Urbana School District has returned the property at 914 Eads to the City. To complete the Eads at Lincoln Subdivision, a house should be constructed on this property. It would be advantageous to construct a house on this property at the same time that Homestead Corporation is building five (5) other houses related to their Eads at Lincoln Homebuyer Program.

Homestead can utilize the same design, contractor and related services to complete the house in a timely and economical manner. Another development is that Homestead has identified an interested homebuyer that would purchase a Homestead house, which would be built on 914 Eads.

Staff desires the flexibility to use some of the funding in the New Housing Construction budget to finance the homebuyer subsidy, development/management fees and related costs to build the additional house on 914 Eads. In order to do this, the AAP narrative for the New Housing Construction project would have to be adjusted. Staff suggests deletion of the sentence referencing a Request for Proposals process. This would provide for more flexible use of these funds for new housing construction, including 914 Eads. However, as is always the case, no funds could be utilized without City Council approving a written agreement for the use the funds.

In the case of the 914 Eads parcel, staff would pursue a second development agreement (Eads at Lincoln Phase 2) with Homestead for construction of a house at 914 Eads and hold a

certain amount of the New Housing Construction funds to complete the project. This would be submitted for Council consideration in June/July 2003.

The following is a new project narrative that will be included in the AAP, to reflect these budget changes.

New Housing Construction

Funds will be used to facilitate the construction of new affordable owner-occupied and/or rental housing units. ~~A Request for Proposals will be developed and responses reviewed in order to select a vendor(s) to complete this project.~~ The funds may be used for land acquisition and development costs, professional services, management fees, and downpayment assistance.

\$112,704 (\$90,163 HOME; \$22,541 Match)

Specific Objective C-9

Citation – 24CFR92.206(d)

Environmental – Non-Exempt/Non-Categorically Excluded

Options

Options for Council action include the following:

1. Adopt the resolution approving the FY 2003-2004 AAP, with changes noted in this memorandum.
2. Adopt the resolution approving the FY 2003-2004 AAP, with additional changes inserted into the document.
3. Do not approve the FY 2003-2004 AAP and risk submitting the AAP after the May 17 deadline.

Fiscal Impacts

Failure to approve the AAP in a timely manner could result in delays with drawing funds from HUD and delays in implementing projects listed in the AAP. Both the County and City of Champaign would also realize any delay in the availability of funds.

The AAP must be in HUD's Chicago Office by May 17, 2003.

Approval of the AAP and subsequent approval from HUD provides the City of Urbana with the following entitlement dollars:

\$577,000 CDBG funds

\$402,394 HOME funds

*HOME program requires \$71,141 matching funds

Recommendations

Staff recommends that City Council approve the attached RESOLUTION APPROVING THE CITY OF URBANA AND CHAMPAIGN/URBANA/CHAMPAIGN COUNTY HOME CONSORTIUM FY 2003-2004 ANNUAL ACTION PLAN.

Memorandum Prepared By:

Bob Grewe, Manager, Grants Management Division

Attachments:

City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2003-2004, Version.2.5

A RESOLUTION APPROVING THE CITY OF URBANA AND
CHAMPAIGN/URBANA/CHAMPAIGN COUNTY HOME CONSORTIUM FY 2003-2004
ANNUAL ACTION PLAN

RESOLUTION NO. 2003-04-006R

A RESOLUTION APPROVING THE CITY OF URBANA AND CHAMPAIGN/URBANA/CHAMPAIGN
COUNTY HOME CONSORTIUM
FY 2003-2004 ANNUAL ACTION PLAN

WHEREAS, the City of Urbana has been designated an entitlement city under the Federal Housing and Community Development Act of 1974, as amended, and as such is eligible for Community Development Block Grant (hereinafter "CDBG") funds upon proper submittal being made to the United States Department of Housing and Urban Development (hereinafter "HUD"); and

WHEREAS, the City of Urbana has been designated lead entity for the Urbana HOME Consortium in accordance with the Cranston-Gonzales National Affordable Housing Act of 1990, as amended, and as such is eligible to receive HOME Investment Partnerships (hereinafter "HOME") funds on behalf of the City of Urbana, City of Champaign, and Champaign County; and

WHEREAS, on January 5, 1995, HUD published a final rule in the Federal Register requiring a five-year consolidated plan and annual action plans for all HUD community planning and development formula grant programs, consolidating into a single annual submission the planning, application, and reporting aspects of the CDBG, HOME, Emergency Shelter Grants, and Housing Opportunities for Persons with AIDS Programs, and the Comprehensive Housing Affordability Strategy; and

WHEREAS, the Urbana City Council approved the *Urbana Home Consortium and the City of Urbana Consolidated Plan for Program Years 2000-2004* on May 8, 2000; and

WHEREAS, the *Urbana Home Consortium and the City of Urbana Consolidated Plan for Program Years 2000-2004* was amended on October 2, 2000; and

WHEREAS, the Urbana Community Development Commission, assisted by Urbana Community Development Services staff, has prepared the *City of Urbana*

and Champaign/Urbana/Champaign County HOME Consortium FY2002-2003 Annual Action Plan (hereinafter the "Annual Action Plan"); and

WHEREAS, on February 17, 2003, a notice was published in the *Champaign-Urbana News Gazette* describing the Annual Action Plan; announcing a public review period beginning February 18, 2003, and ending March 19, 2003; and announcing March 10, 2003, public hearings on the Annual Action Plan; and

WHEREAS, Community Development Services staff held a public hearing on the Annual Action Plan on March 10, 2003, at the Urbana City Building, 400 South Vine Street, Urbana, Illinois; and

WHEREAS, at its March 25, 2002 meeting, the Urbana Community Development Commission recommended adoption of the Annual Action Plan by the Urbana City Council; and

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

Section 1. That the *City of Urbana and Champaign/Urbana/Champaign County HOME Consortium FY 2003-2004 Annual Action Plan*, as attached hereto and incorporated herein by reference, is hereby approved.

Section 2. That the Mayor is hereby designated as the authorized representative of the City of Urbana to take any action necessary in connection with said Annual Action Plan to implement the CDBG and HOME programs and to provide such additional information as may be required.

Section 3. That upon review and comment by the Urbana Community Development Commission, the Mayor is hereby designated to execute subgrantee agreements for the following programs and activities identified in said Annual Action Plan.

- Public Service Activities under the Consolidated Social Service Funding Program

Section 4. That subgrantee agreements for the following programs and activities identified in said Annual Action Plan shall be subject to review and approval by the Urbana City Council before execution by the Mayor.

- Neighborhood Organization Grant Program VIII
- Provena Behavioral Mental Health at the Mental Health Center Group Home Renovation
- TIMES Center Washroom Improvements
- Developmental Services Foundation Training and Employment Center
- Homestead Corporation Rental Housing Development Rental Acquisition (15% CHDO Set-Aside)
- Urban League Lease Purchase Program Lease-Purchase Program (15% CHDO Set-Aside)
- Homestead Corporation Operating Funds (5% CHDO Set-Aside)
- Urban League Development Corporation of Champaign County (5% CHDO Set-Aside)
- United Citizens and Neighbors - Property Acquisition Renovation and Resale

PASSED by the City Council this _____ day of _____
2002.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,
2003.

Tod Satterthwaite, Mayor

City of Urbana and Urbana HOME Consortium



Annual Action Plan FY 2003-2004

Version 2.5

Prepared by:
City of Urbana
Community Development Services
Grants Management Division
400 South Vine Street
Urbana, IL 61801
217.384.2447

Recommended to Urbana City Council by Community Development Commission _____
Approved by Urbana City Council Resolution No. _____
Amended by Urbana City Council Resolution No. _____

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INTRODUCTION

The Urbana HOME Consortium and the City of Urbana Annual Action Plan for FY 2003-2004 identifies activities to be implemented by the City of Urbana and members of the Urbana HOME Consortium during the period beginning July 1, 2003, and ending June 30, 2004. The Annual Action Plan budgets the use of two federal housing entitlement funds: Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME). The CDBG portion of the Annual Action Plan identifies uses of CDBG entitlement funds by the City of Urbana. The HOME portion of the plan identifies uses of HOME funds by members of the Urbana HOME Consortium (a.k.a. the Champaign/Urbana/Champaign County HOME Consortium).

The Annual Action Plan for FY 2003-2004 has been developed to further five-year strategies identified in the *Urbana HOME Consortium and City of Urbana Consolidated Plan for Program Years 2000-2004*. The Annual Action Plan identifies activities to be undertaken during the fourth year of the Consolidated Plan five-year planning period.

The Annual Action Plan has been on file for public review and comment during a period beginning February 3, 2003 and ending March 7, 2003.

On March 10, 2003 the City of Urbana held public hearings to obtain comments regarding a draft Annual Action Plan. The hearings were held at 10:00 a.m. and 6:00 p.m. in the Council Chambers of the Urbana City Complex, 400 South Vine Street. All comments received at the hearing, as well as other written comments submitted during the public review period, are included in the Annual Action Plan.

For more information regarding use of CDBG or HOME funds by the City of Urbana, contact:
Bob Grewe, City of Urbana, Grants Management Division, at 384-2447 or bpgrewe@city.urbana.il.us.

For more information regarding use of CDBG or HOME funds in the City of Champaign, contact:
Mary Ellen Wuellner, City of Champaign, Neighborhood Services Department, at 351-4427 or mewuellner@ci.champaign.il.us.

For more information regarding use of HOME funds in unincorporated Champaign County, contact:
Scott Rose, Champaign County Regional Planning Commission, at 328-3313 or srose@ccrpc.org

**CITY OF URBANA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2003 – 2004**

The following terms and abbreviations are used throughout the Annual Action Plan:

Citation = FEDERAL CITATION FOR AUTHORIZATION

Environmental = ENVIRONMENTAL REVIEW STATUS

NG=New Grant

OCO=Obligated Carryover

PI=Program Income

RF=Recaptured Funds

A summary listing of Specific Housing and Community Development Objectives is attached for reference.

Resources-Federal:

2003-2004 Grant	\$577,000
Recapture Funds (RF)	\$90,000
Program Income Estimate (PI)	<u>\$10,000</u>
Available Resources	\$677,000
<u>Obligated Carryover</u>	<u>\$144,750</u>
TOTAL RESOURCES	\$821,750

ADMINISTRATION

General Administration Activities

Personnel - Administrative

Division Manager @ 40%

Grants Coordinator II @ 76%

Secretary @ 20%

IMRF/FICA

Insurance

\$90,700 (\$90,000 RF, \$700 NG)

Specific Objective Q-2

Citation - [24 CFR 570.206(a)]

Environmental - EXEMPT

Other Administrative Expenses	
Books & Periodicals	\$1,000
Office Supplies	\$1,500
Dues & Subscriptions	\$1000
Travel & Conference	\$4,600
Postage	\$500
Recording Fees	\$300
Audits	\$500
Program Overhead	\$10,000

\$19,800 (\$9,800 NG, \$10,000 PI)

Specific Objective Q-2
Citation - [24 CFR 570.206(a)]
Environmental - EXEMPT

Public Information

\$4,800 (4,800 NG)

Citation - [24 CFR 570.206(b)]
Environmental - EXEMPT

Neighborhood Organization Grant Program VIII (FY02/03) Funds will be contributed towards the capacity-building activities of a neighborhood organization, United Citizens and Neighbors (UCAN).

\$2,500 (2,500 NG)

Specific Objective Q-1
Citation - [24 CFR 570.205(b)]
Environmental - EXEMPT

TOTAL ADMINISTRATION EXPENSE **\$117,400 (100%)**

AFFORDABLE HOUSING PROGRAM

Program Delivery

Personnel – Administrative

Manager @ 10%

Grants Coordinator II @ 10%

Housing Rehab. Coordinator @ 50%

Secretary @ 55%

IMRF/FICA

Insurance

\$60,000 (60,000 NG)

Specific Objective Q-3

Citation - [24 CFR 570.202(b)(9)]

Environmental - EXEMPT

Case Preparation

\$4,000(4,000 NG)

Specific Objective Q-3

Citation - [24 CFR 570.202(b)(9)]

Environmental - EXEMPT

TOTAL PROGRAM DELIVERY EXPENSE

\$64,000 (\$64,000 NG)

NEW FUNDING ACTIVITIES

HOUSING REHABILITATION ACTIVITIES

Emergency Grant, Access Grant, and Get the Lead Out Match Programs (FY 03-04)

Funds will be contributed toward three programs:

1. Providing repairs necessary to alleviate hazardous conditions, which pose a threat to the health and safety of a homeowner. Homeowners earning less than 50% of the Median Family Income for Champaign County are eligible for the Emergency Grant Program.
2. General improvements necessary to remove barriers to accessibility by persons with disabilities. The Access Grant Program is available for homeowners or renters who earn less than 80% of Median Family Income.
3. Matching funds for the Illinois Department of Public Health Get the Lead Out Program, which will fund efforts to address lead based paint hazards in four (4) housing units.

All programs are available citywide. All work activities will be accomplished through contract arrangements.

\$80,000 (80,000 NG)

Specific Objectives B-1 & C-4

Citation - [24 CFR 570.202(a)(1)] [24 CFR 570.202(b)(10) & (11)]

Environmental - CATEGORICALLY EXCLUDED CONVERTED TO EXEMPT

Urbana Senior Repair Service (FY 03/04)

Funds will be contributed to a home maintenance repair program for very low-income homeowners 62 years old or older and for very low-income homeowners with disabilities (any age). To be eligible for this program a family must earn less than 50% of the Median Family Income as established annually by HUD. This program is available citywide.

\$15,000 (15,000 NG)

Specific Objectives L-1 & L-3

Citation - [24 CFR 570.202(a)(1) & (b)(10)]

Environmental - CATEGORICALLY EXCLUDED CONVERTED TO EXEMPT

Provena Behavioral Mental Health at the Mental Health Center Group Home Renovation (FY 03-04)

Funds will be used to replace windows in a group home located on Cottage Grove that serves low and very low-income persons with psychiatric disabilities.

\$10,700 (\$10,700 NG).

Specific Objectives B-6

Citation - (24CFR 570.201(c))

Environmental - CATEGORICALLY EXCLUDED CONVERTED TO EXEMPT

PUBLIC FACILITIES AND IMPROVEMENTS

Prairie Center Health Systems Inc. (FY 03-04)

This is the second installment of a two-year funding goal of \$100,000 in CDBG funds for the rehabilitation of their facility that provides residential and outpatient services.

\$60,000 (60,000 NG)

Specific Objective J-1

Citation – 24 CFR 570.201(c)

Environmental –SecondTier Environmental Assessment

Series Streetlight Replacement Area 3B/Street Improvements (FY 03/04)

A total of \$130,000 in CDBG funds and city general funds will be contributed towards replacement of streetlights in Census Tract 55 and/or improvements to Green & Illinois Streets. Funds will be set aside in annual increments for three years to accomplish this commitment. Construction activities are underway.

\$130,000 (130,000 NG)

Specific Objective K-2

Citation - [24 CFR 570.201(c)]

Environmental - ENVIRONMENTAL ASSESSMENT Second Tier REVIEW previously completed.

TIMES Center Washroom Improvements

Funds will be used to renovate the washroom facilities at the TIMES Center.

\$10,000 (\$10,000 NG)

Specific Objective A-3

Citation – [24CFR 570.202 (a)(3)]

Environmental – ENVIRONMENTAL ASSESSMENT

NOTE: Davis Bacon Labor Requirements

Developmental Services Foundation

Funds will be used to assist with renovating a Training and Employment Center for the Developmental Services Center's Vocational Services Program. Funds will be targeted for improvements to make the building accessible.

\$99,172 (\$99,172 NG)

Specific Objective B-7 & P-3

Citation – [24 CFR 570.(a)(3)]

Environmental - Environmental Assessment

Note: Davis Bacon Labor Requirements

PUBLIC SERVICE

Transitional Housing for Homeless Families With Children (FY 03/04)

Funds will be contributed to the City of Urbana's transitional housing program. Five dwellings are available for homeless families with children. Rent receipts will be another source of revenue. Properties acquired by the City through a federal funding source will be properly mowed and cleaned according to city ordinance as long as they are the responsibility of the City.

\$28,445 (personnel)

\$16,250 (programming)

\$44,695(44,695 NG)

Specific Objective A-1 & C-1

Citation - [24 CFR 570.201(b)&(e)]

Environmental - EXEMPT

Public Service Activities under Consolidated Social Service Funding Program (FY 03/04)

The balance of available funding @ 15% of the current entitlement will be allocated for program activities yet to be determined which would benefit low-income residents of the CD Target Area. The Community Development Commission has designated the priorities to be considered by the Urbana City Council for public service funding under the CDBG. These are listed in rank order: Youth, Job-Training, Community Facilities, Special Populations, Seniors, and Anti-Crime. **\$40,585 (28,033 NG and \$12,552 General Fund)**

Specific Objectives I-1, O-1 & O-2

Citation - [24 CFR 570.201(e)]

Environmental - EXEMPT

*Specific Programs To be determined via Social Service Funding Program Applications

Neighborhood Clean-Up (FY 03/04)

One-day neighborhood clean-up activities will be held in fall, 2003, and spring, 2004, in the Community Development Target Area. Activities will include disposal of junk, debris and recyclable metal. The program will be co-sponsored by the UCAP Committee.

\$15,000 (15,000 NG)

Specific Objectives J-1 & L-2

Citation - [24 CFR 570.201(f)(1)(ii)]

Environmental - EXEMPT

Homeless Management Information System (FY03-04)

This computer based information management system will be purchased in coordination with the Champaign County Continuum of Care. This funding will serve as match toward a supportive housing award that will cover the larger portion of the project cost.

\$3,000 (\$3,000 NG)

Specific Objectives A-5

Citation – [24 CFR 570.309]

Environmental - Exempt

TOTAL PUBLIC SERVICE EXPENSE

\$90,728 (15%)

Total Funding	CDBG Grant Funding						
Estimate	Grant	\$577,000					
FY 2003-2004	Program Income (estimated)	\$10,000					
	Re-allocated Funds (estimated)	\$90,000					
	Total	\$677,000					
			Total	Grant	PI	Re-allocated	General
Administration			Expenses	Funds	Funds	Funds	Fund
	\$577,000+estimated \$10,000 PI @ 20%	\$117,400					
	Personnel		\$90,700	\$700		\$90,000	
	Books and Periodicals		\$1,000	\$1,000			
	Office Supplies		\$1,500	\$1,500			
	Dues and Subscriptions		\$1,000	\$1,000			
	Travel and Conference		\$4,600	\$4,600			
	Postage		\$500	\$500			
	Recording Fees		\$300	\$300			
	Audit		\$500	\$500			
	Overhead		\$10,000		\$10,000		
	NOG UCAN VII		\$2,500	\$2,500			
	Public Information		\$4,800	\$4,800			
	Subtotal		\$117,400	\$17,400	\$10,000		
Public Service							
	\$577,000+current PI amt \$27,888 @ 15%	\$90,733					
	Transitional Housing Program (personnel)		\$28,445	\$28,445			
	Transitional Housing Program (program)		\$16,250	\$16,250			
	Neighborhood Clean-Up		\$15,000	\$15,000			
	Homeless Management Information System		\$3,000	\$3,000			
	Consolidated Social Service Funding Pool		\$28,033	\$28,033			
	Consolidated Social Service Funding Pool						\$12,552
	Subtotal		\$90,728	\$90,728			
Affordable Housing							
	Senior Repair Program		\$15,000	\$15,000			
	EG/AG Program		\$80,000	\$80,000			
	Program Delivery		\$60,000	\$60,000			
	Case Preparation		\$4,000	\$4,000			
	Subtotal		\$159,000	\$159,000			
Public Facilities & Improvements							
	Prairie Center Renovation		\$60,000	\$60,000			
	CT 55 Street Lighting		\$130,000	\$130,000			
	Subtotal		\$190,000	\$190,000			
Application Funding							
	Provena Group Home (Cottage Grove)		\$10,700	\$10,700			
	TIMES Center (washroom)		\$10,000	\$10,000			
	Developmental Services Center		\$99,172	\$99,172			
	Subtotal		\$119,872	\$119,872			
	Grant Funds			\$577,000			
	PI FUNDS				\$10,000		
	RE-ALLOCATED FUNDS					\$90,000	
	GENERAL FUNDS						\$12,552
	TOTAL CDBG FUNDING		\$677,000				

CARRYOVER ACTIVITIES

The following is an estimate of CDBG funding that will be carried over to the FY 2003-2004 in order to complete projects and activities previously funded.

A complete fiscal analysis of funds to be carried over in the next fiscal year will be contained in the amended Annual Action Plan that is prepared after July 1, 2003, when accounting for FY 2002-2003 is complete.

HOUSING REHABILITATION ACTIVITIES

Property Acquisition in Support of New Construction and Relocation/Clearance/Disposition Activities (FY01/02)

Funds will be allocated for the purchase and maintenance of lots primarily in Census Tracts 53, 54, and 55, and donated for new housing construction to a non-profit housing developer. If necessary, lots will be cleared of substandard structures or debris. The Federal Uniform Relocation Act will govern any necessary relocation activities. Properties may also be acquired and cleared for blight abatement purposes only. City-owned properties acquired through the City's federal and non-federal funding sources will be properly maintained as long as they are the responsibility of the City and until they may be contributed to a non-profit housing developer for new construction of affordable housing.

\$10,000 (10,000 OCO)

Specific Objective C-1 [24 CFR 570.201(a)(b)(d)(f)(1)(II)&(i)] ENVIRONMENTAL ASSESSMENT or EXEMPT

Emergency Grant and Access Grant Programs (FY02/03 OCO)

Funds will be contributed for two programs providing that provide for the following:

1. Emergency Grant - Repairs to alleviate hazardous conditions that pose a threat to the health and safety of a homeowner. Homeowners earning less than 50% of the Median Family Income for Champaign County are eligible for the Emergency Grant Program.
2. Access Grant - General improvements necessary to remove barriers to accessibility by persons with disabilities. The Access Grant Program is available for homeowners or renters who earn less than 80% of Median Family Income. Both programs are available citywide.

All work activities will be accomplished through contract arrangements.

\$20,000 (20,000 OCO)

Specific Objectives B-1 & C-4 [24 CFR 570.202(a)(1)] [24 CFR 570.202(b)(10) & (11)] CATEGORICALLY EXCLUDED CONVERTED TO EXEMPT

Urbana Senior Repair Service (FY 02/03)

Funds will be contributed to a home maintenance repair program for very low-income homeowners 62 years old or older and for very low-income homeowners with disabilities (any age). To be eligible for this program a family must earn less than 50% of the Median Family Income as established annually by HUD. This program is available citywide.

\$5,000 (5,000 OCO)

Specific Objectives L-1 & L-3 [24 CFR 570.202(a)(1) & (b)(10)] CATEGORICALLY EXCLUDED CONVERTED TO EXEMPT

(Urban League of Champaign County) House Siding Program (FY 02/03)

The City will contract with Urban League to facilitate painting and/or siding of exterior trim, gutters and downspouts at houses owned and occupied by very low-income families or individuals residing within the corporate limits of Urbana.

\$2,000 (\$2,000 OCO)

Specific Objective C-4 [24 CFR 570.202(a)(1)] CATEGORICALLY EXCLUDED CONVERTED TO EXEMPT

PUBLIC FACILITIES AND IMPROVEMENTS

New Construction of Transitional Housing and Educational Facility for Center for Women in Transition (FY 02/03)

A total of \$100,000 in CDBG funds will be contributed over a period of two years towards the new construction of a facility to be located at 504 East Church Street, Champaign, Illinois. Such facility will accommodate an educational/meeting area to be located on the first floor and a transitional housing program on the second floor to serve 2-4 homeless families. Other funds contributed to this project include a \$100,000 grant from United Parcel Service, and a contribution from the City of Champaign. While this project is located outside the City's CDBG jurisdiction, it is necessary to its community development and Consolidated Plan objectives. This project will benefit the City by expanding much needed services to homeless women and children.

\$100,000 (50,000 NG/ 50,000 OCO)

Specific Objective A-7 [24 CFR 570.309] SECOND TIER ENVIRONMENTAL REVIEW

Note: Davis Bacon Labor Requirements

King Park Neighborhood Center

Funds will be allocated towards development of a neighborhood community center to be located in Census Tract 53. Efforts will be concentrated towards construction of a timeframe for execution of this project, identifying the stakeholders, and developing partnerships to secure additional funding. It is possible that additional monies will be allocated to this activity in future fiscal years to replace the recaptured funding.

\$2,750 (2,750 OCO)

Specific Objective J-1 [24 CFR 570.201(c)] EXEMPT

PUBLIC SERVICES

Public Service Activities under Consolidated Social Service Funding Program (FY 02/03)

The balance of available funding @ 15% of current entitlement will be allocated for program activities yet to be determined which would benefit low-income residents of the CD Target Area. The Community Development Commission has designated the priorities to be considered by the Urbana City Council for public service funding under the CDBG Program as youth services, rental assistance, and job-training activities that would further apprenticeship opportunities with local contractors for youth and adults.

\$5,000 (5,000 OCO)

Specific Objectives I-1, O-1 & O-2 [24 CFR 570.201(e)] EXEMPT

Obligated Carryover	CDBG Grant Funding	
Estimate		
FY 2003-2004		
The following is an estimate of funding that will be carried over to FY 2003-2004 in order to complete the projects and activities previously funded.		
Staff is optimistic that many projects will be completed by June 30, 2003 the end of CDBG Program Year, and will not need to be carried over into the next fiscal year.		
A complete fiscal analysis of funds to be carried over into the next fiscal year will be addressed in the amended Annual Action Plan that is prepared after July 1, 2003.		
Public Service		Expenditures
	CONSOLIDATED SOCIAL SERVICE FUNDING POOL	\$5,000
	Subtotal	\$5,000
Affordable Housing		
	SENIOR REPAIR PROGRAM (02-03)	\$5,000
	EG/AG PROGRAM (02-03)	\$20,000
	PAINT AND SIDING	\$2,000
	PROPERTY ACQUISITION	\$10,000
	Subtotal	\$37,000
Public Facilities & Improvements		
	CENTER FOR WOMEN IN TRANSITION	\$100,000
	KING PARK NEIGHBORHOOD CENTER	\$2,750
	Subtotal	\$102,750
	TOTAL	\$144,750

**Urbana HOME Consortium
HOME Investment Partnership Program
Fiscal Year 2002 - 2003**

<u>Resources-Federal</u>	
2002-2003 Grant:	\$1,178,315
<u>Resources-Other</u>	
Local Match:	\$250,392
TOTAL REVENUES	\$1,428,707

ACTIVITIES TO BE UNDERTAKEN:

ADMINISTRATION

General Administration Activities

Personnel:

Manager@ 35%
GCII@ 80%
Secretary@5%
IMRF
FICA
Insurance

\$81,481

Citation - [24 CFR 92.206(d)]
Environmental - EXEMPT

Other Administrative Expenses

Conference/Training	\$5,000
Audit	\$1,000
Printing/Publication	\$2,000
Postage	\$200
Office Supplies	\$1,000
Dues & subscriptions	\$1,500

\$10,700

Citation - [24 CFR 92.206(d)]
Environmental - EXEMPT

Program overhead **\$25,650**

TOTAL ADMINISTRATIVE EXPENSE \$117,831

COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO) 15% SET-ASIDE (PROJECT FUNDS)

Homestead Corporation Rental Housing Development

Funds will be allocated to Homestead Corporation for the acquisition of four (4) single-family homes, 2 in the City of Champaign and 2 in the City of Urbana for rent to low-income families. ~~The Urbana units may serve as replacement units for the Lakeside Terrace Redevelopment Project, under an approved redevelopment plan. Homestead is a partner with Brinshore Development LLC, the firm selected to redevelopment Lakeside Terrace.~~

\$127,191 (\$101,753 HOME; \$25,438 Match Provided By CHDO)

Specific Objective C-7

Citation - [24 CFR 92.205(a)(1)]

Environmental - CATEGORICALLY EXCLUDED

Urban League Lease Purchase Program

Funds will be provided to the Urban League of Champaign County Development Corporation to assist with the purchase of five (5) single-family homes. The targeted location for these five (5) single-family homes is two (2) in Champaign, two (2) in Urbana and one (1) in the un-incorporated area of Champaign County. These homes can be located in any combination of the Consortium's geographic service area, which includes the cities of Champaign, Urbana and Champaign County. Final location of homes will be determined in by Urban League and HOME Consortium. Final locations of the homes will be identified in the CHDO Agreement, with the possibility of an exception clause that would allow Urban League to deviate from the target locations, with certain approvals. During the leasing period, a low-income family will undergo homebuyer counseling. Upon successful completion, the home will be sold to the low-income family.

\$93,744 (\$74,995 HOME; \$18,749 Match Provided By CHDO)

Specific Objective C-5

Citation - [24 CFR 92.206(c)]

Environmental - CATEGORICALLY EXCLUDED

Project Expenses:	\$176,748 HOME
	<u>\$44,187 Match</u>
	\$220,935 Total

COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO) 5% SET-ASIDE (OPERATING FUNDS)

Homestead Corporation

Funds will be allocated to Homestead Corporation for operating expenses.

\$31,783 (\$31,783 HOME; \$0 Match)

Specific Objective C-2

Citation - [24 CFR 92.208(a)]

Environmental - EXEMPT

Urban League Development Corporation of Champaign County (CHDOs)

Funds will be allocated to Urban League for operating expenses

\$27,132 (\$27,132 HOME; \$0 Match)

Specific Objective C-2

Citation - [24 CFR 92.208(a)]

Environmental - EXEMPT

CHDO Operating Expenses:	\$58,915 HOME
	<u>\$0 Match</u>
	\$58,915 Total

CITY OF CHAMPAIGN

Burch Village Redevelopment Project

Funding will be used to assist in the redevelopment of Burch Village, an obsolete public housing complex in Champaign. Although a specific plan for the redevelopment has not been finalized, the HOME funding will be used to create affordable housing units.

\$500,000 (\$400,000 HOME; \$100,000 Local match from bond cap allocation)

Specific Objective C-9

Citation – [24CFR 92.205 (a)(1)]

Environmental - Non-Exempt/Non-Categorically Excluded

Owner-Occupied Housing Rehab

Funding will be used to continue the Full Home Improvement program. HOME funds are combined with Federal Home Loan Bank and private loan funding to assist low-income homeowners with major home repairs. Grants and low-interest loans in the amount of \$25,000-\$30,000 per household are intended to address code deficiencies, major renovation needs, and lead-based paint hazards.

\$ \$17,065 (\$13,652 HOME; \$3,413 Local Match from the Federal Home Loan Bank)

Specific Objective C-4

Citation - [24 CFR 92.206(a)(2)]

Environmental - CATEGORICALLY EXCLUDED

Urban League Lease-Purchase Program

Funding will be used to reduce the purchase price of four single-family homes. The homes will be purchased by the Urban League and leased to income-eligible households. The agency works with the families to correct credit problems during the lease term. Once the credit issues are corrected, the family assumes ownership of the home from the Urban League. HOME funding will be provided in the form of grants at \$10,000 per unit purchased. The Urban League will provide the matching funds for this program.

\$50,000 (\$40,000 HOME; \$10,000 Match Provided By Urban League)

Specific Objective C-5

Citation - [24 CFR 92.206(c)]

Environmental - CATEGORICALLY EXCLUDED

Total City of Champaign Expenses:	\$453,652 HOME
	<u>\$113,413 Match</u>
	\$567,065 Total

CHAMPAIGN COUNTY

Housing Rehabilitation

Champaign County will use its share of HOME funds to provide rehabilitation assistance to both investor-owned properties as well as single-family owner-occupied projects. It is anticipated the primary program focus will be on single-family owner-occupied rehabilitation.

\$90,937 (\$69,285 HOME; \$21,652 Match)

Specific Objective C-4

Citation - [24 CFR 92.206(a)(2)]

Environmental - PREVIOUSLY ASSESSED

Program Delivery

Champaign County will allocate a portion of its funds for staffing and overhead expenses related to its housing rehabilitation program.

\$17,321 (\$17,321 HOME); Match provided through completion of one rehabilitation project)

Citation - [24 CFR 92.207]

Environmental - EXEMPT

Total Champaign County Expenses:	\$86,606 HOME
	<u>\$21,652 Match</u>
	\$108,258 Total

CITY OF URBANA

Owner-Occupied Housing Rehabilitation

Funds will be allocated for the rehabilitation of five (5) four (4) units, including grants and deferred-payment loans in the amount of \$25,000-\$28,000 per household are intended to address code deficiencies, major renovation needs, relocation expenses and lead-based paint issues.

\$112,000 ~~\$140,000~~ (\$89,600 ~~\$112,000~~ HOME; \$22,400 ~~\$28,000~~ Match)

Specific Objective C-4

Citation - [24 CFR 92.206(a)(2)]

Environmental - CATEGORICALLY EXCLUDED

Program Delivery

Funds will be allocated for coordination and delivery of HOME projects funded with the City of Urbana's share of HOME Consortium funds.

\$63,000 (\$50,400 HOME; \$12,600 Match)

Specific Objective C-4

Citation - [24 CFR 92.207]

Environmental - EXEMPT

New Housing Construction

Funds will be used to facilitate the construction of new affordable owner-occupied and/or rental housing units. ~~A Request for Proposals will be developed and responses reviewed in order to select a vendor(s) to complete this project.~~ The funds may be used for land acquisition and development costs, professional services, management fees, and downpayment assistance.

\$112,704 (\$90,163 HOME; \$22,541 Match)

Specific Objective C-9

Citation – 24CFR92.206(d)

Environmental – Non-Exempt/Non-Categorically Excluded

Tenant Based Rent Assistance

Funds will be allocated to continue the City of Urbana's Tenant Based Rent Assistance Program.

\$40,000 (\$32,000; \$8,000 Match)

Specific Objective D-4

Citation - [24 CFR 92.207]

Environmental – EXEMPT

United Citizens and Neighbors - Property Acquisition-Renovation and Resale
Funds will be used to acquire, rehabilitate and re-sell a single-family house within city's community development target area. The house will be re-sold to a household with an income below 80% of the median family income for Champaign County. Proceeds from the sale of the house will be returned to Urbana's HOME Consortium account. \$24,500 will be used for rehabilitation and \$3,500 for project management. Should the City and UCAN both determine that the project would not be pursued; funds will revert to the City's Owner-Occupied Housing Rehabilitation budget.

\$28,000 (\$22,400 HOME; \$5,600 Match)

Specific Objective C-4

Citation Citation - [24 CFR 92.206(a)(2)]

Environmental - Categorically Excluded First Tier Review

Total Urbana Expenses:	\$284,563 HOME
	<u>\$71,141 Match</u>
	\$355,704 Total

Total Funding Estimate	HOME Grant Funding	\$1,178,315			
FY 2003-2004	Total HOME	\$1,428,708			
Administration (10%)		GRANT \$			
	Grant Funding Estimate	\$117,831			
			<u>Total Funding</u>	<u>Grant Funds</u>	<u>Matching Funds</u>
	Personnel		\$81,481	\$81,481	\$0
	Conference and Training		\$5,000	\$5,000	\$0
	Audit		\$1,000	\$1,000	\$0
	Printing/Publication		\$2,000	\$2,000	\$0
	Postage		\$200	\$200	\$0
	Office Supplies		\$1,000	\$1,000	\$0
	Dues and Subscriptions		\$1,500	\$1,500	\$0
	Program Overhead		\$25,650	\$25,650	\$0
	Subtotal		\$117,831	\$117,831	\$0
CHDO Set-Aside (15%)					
	Grant Funding Estimate	\$176,748			
			<u>Total Funding</u>	<u>Grant Funds</u>	<u>*Matching Funds</u>
	Urban League (lease-purchase)		\$93,744	\$74,995	\$18,749
	Homestead (rental acquisition)		\$127,191	\$101,753	\$25,438
	Subtotal		\$220,935	\$176,748	\$44,187
	*CHDO's will provide 25% match towards these projects.				
CHDO Operating (5%)					
	GrantFunding Estimate	\$58,915			
			<u>Total Funding</u>	<u>Grant Funds</u>	<u>Matching Funds</u>
	Urban League		\$27,132	\$27,132	\$0
	Homestead		\$31,783	\$31,783	\$0
	Subtotal		\$58,915	\$58,915	\$0
Urbana Allocation					
	Grant Funding Estimate	\$284,563			
			<u>Total Funding</u>	<u>Grant Funds</u>	<u>Matching Funds</u>
	Urbana Program Delivery		\$63,000	\$50,400	\$12,600
	Urbana O/O Rehab		\$112,000	\$89,600	\$22,400
	New Housing Construction		\$112,704	\$90,163	\$22,541
	TBRA		\$40,000	\$32,000	\$8,000
	Property Acquisition-Renovation-Resale (UCAN)		\$28,000	\$22,400	\$5,600
	Subtotal		\$355,704	\$284,563	\$71,141
Champaign Allocation					
	Grant Funding Estimate	\$453,652			
			<u>Total Funding</u>	<u>Grant Funds</u>	<u>Matching Funds</u>
	Burch Village Redevelopment		\$500,000	\$400,000	\$100,000
	Owner-Occupied Rehab		\$17,065	\$13,652	\$3,413
	Urban League Lease Purchase		\$50,000	\$40,000	\$10,000
	Subtotal		\$567,065	\$453,652	\$113,413
Champaign County Allocation					
	Grant Funding Estimate	\$86,606			
			<u>Total Funding</u>	<u>Grant Funds</u>	<u>Matching Funds</u>
	Champaign County O/O Rehab		\$90,937	\$69,285	\$21,652
	Champaign County Program Delivery		\$17,321	\$17,321	\$0
	Subtotal		\$108,258	\$86,606	\$21,652
	TOTAL HOME MATCH				\$250,393
	TOTAL HOME GRANT			\$1,178,315	
	TOTAL HOME FUNDING		\$1,428,708		