



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

### **m e m o r a n d u m**

**TO:** Bruce K. Walden, Chief Administrative Officer

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

**DATE:** April 8, 2004

**SUBJECT:** **An Ordinance Approving Modifications to the City of Urbana and Urbana/Champaign/Champaign County HOME Consortium FY 2003-2004 and FY 2002-2003 Annual Action Plan.**

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### **Description**

Staff has identified a number of necessary amendments that need to be made to the CDBG Programs referenced in the following Annual Action Plans (AAP):

- Annual Action Plan for Fiscal Year 2002-2003
- Annual Action Plan for Fiscal Year 2003-2004

### **Issues**

Any substantial amendments to the City's Annual Action Plans must be approved by the Urbana City Council before submission to HUD. Staff requests that the Urbana City Council Committee of the Whole recommend approval of the proposed amendments to the Annual Action Plans.

### **Background**

The Annual Action Plans referenced above were previously reviewed by the Community Development Commission and approved by the Urbana City Council. The proposed amendments are necessary to account for fiscal and administrative changes that occurred since the initial approval of the Annual Action Plans.

The amendments are related to the fact that the City of Urbana expended \$130,000 for the 3B Street Lighting project 1 month prior to the beginning of the 2003-2004 fiscal year.

After discussing the matter with the Finance Department of HUD Regional Office in Chicago, it was determined that since the City had adequate funding to cover the expense in their CDBG line of credit and it would be appropriate to amend the FY 2002-2003 Annual Action to reflect the 3B

Street Light project in the program year that that funds were expended. The result of this arrangement is that \$130,000 is available to utilize in FY 2003-2004.

Staff recommends that the \$130,000 be reallocated for property acquisition. Efforts have been made to secure a number of large parcels of land that could support new affordable housing opportunities that could compliment the redevelopment Lakeside Terrace. Using the funds for property acquisition would assist the City with their efforts to redevelop Lakeside Terrace and result in the timely utilization of these CDBG funds.

### **Proposed Amendments for FY 2002-2003 AAP**

The amended FY 2002-2003 AAP provides for \$130,000 for the 3B Street Light project. The following is the proposed amendment language would insert into the plan:

#### **Series Streetlight Replacement Area 3B/Street Improvements (FY 02/03)**

*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 - ENVIORNMENTAL ASSESSMENT Second Tier REVIEW previously completed.

### **Proposed Amendments for FY 2003-2004 AAP**

The amended FY 2003-2004 AAP provides for the deletion of \$130,000 for the 3B Street Light project and creates a new project that provides \$130,000 for Property Acquisition. The following is the proposed amendment language:

#### **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 - ENVIORNMENTAL ASSESSMENT Second Tier REVIEW previously completed.

#### **Property Acquisition in Support of New Construction and Relocation/Clearance/Disposition Activities (FY03-04)**

*Funds will be allocated for the purchase and maintenance of lots primarily in Census Tracts 53, 54, and 55, and donated for new affordable housing construction. 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*

**\$130,000 (130,000 NG)**

Specific Objective C-1

Citation - [24 CFR 570.201(a)(b)(d)(f)(1)(II)&(i)]

ENVIRONMENTAL ASSESSMENT or EXEMPT

The Community Development Commission reviewed the amendments at the March 23, 2004 regular meeting and the April 6, 2004 special meeting. The CDC recommended approval of the proposed amendments.

## **Options**

1. Approval of Modifications to the City of Urbana and Urbana/Champaign/Champaign County HOME Consortium FY 2003-2004 and FY2002-2003 Annual Action Plans.
2. Approval of Modifications to the City of Urbana and Urbana/Champaign/Champaign County HOME Consortium FY 2003-2004 and FY2002-2003 Annual Action Plans, with additional changes.
3. Deny approval of Modifications to the City of Urbana and Urbana/Champaign/Champaign County HOME Consortium FY 2003-2004 and FY 2002-2003 Annual Action Plans.

## **Fiscal Impacts**

The proposed amendments to the Annual Action Plans will not change the amount of funding available but only reallocate the total amount of HOME and CDBG funding.

## **Recommendations**

Staff recommends that the Urbana City Council Committee of the Whole recommend approval of the proposed amendments to the Annual Action Plans.

**Memorandum Prepared By:**

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**Bob Grewe, AICP**  
Grants Management Division Manager

**Attachments:**

**AN ORDINANCE APPROVING A MODIFICATION TO THE CITY OF URBANA AND URBANA/CHAMPAIGN/CHAMPAIGN COUNTY HOME CONSORTIUM FY 2003-2004 ANNUAL ACTION PLAN (Amendment #2) AND FY 2002-2003 ANNUAL ACTION PLAN (Amendment #3)**

CDBG Section of the DRAFT Amended Annual Action Plan (Fiscal Year 2002-2003)

CDBG Section of the DRAFT Amended Annual Action Plan (Fiscal Year 2003-2004)

ORDINANCE NO. 2004-04-042

AN ORDINANCE APPROVING A MODIFICATION TO THE CITY OF URBANA  
AND URBANA/CHAMPAIGN/CHAMPAIGN COUNTY HOME CONSORTIUM  
FY 2003-2004 ANNUAL ACTION PLAN (Amendment #2) AND FY 2002-2003 ANNUAL  
ACTION PLAN (Amendment #3)

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 (hereinafter "CDBG") and Home Investment Partnership Funds (hereinafter "HOME") funds upon proper submittal being made to the United States Department of Housing and Urban Development (hereinafter "HUD"); and

WHEREAS, the Urbana City Council previously approved resolutions authorizing submittal to HUD of the Annual Action Plan for FY 2003-2004 and Annual Action Plan for FY 2002-2003 that included proposed budgets for the CDBG and HOME Programs and HUD subsequently approved the said Annual Action Plans; and

WHEREAS, on March 28, 2004 the City of Urbana published in the Champaign-Urbana News-Gazette a notice of a 30-day public review period regarding said proposed budgetary amendments to the Annual Action Plan for FY 2003-2004 and Annual Action Plan for FY 2002-2003,; and

WHEREAS, on April 7, 2004, the Urbana Grants Management Division of the Community Development Department held a public hearing on the proposed amendments; and

WHEREAS, the City Council now finds it necessary and appropriate to amend the City of Urbana and Champaign/Urbana/Champaign County HOME Consortium Annual Action Plan for FY 2003-2004 and Annual Action Plan for FY 2002-2003.

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

Section 1. That the City of Urbana, as lead entity for the Urbana HOME Consortium, hereby approves the amendments to the following

City of Urbana and Champaign/Urbana/Champaign County HOME Consortium  
Annual Action Plans, as such amendments are referenced in the  
attachment hereto, by the use of strikeout/underlining and additional  
text with reference to the following Annual Action Plans:

Annual Action Plan for FY 2002-2003

Annual Action Plan for FY 2003-2004

Section 2. That said attached Annual Action Plans, as amended  
herein, replaces and supersedes the Annual Action Plans, amended as set  
forth in Section 1. above and previously adopted by the Urbana City  
Council.

Section 3. That the Mayor of the City of Urbana is hereby  
designated as the authorized representative of the City of Urbana to  
take any action necessary in conjunction with said attached Annual  
Action Plan, including submittal of the Plan to the HUD-Regional Field  
Office and provision of such additional information as may be required.

PASSED by the City Council this \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTAINS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Tod Satterthwaite, Mayor

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

# City of Urbana and Urbana HOME Consortium



## Annual Action Plan FY 2002-2003

Version 4.0  
Amendment # 3

Prepared by:  
City of Urbana  
Community Development Services  
Grants Management Division  
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**CITY OF URBANA  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2002 – 2003**

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

FEDERAL CITATION FOR AUTHORIZATION  
ENVIRONMENTAL REVIEW STATUS  
NG=New Grant  
OCO=Obligated Carryover  
PI=Program Income  
RF=Recaptured Funds)

**Resources-Federal:**

2002-2003 Grant	\$539,000
Recapture Funds	\$53,598
<del>Un-Obligated Carryover</del>	<del>\$130,000</del>
Program Income	\$32,857
<del>Available Resources</del>	<del>\$625,455</del>
<del>Available Resources</del>	<del>\$755,455</del>
Obligated Carryover	\$536,550
<del>TOTAL RESOURCES</del>	<del>\$1,162,005</del>
<del>TOTAL RESOURCES</del>	<del>\$1,292,005</del>

**ADMINISTRATION**

**General Administration Activities**

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

Personnel - Administrative	66,950	(27,995 NG/38,955 PI)
Division Manager @ 50%		
Grants Coordinator II @ 55%		
Secretary @ 10%		
IMRF/FICA @ 11.44%		
Insurance		
Other Administrative Expenses	24,500	(24,500 NG)
Books & Periodicals	1,000	
Office Supplies	1,500	
Photo Supplies	300	
Printing	3,000	
Dues & Subscriptions	1,500	
Travel & Conference	5,100	
Postage	1,500	
Recording Fees	100	
Audits	500	
Program Overhead	10,000	



Public Information 5,000 (5,000 NG) [24 CFR 570.206(b)]  
EXEMPT

Neighborhood Organization Grant Program VII (FY02/03) Funds will be contributed towards the capacity-building activities of two (2) neighborhood organizations, Historic East Urbana Neighborhood Association (HEUNA)\$2,500 and United Citizens and Neighbors \$ 2,500 (5,000 NG) Specific Objective Q-1 [24 CFR 570.205(b)] EXEMPT

**TOTAL ADMINISTRATION EXPENSE \$ \$101,450 (18.8%)**

**UN-PROGRAMMED FUNDING \$12,726 (4,000 NG 8,726 RF)**

### **AFFORDABLE HOUSING PROGRAM**

#### **Program Delivery**

*Specific Objective Q-3 [24 CFR 570.202(b)(9)] EXEMPT*

Personnel - Administrative \$54,271 (54,270 NG)  
Grants Coordinator II @ 26%  
Housing Rehab. Coordinator @ 50%  
Secretary @ 55%  
IMRF/FICA @ 11.44%  
Insurance

Case Preparation \$4,000 (3,000 NG)  
[24 CFR 570.202(b)(9)] EXEMPT

## **NEW FUNDING ACTIVITIES**

### **HOUSING REHABILITATION ACTIVITIES**

Predevelopment Activities Related to Lake Terrace Apartments Area (FY 02-03) Funds will used for architectural and engineering services necessary to redevelopment these public housing units and surrounding area/neighborhood. \$40,000 (40,000 NG) Specific Objectives D-5 [24 CFR 570.202(a)(2) &(b)(9)] EXEMPT

Emergency Grant and Access Grant Programs (FY 02-03) Funds will be contributed for two programs providing repairs necessary to alleviate hazardous conditions which pose a threat to the health and safety of a homeowner and general improvements necessary to remove barriers to accessibility by persons with disabilities. Homeowners earning less than 50% of the Median Family Income for Champaign County are eligible for the Emergency Grant Program. 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. \$80,000 (80,000 NG) *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 minor home 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* [24 CFR 570.202(a)(1) & (b)(10)] *CATEGORICALLY EXCLUDED CONVERTED TO EXEMPT*

Provena Behavioral Mental Health at the Mental Health Center Group Home Renovation (FY 02-03) Funds will be used to make priority renovations to multi-family, group homes located on Elm Street and Cottage Grove that serve low and very low-income persons with psychiatric disabilities. \$9,000(\$9,000 NG). *Specific Objectives B-1* [CFR 570.202 (a)(1)] *CATEGORICALLY EXCLUDED*

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. \$5,000 (5,000 NG) *Specific Objective C-4* [24 CFR 570.202(a)(1)] *CATEGORICALLY EXCLUDED CONVERTED TO EXEMPT*

Improvements to City of Urbana Transitional Housing Units (FY 02/03) Funds will be committed for the renovation of three properties owned by the City and used in its transitional housing program for homeless families with children. Code-related repairs will be addressed first and any remaining funds may be used to upgrade unit appearances. \$5,249 (5,249 NG) *Specific Objective A-3* [24 CFR 570.202(a)(2)&(b)(1)] *CATEGORICALLY EXCLUDED*

## **PUBLIC FACILITIES AND IMPROVEMENTS**

Prairie Center Health Systems Inc. (FY 02/03) Funding goal for this project is \$100,000 investment in CDBG funds over a two-year period for the rehabilitation, purchase or construction of facilities to house residential and outpatient services. The initial \$40,000 investment will go toward rehabilitation of Prairie Center's Hill Street facility in Champaign. Subsequent investment of an additional \$60,000 from FY 2003-2004 will go toward rehabilitation efforts of the same Hill Street facility

or a new facility that has not yet been identified. \$40,000  
(40,000 NG) *Specific Objective J-1 [24 CFR 570.201(C) FIRST TIER ENVIRONMENTAL ASSESSMENT*

Family Service of Champaign County (FY 02/03) Funds in the amount of \$16,000 will be used for architectural services related to the preparation of construction and bid documents for construction and renovation activities. \$16,000 (16,000 NG)  
*Specific Objective J-1 [24 CFR 570.201 (C)] EXCEMPT*

**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 - ENVIORNMENTAL ASSESSMENT Second Tier REVIEW previously completed.

Series Streetlight Replacement Area 3B/Street Improvements (FY 02/03) A total of \$150,000 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. Activities are scheduled for Construction Year 2002-2003. \$50,000 (50,000 NG/100,000 and \$185,553 from streetlighting project: 58,500 NG/127,033 OCO OCO) *Specific Objective K-2 and K-3 [24 CFR 570.201(c)] ENVIORNMENTAL ASSESSMENT FIRST-TIER REVIEW*  
0012/2000/718 Series Street Lighting Replacement \$50,000 and \$50,000 Funds Budgeted

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. \$50,000 (50,000 NG/ 50,000 OCO) funds budgeted previously *Specific Objective A-7* [24 CFR 570.309] *ENVIRONMENTAL ASSESSMENT*

**PUBLIC SERVICES**

Transitional Housing for Homeless Families With Children (FY 02/03) 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. \$40,274 (1,500 NG/38,774 RF) *Specific Objective A-1 & C-1* [24 CFR 570.201(b)&(e)] *EXEMPT*

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. \$40,585 (20,485 NG; \$20,100 City General Fund) *Specific Objectives I-1, O-1 & O-2* [24 CFR 570.201(e)] *EXEMPT*

\*Programs to be determined via Social Service Funding Program Applications.

Neighborhood Clean-Up (FY 02/03) One-day neighborhood clean-up activities will be held in fall, 2002, and spring, 2003, in the Community Development Target Area. Activities will include appliance, metal, and landscape materials recycling. The program will be co-sponsored by the UCAP Committee. \$25,000 (25,000 NG) *Specific Objectives J-1 & L-2* [24 CFR 570.201(e)] *EXEMPT*

**TOTAL PUBLIC SERVICE EXPENSE**                      **\$85,759 (15% CAP =\$86,693)**

**CARRYOVER ACTIVITIES**

**ADMINISTRATION ACTIVITIES**

Neighborhood Organization Grant Program VI (FY01/02) Funds will be contributed towards the capacity-building activities of two neighborhood organizations, North Broadway Neighbors and United Citizens and Neighbors (UCAN). \$3,500 (3,500 OCO) *Specific Objective Q-1* [24 CFR 570.205(b)] *EXEMPT*

Neighborhood Organization Grant Program V (FY99/00 ENC) Funds will be encumbered to affect any outstanding administrative expenses associated with capacity-building activities related to acquisition and rehabilitation of property for sale to a low-income homebuyer by United Citizens and Neighbors (NOG V) \$55 (55 OCO) 0028/1999/641 United Citizens & Neighbors \$2,500 Underway

## **HOUSING REHABILITATION ACTIVITIES**

### **Acquisition of Real Property, Disposition, Relocation, and Clearance & Demolition**

Property Acquisition for Renovation: United Citizens and Neighbors (ENC 97/98) Funds will be encumbered for UCAN to purchase and rehabilitate a deteriorating structure in Census Tract 53. The renovated house will then be sold to a low- to moderate-income family. Funds resulting from the sale of the property will either be used to purchase another deteriorating property for rehabilitation and sale or will be returned to the City for use in other CDBG-eligible activities. HOME Program funds will also be used. \$1,696 (\$1,696 OCO) 0002/1997/156 \$25,000 Underway

Property Acquisition for Renovation: United Citizens and Neighbors CDBG monies will be committed to UCAN for the purchase and rehabilitation of another deteriorating structure in the area of Crystal Lake Park neighborhood (Census Tract 53). The renovated house will be sold to a very low- to moderate-income family. Funds resulting from the sale of the property will either be used to purchase another property for rehabilitation and sale, or will be returned to the City for use in other CDBG-eligible activities. Funds received by UCAN from the sale of property associated with a previous project will also be contributed. \$30,000 (30,000 OCO) *Specific Objective C-4* [24 CFR 570.202(b)(1)] *CATEGORICALLY EXCLUDED FIRST-TIER REVIEW*

Property Acquisition in Support of New Construction and Relocation/Clearance/Disposition Activities (FY99/00 ENC) Funds will be encumbered to purchase 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. Any necessary relocation activities will be governed by the Federal Uniform Relocation

Act. Properties may also be acquired and cleared for blight abatement purposes only. \$59,949 (59,949 OCO) [24 CFR 570.201(a)(b)(d)&(i)]

Property Acquisition in Support of New Construction and Relocation/Clearance/Disposition Activities (FY01/02) Funds will be allocated to purchase 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. Any necessary relocation activities will be governed by the Federal Uniform Relocation Act. 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. \$66,984 (66,984 OCO) *Specific Objective C-1* [24 CFR 570.201(a)(b)(d)(f)(1)(II)&(i)]  
*ENVIRONMENTAL ASSESSMENT FIRST-TIER REVIEW*

Emergency Grant and Access Grant Programs (FY00/01 OCO) Funds will be encumbered to affect payment of any outstanding expenses related to program activities from the previous fiscal year. \$5,282 (5,282 OCO)

Emergency Grant and Access Grant Programs (FY 01-02) Funds will be contributed for two programs providing repairs necessary to alleviate hazardous conditions which pose a threat to the health and safety of a homeowner and general improvements necessary to remove barriers to accessibility by persons with disabilities. Homeowners earning less than 50% of the Median Family Income for Champaign County are eligible for the Emergency Grant Program. 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. \$47,214 (47,214 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 01/02) 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. \$6,401 (6,401 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 (FY01/02) 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. \$6,000 (6,000 OCO) *Specific Objective C-4* [24 CFR 570.202(a)(1)] *CATEGORICALLY EXCLUDED CONVERTED TO EXEMPT*

## **PUBLIC FACILITIES AND IMPROVEMENTS**

Accessibility and Visitability Site Improvement to C-U Independence Apartments CDBG funds will be committed to Developmental Services Center to purchase all necessary materials and labor to complete modifications and installation of a power operator to the main entry door of the facility located at 610 East Kerr Avenue, Urbana. This site improvement will increase accessibility and visitability to residents and their guests as they enter and exit the building. \$4,505 (4,505 OCO) *Specific Objective B-3* [24 CFR 570.202(a)(1) and (b)(11)] *CATEGORICALLY EXCLUDED*

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. \$3,000 (3,000 OCO) *Specific Objective J-1* [24 CFR 570.201(c)] *EXEMPT*

Census Tract 55 Street Lighting (FY98/99 ENC) Funds will be encumbered to facilitate final payout for the new street lighting system in Census Tract 55. Funds will continue to be carried over until city staff can complete the necessary Davis-Bacon requirements. \$5,000 (5,000 OCO) *Strategy D9 (Consolidated Plan FY 1995-1999)* 0019/1999/620 CT 55 Curb/Gutter/Paving \$5,000 Underway

## **PUBLIC SERVICES**

Public Service Activities under Consolidated Social Service Funding Program (FY 01/02) 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. \$19,931 (19,931 OCO) *Specific Objectives I-1, O-1 & O-2* [24 CFR 570.201(e)] *EXEMPT*



# City of Urbana and Urbana HOME Consortium



## Annual Action Plan FY 2003-2004

Version 3.0  
Amendment #2

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 March 25, 2003  
Approved by Urbana City Council Resolution No. 2003-04-006 May 5, 2003  
Amended by Urbana City Council Resolution No. \_\_\_\_\_

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**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
Obligated Carryover	\$144,750
<b>TOTAL RESOURCES</b>	<b>\$821,750</b>

ADMINISTRATION

**General Administration Activities**

Personnel - Administrative

Division Manager @ 40%

Grants Coordinator II @ 76%

Secretary @ 20%

IMRF/FICA

Insurance

**\$90,700 (\$90,700 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

**\$19,400 (\$9,400 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

#### **City of Urbana Paint and Siding Program (FY 03/04)**

Funds will be used as match for a Federal Home Loan Bank grant to facilitate painting and/or siding of exterior trim, gutters and downspouts at six (6), in Urbana, for income-qualified households.

**\$12,000 (12,000 RF)** *Specific Objective C-4* [24 CFR 570.202(a)(1)] *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

**Property Acquisition in Support of New Construction and Relocation/Clearance/Disposition Activities (FY04-03)**

Funds will be allocated for the purchase and maintenance of lots primarily in Census Tracts 53, 54, and 55 to support affordable housing development. 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 are conveyed to an organization to support the development of affordable housing.

**\$130,000 (130,000 NG)**

Specific Objective C-1 [24 CFR 570.201(a)(b)(d)(f)(1)(II)&(i)] ENVIRONMENTAL ASSESSMENT or 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 –Second Tier 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 Center Training and Employment Center**

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 (\$9,172 NG, 90,000 RF)**

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%)**

## **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